District-wide Technology Committee Meeting
Wednesday, March 30, 2016; 4:00 p.m.

Minutes

Members Present: Superintendent Douglas Sullivan (Administrator), Mrs. Leslie Ross (Board), Mrs. Tanya Rude (Board), Mr. Mitchell Murphy (District Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), Mrs. Barb Bonicelli (HJH), Mrs. Jill Nelson-Wetzstein (Lincoln), Mrs. Ruth McCabe (Lincoln), Mrs. Andrea Dvorak (Heart River), Mrs. Kristi Meidinger (Heart River), Mrs. Rebecca Bautz (Prairie Rose), Ms. Emily Bren (Roosevelt), Mrs. Lexi Steiner (Roosevelt), Mr. Damian Sobolik (Berg), Mr. Caden Brewer (Technology Specialist), and Mrs. Laura Kelly (Jefferson)

Others Present: Wanda Anderson (DHS Building Technologist), Jeremy Holkup (EduTech Representative)

Members Absent: Mr. Tracy Sipma (DHS), Ms. Jenifer Leslie (Hagen), Christopher Kovash (Berg), Mrs. Amber Remark (Jefferson), Mrs. Jackie Glaser (Prairie Rose), Mrs. Cil Skabo (Community Member), and Mrs. Stacy Northrop (Technology Specialist).

Call to Order – The meeting was called to order by Superintendent Sullivan at 4:00 p.m.

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

Additions/Deletions to the Agenda Items –There were two additions to the agenda. Mr. Jeremy Holkup was asked to give an update on the training that is ongoing for the Language Arts and Science Departments at DHS and Mrs. Barb Bonicelli was asked to give an update on the middle school technology committee work that has been on going as well as the preliminary plan that was giving to the administrators. As further review will need to be done by the committee.

Approval of October 7, 2015, Meeting Minutes – Mrs. Meidinger moved to approve the February 29th meeting minutes, as presented. Mr. Ham seconded the motion. The motion carried unanimously.

Business Topics
Kayako Report –Mr. Murphy Distributed a report of current issues that are being addresses. The first was an update of the DHS computer upgrades. The tech department is in the process of replacing teachers and staff machines at DHS. The 100 pod is completed and the process with continue with the 300 and 400 pods during the week of April 4th. After the 300 and 400 pods are completed the 500 and 600 pods will be next followed by the yellow building and the office staff.

Second update was in regards to NDSA testing. On 3/30/16 Mr. Murphy contacted the building level technologists and they reported that there have not been any issues so far.

The third update was the Heart River Computer upgrades. Mr. Murphy stated that the plan is to start the computer upgrades after school is finished in May. The replacement plan includes teacher and staff machines along with the computer lab. The old teacher/lab machines will be imaged and repurposed as student machines in the Heart River classrooms.

Mrs. Meidinger asked how the replacements would be done as she would be working in the building this summer. Mr. Murphy stated that the tech department normally uses the lab as base of operation. Mrs. Hondl stated that the procedure is to image the current lab as student machines, set up the new teacher machines and image those, and finally set up the new lab. Mrs. Meidinger inquired about if the teachers need to be informed of anything. Mrs. Hondl stated that Beth (the building tech) should be building a list of teachers that need specialized software. Office and Promethean will be on the default image.

Mrs. Meidinger had stated that the current machines are very slow and the internet is often delays. Often websites take a long time to load. Scholastic News was one of the websites that she says is currently starting and stopping. Tumble Bumble is a video site that 1st uses. Mrs. Dvorak stated that Daily Almanac also stalls out. Keyboarding without Tears was another site that always seems to have issues. Dr. Sullivan stated that there is a lot of dissatisfaction throughout the K-5 buildings and the program is currently under district review. Mr. Murphy stated that it may be the website itself and not the districts network. The website service pages would be the first things to check along with other buildings that use the same websites to see if it is a building or site issues. Mrs. Rude asked if this should have been a work order submitted to the building tech. Mr. Murphy confirmed that yes this needs to be sent to the building techs to make sure they are submitted into the work order site.

Jeremy Holkup Report – Mr. Holkup stated that with the build grant that was awarded to Dickinson Public he has been working with the nine teachers that were selected with the grant. Three of the nine trainings have been completed with more trainings to occur over the summer months. In regards to the tech proposal that was started last year, there are eight website trainings left. Jeremy has spoken to Mrs. Northrop and Mrs. Hondl about using those eight next fall as a refresher course to get the school websites all updated with all the technology paraprofessionals. There are still seven InStep trainings available, Jeremy has other training options available if there is no longer interest in the instep training. Mrs. Meidinger inquired if the InSteps are available for the summer. Jeremy stated that he is available all summer for trainings and if there is an interest to contact the building administration and also Mrs. Kathrein.

Middle School Technology Plan- Dr. Sullivan stated that there has been a committee created to brainstorm and build an idea of what the technology will look like when the new middle school opens and how the technology will be embedded in the instructional techniques for the project based learning. The technology plan that was shared with administration has been sent back to Dr. Lewton for some clarification and revision. Mrs. Bonicelli started with the 2015-2016 school year. The building purchased 80 Streams to be placed in the Language arts teams. The integration has been successful and was slowly introduced. For the last month the teachers have been using them daily as 1-1 as soon as the students enter the classrooms. The tech committee has started to look at next year. The committee feels that the best device at this time would be a laptop that is more of a tablet size. The teachers want the students to use them for reading and then be able to connect them to a keyboard and do the word processing. Larger laptops are not conducive to reading. The Tech committee would like to do an interim step for 2016-2017 with the language art department having carts with the tablets that would go with when the new building opens. This would be for two teams in seventh, two teams in eight, and three teams of sixth. The current Streams would move to social studies at Hagen so that those teachers could get more comfortable with integration of

technology. The social studies department would use them mainly for web research and also word processing. For the 2017-2018 school year as the new building opens new devices would be purchased for social studies and the streams repurposed to another department. This would open the building with a 1-2 ratio of technology devices. Mrs. Bonicelli mentioned that there are a number of computers and printers that are currently in Hagen that could be repurposed at the new building. Mrs. Rude questions what the plan is with the science department. Mrs. Bonicelli stated that a decision has not been made in regards to how the curriculum will be set up for the new building. Mrs. Rude stated that science might also be interested in devices as the new building opens. Mr. Sobolik stated that the science teachers are meeting April 19th and he will ask about device usages for the new building.

Ms. Ross had a few questions for the DMS committee. What's the vision that DMS sees for student usage? How will a device help the students? How have the streams made a difference in academic achievement? Mrs. Bonicelli stated that the language art department has started to build their curriculum around the devices they have been collaborating on projects and classroom activities with the students. Ms. Ross also asked, when DMS opens what is the objective for the 1-1? Is there going to be a Rubric or standards associated with the usage of these devices so that the utilization of the devices is secondary to learning with a more data driven approach to learning? Mrs. Bonicelli describe that the teachers are really starting to use Office 365 as a platform for student learning. They are using word processing and class notebook so that the teachers can share documents and assignments through Office 365. Mr. Sobolik stated that at Berg there is limited space due to only have one lab and one laptop cart. When testing occurs it shuts the lab down and leaves ten teachers trying to use one cart for reseach. Berg is starting a Genius hour where the students can pick a topic and do the research on it. This allows the student increase their interest in learning as it's a topic they pick, but the access to the most current information needs to be there. Berg teachers currently need to plan a month in advance to use the lab.

Mrs. Hondl shared that the DMS tech committee would like to eventually get to a paperless environment and getting away from unnecessary equipment and materials. This would allow prepare the middle school students for the high school environment. Mr. Sobolik stated that the collaboration for students would then also grow with the students as sixth grade is the gateway to Office 365 and also integrated tech usage. Mr. Holkup shared that there are 1-1 initiatives all over the state and the device is different at each. The main idea should be to get the teachers and staff out of the paper environment and into a paperless setting where they can collaborate with other teachers and students throughout the school. Mrs. Bonicelli shared that staff like to interject information into classroom learning, but they have to have primary source documentation instead of google searches as the primary sources are checked and go through verification.

Ms. Ross wants to make sure that the development of leadership is not missed with technology integration, so how will the staff development be maintained and accomplished? Dr. Sullivan stated that since this is a preliminary plan, administration has visited with Dr. Lewton with what type of professional development is going to be woven into environment so that the teachers can embed the technology into their teaching plans. Dr. Lewton is going to be doing the research and planning on how to build the professional development. Administration has shared with Dr. Lewton the options that EduTech has available and also the usage of the SAMR model that DHS is currently using. Mrs. Bonicelli also stated that PLC groups can also assist with the development. Mr. Ham shared that being the first to test out an embedded technology there have be struggles and now that they have found their footing they are looking at the bigger picture. He gave an example of what the history department at DHS is currently planning. All the History teachers at DHS do a project where they interview a family member. The teachers now want to start an online database where they could put all the interviews and other teachers and students would be able to access them. Teachers also need to be make sure they are showing the students the basics as students

don't always know how to use the technology. The middle school will be the start of basics and development and learning will only grow as the students' progress through the upper grades.

1-to-1 Definition and Strategic Plan– Dr. Sullivan recalled that at the last meeting the committee suggested that he and Mrs. Hondl go and back and look at some language in terms of the 1-1 initiative. The committee had decided at that meeting that the districts definition is not a true 1-1 where students have a device in their hands throughout the duration of the day. Dr. Sullivan and Mrs. Hondl came up with the following. It is an embedded technology initiative. This represents what currently is in place at DHS, the district, and also what is planned for DMS. The committee also decided that the embedded technology would start at the high school and DHS is currently well equipped. Mr. Ham shared that at the last department chair meeting that there is one math teacher that is interested in embedding technology and also the language art department would like to add more devices. Dr. Sullivan stated that the committee has also decided that embedded technology would transition down to sixth grade. The committee has not come to a consensus on what embedded technology looks like in K-five. Is sixth grade where we stop for intense embedding or would the committee like to go further? Dr. Sullivan asked if the phrase embedded technology initiative is acceptable to the committee? The committee agreed that embedded technology is acceptable, with an implementation at the high school that rolls down to sixth grade. Dr. Sullivan stressed that the committee has to have a conversation about K-five. He asked the K-five teachers to provide some input as to what they envision embedded technology as being in their buildings. If the embedding stops at sixth what does the technology look like in K-five? Mrs. Wetzstein-Nelson shared that the teachers at Lincoln want embedded technology throughout all the grades. Mrs. Kelly shared that Jefferson does not want embedded technology. They would rather have more devices and have classroom sets. Mrs. Steiner shared that Roosevelt would like more devices with the upper levels having classroom sets. Mrs. Bautz shared that Prairie Rose would like more devices also with the upper levels having classroom sets. Mrs. Meidinger shared that Heart River would also like more devices with the upper level having a classroom set. Mrs. Rude suggested that 2-1 in third to five and 3-1 for K to second. Dr. Sullivan stated that it would not be an easy decision, but the committee has to come to a decision and then stand by the decision. The committee has to guide the district to a successful implementation that best fits the district. Dr. Sullivan asked the teachers to go back to their buildings and speak with the teachers and administration about how to move the conversation forward.

Strategic Plan – Combined with 1-1 Definition

Next Meeting – The next meeting is scheduled for Tuesday, April 26 at 4:00 p.m.

Adjournment – The meeting adjourned at 5:00 p.m.

Minutes provided by Laura Hondl.