



**District-Wide Technology Committee Meeting**  
**Wednesday, November 15, 2017, 4:00 p.m.**  
**Central Administration Office Board Room**  
**Minutes**

**Members Present:** Superintendent Douglas Sullivan, Mrs. Melanie Kathrein (Director of Instruction), Mrs. Elisa Kensinger (Dickinson High School), Mrs. Kristi Meidinger (Heart River), Mrs. Andrea Dvorak (Heart River Elementary), Mrs. Chantal Heth (Jefferson Elementary), Mr. Christopher Kovash (Dickinson Middle School), Mrs. Laura Kelly (Jefferson Elementary), Mrs. Ruth McCabe (Lincoln Elementary), Mrs. Rebecca Bautz (Prairie Rose Elementary), Ms. Kelly Jahn (Lincoln Elementary), Ms. Emily Bren (Roosevelt Elementary), Mrs. Tanya Rude (Board Member), Mr. Brent Seaks (Board Member), Mr. Mitchell Murphy (Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), and Mr. Ryan Dukart (Technology Specialist).

**Members Absent:** Mr. Brian Ham (Dickinson High School), Mrs. Kim Goodall (Dickinson Middle School), Mrs. Danielle Kappel (Dickinson Middle School), Mrs. Lexi Steiner (Roosevelt Elementary), Mrs. Jackie Glaser (Prairie Rose Elementary), Mrs. Cill Skabo (Community Member), 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 October 11, 2017, Meeting Minutes** – Mrs. Meidinger moved to approve the minutes, as presented. Mrs. Dvorak seconded the motion. The motion carried unanimously.

**Business Topics**

**K-5 Embedded Technology Guidelines** – Superintendent Sullivan explained that the suggested changes to the guidelines have been incorporated into the document. He distributed the revised guidelines. There was a discussion regarding the number of devices in the classroom and if there would be sufficient devices since some classrooms are above the recommended size. Mrs. Kathrein noted with the re-opening of Berg fall 2018 as an elementary school, it is probable the classroom sizes will balance out. Mrs. Kelly inquired if there are devices planned for Berg. Superintendent Sullivan responded there are devices planned for Berg. Superintendent Sullivan asked the committee members if there were reservations about being more definitive and use recommended class sizes to determine the number of devices per classroom. There were no objections noted.

**Technology Standards** – Mrs. Kathrein explained at the last meeting there was discussion regarding prioritizing the standards to identify learning expectations in specific grades. As an example, grade 4, grade 2, or grade 1. The ISTE standards handout at the last meeting are

more global and target embedded technology. Mrs. Kathrein provided an example of the literacy committee that reviewed the standards and how much time they spent at each grade levels. The process the literacy committee used was successful. For technology, the standards from DPI and ISTE could be reviewed to see what works at the elementary level and how the continuum is going to lay out and build. Mrs. Kelly suggested when reviewing the elementary technology standards, include individuals that are experienced and comfortable with technology and also individuals that are uncomfortable with technology. Mrs. Kelly volunteered to assist with the technology standards review. Mrs. Meidinger inquired what the correct order would be for the roll out. Mrs. Kathrein responded that it would be beneficial to do the standards, then the pilot, and then the roll out. She emphasized the importance of knowing what the professional development should target so that it is not a waste of time for those being trained. Mrs. Kensinger explained her impression of the pilot teacher as a teacher who is integrating the technology into the classroom lesson. She felt the ISTE standards and the delivery of the regular curriculum standards were separate. Ms. Jahn referenced the improvement plan for the District that uses technology standards or technology in content. Dr. Sullivan felt during the discussion it was content. Mrs. Kathrein felt there was a blending of the standards for both and recommended a framework. She expressed concern that it would be too difficult for the teachers to try to figure out on their own, they would need some direction. Mrs. Kelly suggested rolling out the pilot and then implementing the standards. She felt that the individuals in the pilot would use the devices and be given the standards/guidelines. Mrs. Kensinger was in favor of starting the pilot and having the individuals try to figure their way around it. She has talked to business people and they are in favor of the students having the devices and having the skillset. She added it is important to have it embedded in the curriculum content. There are many teachers that want the devices and the students want the devices. It is okay to make mistakes and then go to the table with the ISTE standards. Mrs. McCabe felt that the District needs to get the devices in the hands of the teachers so they can use them. There are many teachers that are excited and want to know when they will get their devices. Mrs. Kathrein noted that other Districts have not done the full K-5 roll out because it is too big. She added that the District doesn't know if the network can hold up with all the devices. She suggested to roll it out in stages to have an outcome of more success and less frustration. It will be difficult for the elementary teacher to find time in their day. Their schedule is different than a high school teacher. If there is a reluctant teacher, they will want to have somebody else figure it out before it is handed over to them. Each grade level will be different. The kindergarten teacher is going to use the devices differently than the fifth grade teacher and therefore the training will be different. Ms. Jahn explained there is basic technology that could be used to start the implementation. Mrs. Kensinger noted that the individuals doing the pilot will have already read something, gone to a professional development, or have an idea already about using the devices in the classroom.

There was a discussion regarding the skills the students have and at what grade level. Mrs. Kensinger felt that if they started at S and A (of SAMR), it would still include information that would be helpful. Mr. Kovash said at the middle school there is a lot of technology which took some time for it to all work. He suggested not having all the K-5 on Surfaces at the same time.

Mrs. Dvorak inquired if the District were to roll out everything the first of the year, what would be the timeline to getting the buildings ready. Mrs. Meidinger inquired if they could work on the standards. Mrs. Kathrein responded that working on the standards would not prevent the

District from also moving forward with getting the devices. This could be done simultaneously. Mrs. Meidinger suggested a grade level at each building and including the library specialist to roll out in January. She added to do the standards first and then do the roll out. She thought the technology standards would be an easy way of beginning the process. Mrs. Kathrein suggested a conservative approach with a scenario where the pilot for the 4<sup>th</sup> and 5<sup>th</sup> grades would be January 2018 to the end of the school year. The roll out for the 4<sup>th</sup> and 5<sup>th</sup> grades would be fall of 2018. The pilot for the 2<sup>nd</sup> and 3<sup>rd</sup> grades would be fall 2018. The roll out for the 2<sup>nd</sup> and 3<sup>rd</sup> grades would be January 2019. The pilot for kindergarten and first graders would be January 2019. The roll out for the kindergarten and first graders would be fall 2019.

Mrs. Hondl said the laptops are easy to set up as they do not have many programs. The iPads are more in depth. She also noted it would probably take a minimum of six weeks to get a trainer. Having the 4<sup>th</sup> and 5<sup>th</sup> graders first would be in alignment as those are the students that will be going to the middle school. She added it would be better for the replacement schedule to roll out two grades at a time. Mrs. Rude reminded the committee that the third graders are the students that will be doing the state testing. Mrs. Meidinger explained with the roll out of the laptops it would free up the computer labs so that the third graders could practice on the computers that they will be taking their state test.

Mrs. Hondl explained that she and Mrs. Kathrein do not want to set the teachers up for failure. She would like the roll out of the devices to be as successful as possible. If there is a roll out of K-5 at one time, it was setting them up for failure. There was discussion regarding the technology standards and consensus was to request Mrs. Kathrein to move forward with the K-5 technology standards with the committee comprised of one teacher from each grade level from each school and also representation from the media specialist. Mrs. Kathrein will email the elementary principals and request they have a discussion about who would be on the committee for the standards. Dr. Sullivan requested a District-wide Technology Subcommittee be formed to discuss the recommended apps, roll out dates, the direction of the professional development, and if it will be implemented to all grades K-5 or in segments. He recommended the following to serve on the subcommittee: Mrs. Meidinger, Ms. Bren, Mrs. McCabe, Mrs. Heth, Mrs. Bautz, and Mrs. Hondl. This subcommittee would meet for ½ day.

There was discussion regarding the Wi-Fi. Mr. Dukart reported that Consolidated Communications will be running some lines and doing a test run.

**Next Meeting Date** – The next meeting date was scheduled for Tuesday, December 12 at 4:00 p.m. Superintendent Sullivan requested committee members forward any agenda topics for the next meeting to Twila.

**Other** – Dr. Sullivan thanked the committee members for their discussion and noted, as always, they do a great job. He wished everyone a Happy Thanksgiving.

**Adjournment** - The meeting adjourned at 4:53 p.m.