



## District-wide Technology Committee Meeting

Tuesday, December 12, 2017; 4:00 p.m.

Central Administration Office Board Room

### Minutes

**Members Present:** Superintendent Douglas Sullivan, Mrs. Melanie Kathrein (Director of Instruction), Mr. Brian Ham (Dickinson High School), Mrs. Elisa Kensinger (Dickinson High School), Mrs. Kristi Meidinger (Heart River), Mrs. Andrea Dvorak (Heart River Elementary), Mrs. Chantal Heth (Jefferson Elementary), Mrs. Laura Kelly (Jefferson Elementary), Mrs. Ruth McCabe (Lincoln Elementary), Mrs. Rebecca Bautz (Prairie Rose Elementary), Mrs. Jackie Glaser (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), Mr. Ryan Dukart (Technology Specialist), and Mrs. Stacy Northrop (Technology Specialist).

**Members Absent:** Mrs. Kim Goodall (Dickinson Middle School), Mrs. Danielle Kappel (Dickinson Middle School), Mrs. Lexi Steiner (Roosevelt Elementary), Mrs. Cill Skabo (Community Member), and Mr. Christopher Kovash (Dickinson Middle School).

**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** – Mr. Ham requested to add Google Classroom for a future meeting agenda item. There were no additions or deletions to the agenda.

**Approval of November 15, 2017, Meeting Minutes** – Mrs. Meidinger moved to approve the November 15 meeting minutes, as presented. Mrs. Dvorak seconded the motion. The motion carried unanimously.

### **Business Topics**

**Update on Wireless Test Run** – Mr. Murphy explained that High Point Network had done site surveying at the elementary buildings and at the conclusion of their testing, they recommended additional access points be installed. Mr. Murphy listed the elementary buildings and the recommended additional access points. Dr. Sullivan inquired if the company had indicated the locations for the access points. Mr. Murphy discussed e-rate and explained the company provided a map with details. The additional access points will be added over the summer months since it is a pilot program for the next six months.

**Technology Standards** – Mrs. Kathrein has been receiving from the building principals names of representatives for the Standards Review Committee. There were individuals from the Technology Committee submitted as representatives for the 4<sup>th</sup> and 5<sup>th</sup> grade. The Standards Committee will have one teacher per grade level per K-5 building. If there are representatives from the Technology Committee that would like to be on the Standards Committee, Mrs. Kathrein suggested they inform their building principal. She noted the pilot teachers are one teacher per grade level per building in grades 4 and 5.

Mrs. Kathrein explained the ISTE standards will lead to a discussion on implementation and embedding the technology. The computer competency skills will also need to be determined and will be helpful when considering the computer skills needed at the middle school and the high school. She used the example of keyboarding. Keyboarding Without Tears was used for many years but there were some glitches and bringing that information to the table will be beneficial.

Mrs. Kathrein felt it would be good to have a mix of technology savvy individuals on the Standards Committee and also individuals that are more apprehensive. When the committee has completed the standards, they will have a product that is representative of what all teachers think is best for the students. That will then extend to the middle school and the high school to include discussions at those levels. At the high school, there are teachers that teach with technology and teach specific courses in technology.

There was a discussion regarding the collaborative work proposed for January.

Mrs. Kathrein explained that the Standards Committee will prioritize the standards. She suggested caution about how big the priority list may get. There was discussion regarding including a middle school teacher in the 4<sup>th</sup> and 5<sup>th</sup> grades Standards Committee to provide input on the standards. Mrs. Kathrein noted it was a tough balance whether to dictate what to do in the lower grade levels for what is needed in the upper or dictate where to start and what needs to be accomplished in the lower levels. Mrs. Kathrein agreed that input from Dickinson Middle School would be helpful and would request that a representative attend a portion of the meeting.

Mrs. Kathrein suggested if individuals have any questions to send her an email.

Technology Subcommittee Report – Superintendent Sullivan distributed a handout with notes from the Technology Subcommittee Meeting held on November 28. He thanked the subcommittee members for their time and appreciated the discussion regarding how to roll out a plan in a manner that was manageable from a classroom and training perspective. He thanked Mrs. Hondl for getting the budget together and presented to Mr. Anderson.

Following is the implementation schedule drafted by the subcommittee.

<i>Grade Level</i>	<i>Pilot Program</i>	<i>Full Implementation</i>
<i>Grades 4-5</i>	January 2018	September 2018
<i>Grades 2-3</i>	September 2018	January 2019
<i>Grades K-1</i>	January 2019	September 2019

Dr. Sullivan noted this was an 18-month schedule that is aggressive but is a work in progress. In his conversations with Mrs. Kathrein, they felt it was a schedule that can also include training so that the teachers are prepared and ready for the classroom.

Dr. Sullivan explained the subcommittee requested an annual budget for computer software subscription purchases. Included in the request is a subscription for RazKids A-Z to support guided reading and Zearn for Eureka Math remediation. Dr. Sullivan had an opportunity today to see firsthand how these are utilized in one of the elementary buildings.

There was a discussion regarding Eureka Math and the Zearn component. It was noted that they are aligning with the standards.

Mr. Seaks said he was appreciative with the work the subcommittee did and inquired if the roll out required any additional technology staff. Mrs. Hondl said that the four technologists had discussed the roll out and felt that it was at a manageable implementation since it is at a smaller level with just the 4<sup>th</sup> and 5<sup>th</sup> grades. Mrs. Rude also thanked the subcommittee for the work they have done. She noted that originally there were many teachers interested in the pilot. Now that the subcommittee has decided to provide classroom sets to one classroom per grade level, Mrs. Rude felt that some teachers initially interested in the pilot will be frustrated. She questioned why the devices could not be put into the hands of all the teachers in the grade level so that the teachers could use them until the full implementation schedule rolls out. Mrs. Meidinger said when the subcommittee met, they asked Mrs. Hondl what was doable. Mrs. Hondl was very honest and did not recommend putting out devices to those that want them ahead of what is feasible and doable and not adding additional stress to teachers. Mrs. Meidinger noted that the technologists have other individuals they also provide service. She felt the subcommittee meeting went very well and she walked away from that meeting very pleased with the outcome. She went back and informed all the Heart River teachers about the decisions made by the subcommittee. All the Heart River teachers were okay with the decisions that were made. She thought it would be best to have the glitches worked out before the full implementation.

Mr. Seaks asked if there could be a compromise, if a principal identifies a second teacher in the building that is motivated and wanted the devices, would that be something the committee would be willing to entertain on a case-by-case basis. He added if it meant to contract another individual to assist with the technology then that additional help should be hired. Mrs. Meidinger and Mrs. Hondl explained the iPads take six weeks to receive. There could be an overload being able to work through the iPads and the laptops. Mrs. Hondl explained at Heart River, the teachers agreed to work as a team and share the carts as a team. Mrs. Meidinger felt that team work could be happening at other buildings as well during SuperBlock. Mrs. Kathrein explained the subcommittee's implementation plan would have ten teachers at a time attending training. This is a schedule that would support finding substitute teachers for those ten teachers. Finding substitute teachers for a larger group could be challenging.

Next Meeting Date – Dr. Sullivan suggested the next meeting be scheduled for Thursday, February 22. He thought that would provide some time for the pilot program for the 4<sup>th</sup> and 5<sup>th</sup> graders to begin the process. He asked if that date was acceptable to the committee members. There were no concerns noted. Dr. Sullivan suggested the committee members collect any concerns or problems from the pilot and bring those items back to the February 22 meeting for discussion.

Other – Dr. Sullivan thanked the subcommittee members for their work and for developing a good process and a good approach. Even though it may not be the same as another school district, it is a process the subcommittee felt was best for the students the District serves. He shared his appreciation for the District-wide Technology Committee's commitment to the school district and wished everyone a Merry Christmas.

Adjournment – The meeting adjourned at 4:35 p.m.

Minutes provided by Twila Petersen.