District-wide Technology Committee Meeting
Wednesday, March 2, 2022; 4:00 p.m.
Professional Learning Lab

MINUTES

Members Present: Assistant Superintendent Keith Harris, Mrs. Elisa Kensinger (DHS), Mrs. Kristi Meidinger (Berg), Mrs. Kelly Smith (Lincoln), Ms. Emily Bren (Roosevelt), Mrs. Lexi Steiner (Elementary Technology Integration Specialist), Mr. Troy Kuntz (Library Media Specialist), Mr. Mitchell Murphy (Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), Mrs. Chantel Heth (Jefferson), Mr. Brent Seaks (School Board), Mrs. Magdalyn Czech (Heart River), Mrs. Greta Schweitzer (Lincoln), Mrs. Melanie Kathrein (Director of Instruction), Mr. Greg Jung (DHS Technology Integration Specialist), Mrs. Meagan Schlecht (DMS Technology Integration Specialist), and Business Manager Stephanie Hunter.

Members Absent: Mrs. Carissa Decker (DMS), Ms. Stacy Northrop (Technology Specialist), Mr. Ryan Dukart (Technology Specialist), Mr. Brian Ham (DHS), Mr. Bryan Herrin (Berg), Mrs. Dessa Russell (Heart River), Mrs. Alicia Hutzenbiler (Jefferson), Mrs. Jacqueline Glaser (Prairie Rose), Mrs. Amy Wyant (Prairie Rose), Mr. Jason Rodakowski (School Board), and Ms. Marisa Riesinger (Library Media Specialist).

Call to Order – Assistant Superintendent Harris called the meeting to order at 4:00 p.m.

Approval of Minutes from the December 8, 2021, Meeting – Mrs. Meidinger moved to approve the December 8, 2021, meeting minutes as presented. Mr. Kuntz seconded the motion. A voice vote was taken on the motion. The motion carried unanimously.

Purpose of Committee – The purpose of the committee is to provide executive-level oversight for the implementation and use of technology in the District.

Meeting Norms – The meeting norms were listed on the agenda. Mr. Harris asked for revisions. There were none noted.

Additions/Deletions to the Agenda – No additions or deletions to the agenda were noted.

Business Topics
Identification of Technology Standards – Director of Instruction Kathrein shared some updated information regarding the standards. The State of North Dakota is revising the library media and technology standards. Ms. Riesinger and Mrs. Moberg are on that committee. The state anticipates the graph could be done the end of March. Mrs. Kathrein recommended waiting for the standards to be updated. The standards may not be finalized until summer.

Responsibility Flow Chart – A draft Technology Decision Matrix was provided to the committee members. Assistant Superintendent Harris explained this document had been created by the technology instruction coaches and the district technologists. Input was also received from the building level technologists.

The technology matrix was broken into four sections: Staff Support, Equipment, New Equipment, and Software/App Purchase. Mr. Harris asked for input. Some input received included explaining and giving examples of what is an application and what is an instructional resource. It was also noted that the work orders need to go through the building technologists, including troubleshooting PowerSchool.

The last page of the matrix handout addressed the steps taken and requirements prior to approval. The request would include collaboration with the technology integration coaches and instruction coaches and the assistant superintendent. It would also require approval from the principal and the District Technology Coordinator Mitchell Murphy. If Mr. Murphy knows the operating system cannot support the request, it will be denied.

There was lengthy discussion regarding the DPS Foundation grants requests that have technology attached to the grant. Discussion included technology/device/software/new applications/etc. received from the grant. Sometimes the District's current operating system does not support it. It was noted that there are instances when the person that wrote and received the grant is no longer in the District; therefore, the technology/device/etc. may no longer be utilized.

At one time, the requests to the DPS Foundation grant program that involved technology, applications, required a pre-approval from the District's Technology Department. The Technology Department pre-approval was discontinued on the grant application. Assistant Superintendent Harris emphasized the importance of the grant funds available for many amazing opportunities in the District. Mr. Harris will reach out to the DPS Foundation asking that any equipment or software applications be included in the grant application. This will ensure the Foundation funds are carefully spent.

Communication regarding the denial of a Software/Device/Application Purchase Request shall be shared at the level in which the application was denied. A final draft of the Technology Decision Matrix will be shared with the committee at the April 27 meeting.

Budget

Chromebooks Bid – Mr. Murphy explained there were four quotes received for 1,000 Chromebook upgrades. This is part of the rotation replacement cycle for the 6th grade and 10th grade. The replacement cycle is a 3-year rotation. The lowest bid came from High Point Networks. Mr. Murphy explained it used to take two weeks to receive the devices once they were ordered. Now it takes approximately 1-2 months. Consensus was to purchase the 1,000 Chromebooks from the lowest bid from High Point Networks at a cost of $323,640.00.

2021-2022 Technology Budget Update – Mr. Murphy said the technology budget appears to be looking positive with a sizable amount put back into the general fund. He added part of this was because of the ESSER dollars utilized to buy computers and laptops. Mr. Harris recognized the efforts of the team due to the tight budget and appreciated the efforts in working together.

<u>2022-2023 Technology Budget Recommendations</u> – Some of the budget recommendations for the next school year were:

- Touch Screens
  - It was noted that Seesaw has a feature to draw on it.
- Chromebook cases that don't fall off and are more durable.
- More devices to be shared with substitute teachers.
- True stylists
- Apple pen
- A supply of headphones

<u>District's Strategic Plan</u> – Due to time constraints, this topic was tabled.

<u>Future Meeting Schedule/Agenda Topics</u> – The next meeting was scheduled for Wednesday, April 27, 2022, at 4:00 p.m. at the Professional Learning Lab.

<u>Adjournment</u> – The meeting adjourned at 5:02 p.m.