



# District-Wide Technology Committee Meeting

Wednesday, September 6, 2017; 4:00 p.m.

Central Administration Office

## Minutes

**Members Present:** Superintendent Douglas Sullivan, Mrs. Elisa Kensinger (DHS), Mrs. Kim Goodall (DMS), Mrs. Kristi Meidinger (Heart River), Mrs. Andrea Dvorak (Heart River), Mrs. Chantal Heth (Jefferson), Mrs. Jackie Glaser (Prairie Rose), Mrs. Rebecca Bautz (Prairie Rose), Mrs. Lexi Steiner (Roosevelt), Ms. Emily Bren (Roosevelt), Mrs. Tanya Rude (School Board), Mr. Brent Seaks (School Board), Mrs. Cill Skabo (Community Member), Mr. Mitchell Murphy (Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), and Mr. Ryan Dukart (Technology Specialist).

Members Absent: Mr. Brian Ham (DHS), Ms. Danielle Paiz (DMS), Mr. Christopher Kovash (DMS), Mrs. Laura Kelly (Jefferson), Mrs. Kelly Jahn (Lincoln), Mrs. Ruth McCabe (Lincoln), and Mrs. Stacy Northrop (Technology Specialist).

**Call to Order:** Superintendent Sullivan called the meeting to order 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.

**Approval of the May 16, 2017, Meeting Minutes:** Mrs. Meidinger moved to approve the May 16 meeting minutes, as presented. Mrs. Dvorak seconded the motion. The motion carried unanimously.

### **Business Topics**

**Infrastructure Update:** Mr. Murphy explained the gigabytes at the schools have been increased. New switches have also been added. The bandwidth is being monitored to find out if it is topping out. Mrs. Skabo asked if there had been contacts with the State to find out what type of updates they are or have been doing. Mr. Murphy responded there is a booklet available online but it does not go into specifics regarding the hardware that was updated.

**2017 Summer Projects:** Mrs. Hondl reported a large part of the summer was spent getting Dickinson Middle School set up. This was a huge project with many hours put in to get it ready. There are a few glitches that are being worked out; however, all the student devices and teacher devices are set up.

**Kayako Report:** Mr. Murphy reported there have been some reports coming back from Dickinson Middle School where individuals are having difficulties with the wireless controls and connections. A network engineer has done some reconfiguring and may have eliminated some of the problems. Mrs. Goodall inquired if the difficulties during the NWEA testing today have been corrected. Mr. Murphy explained why there were areas with weaknesses and what is being done to correct those situations.

K-5 Embedded Technology Initiative: Superintendent Sullivan explained the technology initiative was presented to the Budget Committee and was approved. It was the intent of the Technology Committee that the devices would be in the hands of the teachers prior to the second semester (January 2018). Dr. Sullivan explained this committee would need to have a plan for professional development for the teachers and what the training would look like for the teachers but not on a specific topic. The professional development would need to be driven by the teachers. It should include information the teachers would like to learn. Teachers would need to familiarize themselves with the devices and how to best utilize them with the students.

Mrs. Glaser inquired regarding a potential date for rolling out the devices. Superintendent Sullivan responded that would be a decision made by this committee. Mrs. Kensinger noted the professional development for this school year has already been planned. There may be a window of opportunity available during the early release days when the buildings will be providing the professional development. Dr. Sullivan explained when the high school implemented the 1-to-1 initiative, EduTech provided hands-on training to the teachers in the classroom during instructional time. Mrs. Kensinger added Mr. Kevin Moberg also provided training.

Mrs. Goodall suggested that a solid implementation plan be in place before the devices are distributed. This year could be spent mapping out the plan. There was a discussion regarding having the devices before Christmas break and the disadvantages of having the devices the end of the school year and setting in boxes all summer long. Mrs. Glaser would like to see newer carts at Prairie Rose in the near future and not wait. Mrs. Rude inquired if the devices were purchased for the K-5 and they were in the classrooms, would the teachers use them. Mrs. Meidinger did not feel she would have enough time to get to know the devices to integrate them into the classroom instruction.

Mr. Seaks referenced the 1-to-1 initiative survey handout and some of the responses suggesting professional development upon implementation. He added there were others that did not understand the concept. Mrs. Rude noted there were a large number of responses that indicated they were proficient (75%) regarding the use of technology. Mrs. Dvorak felt it was important for the students and teachers to begin using the devices since the students need to be prepared for the advanced technology at the middle school. Mrs. Steiner felt there would be no time this year for the teachers to meet as a grade level. There would not be enough substitute teachers for that type of meeting. If Mr. Holkup was coming and working at the school, it could be a possibility. Mrs. Meidinger was concerned the apps wouldn't be on the devices. Mrs. Hondl explained if she had a list of the apps they could be loaded prior to distribution. She also thought the same apps would be used by the same grade-level teachers in the building. The teachers would need to talk as a group and make a list. Mrs. Goodall explained there is a lot of work involved in learning how to use the devices and the professional development part is very important. She suggested getting the devices in the hands of the teachers this year and work on the professional development next year. Mrs. Steiner thought the list of apps could be collected at the grade-level meetings at the buildings. A message could be sent in advance to find out which ones the teachers like and put the list on a spreadsheet. Teachers know which apps they like.

There was a discussion regarding how many devices should be given to each teacher during the first wave of implementation. Mrs. Steiner thought one device for the teacher with one for the student might not be enough. If the teacher is ready to start using the devices, having one device to pass around to all the students would not be enough. Mrs. Goodall emphasized the importance of professional development and to have a plan in place.

There was a discussion about the timeline for ordering, imaging, and distribution. Mr. Murphy explained it would be necessary to review the wireless access points in the building and make sure they are appropriate.

Mrs. Skabo felt it was important for there to be accountability and expectations from the teachers. If the devices are given to the teachers and the teacher does not use them for 6-9 months, this is a waste of funds. Mrs. Kensinger suggested having a prerequisite training prior to the teacher receiving the devices. This would motivate the teacher to learn about the devices ahead of time. She noted that Microsoft and EduTech have a lot of information available online for free. There was a discussion regarding sharing the training with others in the building, such as a train-the-trainer approach.

The committee discussed possible pilot programs in the buildings. The building representatives could find out if there are individuals in their building that are willing to do a pilot program. Those that are willing to do the pilot need to be committed and motivated and accountable. Dr. Sullivan asked the elementary school representatives to go back to their buildings and ask if there are any individuals that would be willing to do a pilot. Mrs. Rude added that they should also bring back a spreadsheet with a list of apps the grade-level teachers would like on the devices.

**Next Meeting Date:** The next meeting was scheduled for Tuesday, September 26 at 4:00 p.m.

**Adjournment:** The meeting adjourned at 5:06 p.m.

Minutes provided by Twila Petersen.