

## November 19, 2008

- Items moving forward after the meeting:
  - Move forward with PDF grade books and saving them to the server in the Grade book folder. We will back them up at the end of each year on a DVD to ensure safety.
  - Create formal exam activation to use passwords with proctors. Teachers will activate all exams and supply their passwords to the proctor after the proctor has been verified and in contact with the teacher.
  - Schedule Parent Advisory gathering to coincide with Face-to-Face AASD high schools. 2 times per year.
  - Move forward with MOU for web academy
  - Send out eSchool Course IDs and parallel list to Middle School Associate Principals.
- Next Meeting:
  - ? To be determined

### Agenda for November 19th meeting:

- **Introductions**
  - Who is the new guy: [Erik Hanson](#)?
    - eSchool Office Staff: Amy Sunke, Jean Pynenberg, Mary Lee Lehr
- **Program Leader updates/activity:**
  - Introduce [New Course List with course numbers](#) and labeling system to parallel AASD
    - Jean Pynenberg to deliver to West & North guidance and APs.
  - eSchool Week defined as Wednesday - Tuesday
    - Teachers decided at First Teacher meeting
  - [Alert Now Phone system use for FDCs](#)
    - Free up valuable secretarial time
  - Created Shared [Folder on network K Drive](#) as a shared resource for all eSchool staff.
  - First Day of Class (FDC):
    - [New FDC Checklist](#) teachers use with each family
    - Elluminate now used for FDC
      - Teacher can watch student by requesting desktop control
      - Requires student to navigate the course and the teacher can interject to give help when needed.
  - Updated & Improved teacher helpers!
    - [Attendance Helper](#) : Tim Ketter and I met and made improvements to attendance helper document. Kudos to Tim!
  - Updated [Automated Pace Chart Creator](#): Once again, Kudos to Tim Ketter for his expertise!
  - www.appletonschool.org
    - Purchased new domain name and new website will be developed in the district.
  - Kenosha contracts to lease Creative Writing and PFM course content generated \$3,000 earmarked for curriculum development. (1 block of 25 for each of the courses @\$60 per enrollment.)
  - Printing teacher grade books to PDF
    - More secure data environment and major costs savings
      - Gradebooks backed up on AASD server

- Can burn spare copy and place in safe/vault if necessary at the conclusion of each year.
        - *Goal to begin after Governance Board Meeting*
    - Exam Activations procedure: Passwords with proctors
      - Empower teachers to manage the proctor and activate password protected exams for students
        - *Goal to start this procedure for ~semester II*
- Enrollment Report
  - Data and Learning from VSS in Arizona
    - *Slides from Michael B. Horn's presentation (2 slides)*
- eSchool Guidelines - updated document
- Policy and Procedures - entire document
  - Changes since last Spring - updated items
- New Virtual School Legislation:
  - VS Attendance Legislation (big piece)
    - Warning Letter
    - Full-Time student truancy process
      - 1st Warning letter, 2nd letter, 3rd letter, 4th letter: Final Notice - dropped and reassigned back to resident district.
- Teachers must have taken an Online Teacher Facilitation Course by July 2009
- Audit: Connie and Mary Lee put together a great Binder...the Audit team has been in contact with us off and on during the summer and fall. Hopefully we will see a report sometime in 2009.
- Parent Advisory Group .
  - How to meet this requirement?
    - **Have the parent advisory group meet during conferences twice per year. Pick the time before or during conferences.**
- **MOU for WebAcademy -**
  - *To date Appleton eSchool has been able to cover basic operating costs through contracts with other districts.*
  - *Being officially recognized by the DPI as a high quality program supports the option of continued contracting with other districts by providing a key marketing piece by association as well as preferential location of a link to our site on the DPI website.*
  - *The MOU is being submitted on behalf of AASD/Appleton eSchool rather than the Wisconsin eSchool Network due to the organizational format of the Network. The approval of Appleton eSchool for the Web Academy would open up the option for any other Network Partners who have the experience and resources to handle out-of-district contracts.*
  - [Proposed Memorandum of Understanding with the DPI](#)
- Wisconsin eSchool Network Update
- Governance Board Membership
- Set dates for next meetings.
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Where do we go from here?
  - Online requirement to graduate?
    - A couple states that require an online course: Michigan and Alabama.
  - Online registration with AASD???
  - BocaVox?
  - Facebook? :)
  - What topics are people interested in discussing or learning about at our

meetings? Please email me with any suggestions: [hasonerik@asd.k12.wi.us](mailto:hasonerik@asd.k12.wi.us)

- Thank you for attending. :)
  - [Feedback Form](#).