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## District-wide Technology Committee Meeting

Tuesday, February 28, 2017; 4:00 p.m.  
Central Administration Office Board room

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### Minutes

**Members Present:** Superintendent Douglas Sullivan (Administrator), Mrs. Elisa Kensinger (DHS), Mrs. Kim Goodall (Hagen Junior High), Ms. Danielle Paiz (Hagen Junior High), Mr. Christopher Kovash (Berg), Mr. Damian Sobolik (Berg), Mrs. Kristi Meidinger (Heart River), Mrs. Andrea Dvorak (Heart River), Mrs. Laura Kelly (Jefferson), Ms. Chantal Urlacher (Jefferson), Mrs. Jackie Glaser (Prairie Rose), Ms. Jill Nelson-Wetzstein (Lincoln), Mrs. Ruth McCabe (Lincoln), Mrs. Lexi Steiner (Roosevelt), Mrs. Tanya Rude (School Board), Mr. Brent Seaks (School Board), Mr. Mitchell Murphy (District Technology Coordinator), and Mrs. Laura Hondl (District Technology Specialist).

**Members Absent:** Mr. Brian Ham (DHS), Mr. Tracy Sipma (DHS), Mrs. Rebecca Bautz (Prairie Rose), Miss Emily Bren (Roosevelt), Mrs. Cill Skabo (Community Member), Mr. Ryan Dukart (District Technology Specialist), and Mrs. Stacy Northrop (District Technology Specialist).

**Call to Order** – The meeting was called to order by Mrs. Laura Hondl at 4:00 p.m.

**Meeting Norms** – The meeting norms were available on the agenda.

**Additions/Deletions to the Agenda Items** – There were no additions or deletions to the agenda items.

**Approval of January 25 Meeting Minutes** – Mrs. Meidinger moved to approve the January 25 meeting minutes, as presented. Mrs. Kelly seconded the motion. The motion carried unanimously.

### **Business Topics**

**Kayako Report** - Mr. Murphy explained the labs were currently being updated in preparation for the NDSA testing. The testing window opens on March 14. Elementary students will test first followed by the high school. Mr. Murphy reported the one gig update installation from the state is completed and includes new fibers. There were some issues with the District receiving the extra gig. The fire wire box was replaced and there is troubleshooting by Dakota Network at DSU May Hall which is the target location. Mr. Murphy noted there have been issues with the voice mail extensions. The technology staff have been working with Consolidated to try and troubleshoot the problems. Consolidated has ordered new battery backup equipment which should be in shortly and should fix any issues.

Mrs. Hondl welcomed Ryan Dukart to the technology department. Mr. Dukart was unable to attend today's meeting.

2015-2016 ETC Grants Update – Mrs. Hondl reported the District had applied for a matching funds grant last year which the District was awarded. The funds were designated for 155 laptops, five carts, and a printer for each cart. The cost for the devices was lower than anticipated, therefore 160 laptops were purchased, and eight carts. Funds were also utilized for training from Mr. Holkup from EduTech. Mrs. Goodall inquired if the District could again apply for the grant. Mrs. Hondl responded that this matching funds grant has not become available this year.

Technology Strategic Plan – A copy of the District's current technology strategic plan was distributed and reviewed by the committee. Mr. Seaks inquired if in the past there had been a technology strategic plan that included information on who was responsible for the action plan, what was the cost associated to the plan, and noting if something was accomplished.

Mrs. Meidinger said this committee spent a lot of time defining a 1-to-1 initiative. The discussion led to changing it to embedded technology instead of 1-to-1 technology.

Mrs. Rude felt the technology strategic plan should be geared towards the smart goals adding it should be something that is measurable; something written down that was achievable. Those are not in the strategic plan. She noted that looking into getting an integrated specialist would be a smart goal that could be celebrated. Mrs. Meidinger explained that Dr. Sullivan had the committee look at refining the strategic plan in small increments and noted the changes that had been made. Mrs. Goodall thought the strategic plan would be more meaningful when it included tangible items, such as the technology integration specialist. As an example, the goal could be to have that specialist in place by a specific date and it would be the responsibility of human resources to make sure it was in place. Mr. Seaks said he was just learning the process and it was helpful to know there had been a lot of time spent on the semantics. He added that technology is always changing. Mrs. Goodall inquired the reasoning for the technology strategic plan. Mrs. Rude responded that the District has a strategic plan and the technology strategic plan is a part of that plan. The strategic plan works to guide the District. Mrs. Kelly noted that the District is accomplishing goals and noted that there are great things that the District is striving for in the new middle school. Some of the 1-to-1 initiative goals are being met by using carts. There was a discussion regarding the replacement rotation of the devices at the schools. Mrs. Hondl explained the changes that need to be made on the document and noted that Berg will change in the rotation. She added the white boards and projectors will remain at Berg. Mr. Seaks noted that if there are funds available a technology director would be hired. That person could devote some time and energy to the technology integration. Mrs. Rude explained the school board voted in December to hire a technology director because they had heard from many teachers that the technology needs to be overseen and run smoother. Some committee members agreed. Mrs. Hondl thought that there didn't need to be another person added to the technology department. Someone needs to help more on the line of the curriculum. Mrs. Rude inquired what would that person look like to them. Mrs. Hondl felt there needed to be a restructure of the technology department. Mrs. Kelly suggested someone like Mr. Holkup from EduTech that could be the person between the technology department and the teacher. Someone to help put the material in action. Mr.

Seaks said that when he had been talking to the principals that idea had been suggested several times. He said that even though the title of the person is technology director what that person does is still being determined. He said he was not undermining the technology department. He said the technology department is important to the district and it needs to be given attention and focus. Mrs. Goodall recognized the need for someone who can integrate the curriculum and modify teaching in the classroom to bridge the gap. Mrs. McCabe felt the district would need more than one specialist. Mrs. Rude clarified that it would be better to have several integrated specialists instead of a director. Mrs. Kelly explained that there is one library specialist for five buildings. That person cannot be in all buildings at the same time. She would need the training to integrate the technology in the library. Mrs. Meidinger and Mrs. Goodall both expressed their appreciation for Mr. Holkup. Mrs. Goodall added that he would do whatever is asked of him. She would like something beyond that, to the next level. Ms. Kensinger explained in the Fargo School District they have a teacher on special assignment that rotates through the school. Grand Forks has a similar model. They are basically technology coaches. Mrs. Rude said it appeared the District did not need a technology director. Mrs. Goodall suggested using Mr. Holkup's job description as a model. Mrs. Rude liked the idea of a coach. Mr. Seaks said maybe the title could be a catch all for a lot of different things. These could be identified using the strategic plan. Dr. Sullivan could put it together as he sees fit. Mrs. Rude referenced back to the strategic plan and suggested adding smart goals to the action plans which would help to celebrate areas that are completed and can be checked off and to keep the District focused on how it can continue to improve the district's technology.

At the previous meeting, Superintendent Sullivan requested the committee members to develop ideas on what type of professional development is needed in order for teachers to manage and embed future technology into the district. Mrs. Kelly said when she talked to the teachers about professional development, they didn't know. It is hard for them to put into words exactly what they are looking for. She added, everyone agrees that we need professional development in technology. Ms. Nelson-Wetzstein noted from an elementary teacher's perspective, they feel it is important for the students to have more time to use the technology and learn about keyboarding. Mrs. Kelly said she has seen instances where there are not enough devices for a classroom. Mrs. Nelson-Wetzstein agreed there are times there are not enough devices, sometimes because a number of devices are not working properly. She noted it takes a long time to trial through an iPad. It is hard to fit in professional development when the teachers are busy trying to accomplish the teaching they need to teach. Mrs. Goodall would like to see at her level that it is modifying what she does. It is largely the device. She doesn't want to know how to do more computer games. Learning in a different way, in a project based way. This is very different than what she is doing currently. In her mind, technology should not be a substitute of what she is doing. Mrs. Glasser added it would be enhancing the teaching instead of modifying it. Mrs. Kelly reiterated that teachers want the professional development, they want to address 21<sup>st</sup> century learning, but they don't know what they want or need. Mrs. Goodall added the teachers don't know what is out there.

Mrs. Goodall explained that Mr. Murphy had gotten Microsoft Showcase School for the entire district. She had contacted a representative from Microsoft and this tool can be used by anyone at no charge. The Microsoft technicians are former educators. They could potentially offer curriculum specific assistance. They also have trainers that could come to

the site and maybe train 40-50 people a day. She didn't know if this was anything that the district would want or look into further. It could be curriculum specific training. Maybe how to modify the teacher's specific curriculum to modify the product. The District would need to indicate to Microsoft what it wants and Microsoft would explain if that was achievable. The training is free. Mrs. Goodall said she doesn't want them to come and train her on how to utilize Outlook or something similar. She noted there is a website anyone can go on and review resources at MS.com. It has many different lesson plans. There was discussion how this could be incorporated as a training. The professional development days are already utilized. It maybe could be done during the summer. A committee member noted she attended a summer session on phonics and only two other teachers were in attendance. Getting the planning and the teachers to buy in outside of the regular day is the hard part. Another member said the teachers should not complain about it then, they should be there attending the training. There was discussion regarding train the trainer.

Superintendent Sullivan referenced back to the two questions that input was requested on at the last meeting. Due to lack of time, he asked the committee members to forward the responses to him by email and he will try and gather the information before the next meeting. Mr. Seaks thought it would be helpful with the strategic plan to have smart goals with deadlines so that there can be a celebration of accomplishments. Some of the things are broader but some things are more specific with a goal attached.

**Other** - Superintendent Sullivan apologized for being absent for part of the meeting due to an emergency. He thanked the committee members for attending the meeting. The next meeting was scheduled for Thursday, March 30.

**Adjournment** – Superintendent Sullivan declared the meeting adjourned at 5:00 p.m.