



District-wide Technology Committee Meeting

Tuesday, April 23, 2024; 4:00 p.m.

Professional Learning Lab

MINUTES

Members Present: Assistant Superintendent Keith Harris, Mr. Bryan Herrin (Berg), Mrs. Kelly Smith (Lincoln), Mrs. Emily Hoffman (Roosevelt), Mrs. Lexi Steiner (K-5 Curriculum Coordinator/RTI Coach), Mr. Troy Kuntz (Library Media Specialist), Ms. Marisa Riesinger (Library Media Specialist), Mrs. Allison Grosz (Dickinson Middle School), Mrs. Meagan Schlecht (K-8 Roughrider Virtual Coordinator/ Instructional Technology Coach), Mrs. Carissa Decker (Dickinson Middle School), Mrs. Lisa Townsend (DHS Technology Coach), Mrs. Alicia Hutzenbiler (Jefferson), Mrs. Dana Kuntz (Lincoln), Mrs. Jennifer Semerad (Dickinson High School Technologist), Mr. Mitchell Murphy (Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), Ms. Stacy Northrop (Technology Specialist), Mr. Ryan Dukart (Technology Specialist), Mrs. Chantel Heth (Jefferson), Mr. Brent Seaks (School Board), Mrs. Melanie Kathrein (Director of Instruction), and Business Manager Stephanie Hunter.

Members Absent: Mr. Brian Ham (Dickinson High School), Mrs. Elisa Kensinger (Dickinson High School), Mrs. Jacqueline Glaser (Prairie Rose), Ms. Carley Wilson (Heart River Elementary), Mrs. Amy Wyant (Prairie Rose), Mrs. Sarah Chapman (Roughrider Virtual Academies), Mrs. Kristy Goodall (Roughrider Virtual Academies), Mrs. Natalie Monarrez (Roosevelt), and Mr. Jason Rodakowski (School Board).

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

Purpose of Committee – To provide executive level oversight for the implementation and use of technology in our district.

Meeting Norms – Assistant Superintendent Harris read through the meeting norms available on the agenda.

Additions/Deletions to Agenda Items – There were no changes to the agenda.

Business Topics

Introduction and Consider Updates for 5-year District-Wide Technology Plan – Assistant Superintendent Harris explained the District's current technology plan was adopted in 2017. It was a seven-year plan. He asked committee members to consider what has changed. Is there anything regarding technology that has remained the same since 2017? Are there areas regarding technology that are no longer utilized, such as the computer labs?

Mr. Harris distributed copies of a draft five-year District Technology Strategic Plan. A subcommittee of the District-Wide Technology Committee was formed and drafted the plan. The draft was broken down into Introduction, Parameters, DPS Technology Vision Statement, DPS Technology Mission Statement, Technology Beliefs, and Technology Goals. There were three goals listed.

Technology Vision and Mission Statements - Committee members reviewed the Parameters, Vision Statement, and Mission Statement. The Vision and Mission Statements were tied to the District's Vision and Mission Statement. Mr. Harris noted the focus on both statements was student learning. Technology Specialist Dukart shared his thoughts regarding the technology integration. He felt it was a part of the entire district and not limited to the classroom. Business Manager Hunter felt integration was reminding us that we were here for the students and to educate. This topic will be discussed at the next meeting.

Technology Beliefs - The committee reviewed the Technology Beliefs in the Technology Strategic Plan. Library Media Specialist Riesinger suggested making the beliefs grammatically correct. It was noted the last two statements were similar and could be combined. Instructional Technology Coach Schlecht suggested incorporating ethics. Director of Instruction Kathrein suggested clarifying what digital in the future could mean. This topic will be discussed at the next meeting.

Technology Goals–Goal No. 1 – Assistant Superintendent Harris reported Goal No. 1 encapsulated belief statements No. 1 and 2. It identifies and clarifies the roles and responsibilities of the people who are in charge of the digital world and technology world in the District.

There are five Action Plans for Goal No. 1. These action plans include creating a technology organizational chart, create job descriptions for positions on the organizational chart, develop an implementation plan, implement key roles, and develop a system to monitor the effectiveness of the roles.

The organizational chart will identify who is responsible for what regarding technology. A subcommittee is working on drafting the organizational chart. Next there will need to be valid job descriptions so that individuals know what they are accountable for. When the implementation plan is created for the roles, there is a chance those roles may be different that what an individual currently has. The last step will be to develop a monitoring plan. This will ensure the expectations are achieved.

Technology Goals – Goal No. 2 – The belief statement “The role of technology is to enhance and support Student Learning” is encapsulated in Goal No. 2. This will ensure that when technology is utilized, it is to enhance learning. It is not a substitute for hands on learning.

Action Plan No. 2 for Goal No. 2 pertains to the purchase of classroom technology. This would be the promethean boards, Hovercam, sound systems, etc. for the classroom. One of the belief statements addresses being good stewards. The devices are to be planned out and budgeted.

Part of Action Plan No. 3 for Goal No. 2 pertains to the District purchasing District-wide software. The devices purchased, unless directed otherwise, for K-5 will be iPads. Chromebooks will be purchased for grades 6-12, unless directed otherwise. Certified staff will receive laptops.

Action Plan No. 3 also addresses purchasing District-wide software. The learning management systems should be overarching and inclusive for all levels. The software purchased should be related to the curricular resources. There should be a tracking document for the technology to include when licenses expire, when the technology was purchased, how much was paid for it, and its anticipated life before replacement.

Once technology is purchased, individuals need to know how to use it. There should be professional development regardless of who is using the device/technology.

Additionally, there should be online training for Schoology and Seesaw. If there is District-level software, everyone should be trained on it. Examples of this would be PowerSchool and Frontline. There should be training for new teachers as they come onboard.

If there is software specific to a building, the building should be providing the training. There is a form that would need to be completed for approval before purchasing building-level software.

The expectations of the students and families will need to be communicated.

Board Member Seaks inquired if there was a schedule for the rotation of the technology replacement. Technology Coordinator Murphy responded it was a 5-7 year rotation. Director of Instruction Kathrein suggested adding into the rotation the building-level technology. She provided an example of the microscopes and keyboards within the buildings. Assistant Superintendent Harris will add this into the action plan.

Technology Goals – Goal No. 3 – Technology Beliefs No. 4, 5, and 6 pertain to forward thinking, drivers of innovation, accountable for choices and actions, and being good stewards of the technology. Students should develop the mastery skills so they are successful and able to answer the critical questions to technology.

Assistant Superintendent Harris explained Goal No. 3 was to identify that students need to have an understanding of the expectations for caring for the devices and what is the appropriate time to use their device. There are students that mishandle and/or damage the devices. The students need to be taught how to utilize the device and to be proper stewards of their device. Library Media Specialist Riesinger added being good stewards is important as it will impact financially and also the long-term outcome of their lives. She noted Goal No. 3 addressed a digital citizenship curriculum. This curriculum would include cybersecurity, digital citizenship, and digital literacy.

Goal No. 3, Action Plan No. 1 focused on teaching and reinforcing digital citizenship. This plan will require work from the library media specialists, the technology coaches, the technology paraprofessionals, counselors, instructors, and administrators. This needs to be reinforced every day. A video should be created for classroom use. The video should include what the students should know and have it in common language.

Family engagement will be important in the implementation plan. Ms. Riesinger is working with someone at the state level on this.

The implementation plan will need to match up to the standards.

A policy will need to be developed regarding the use of technology, breakage, ethical use, and Artificial Intelligence (AI).

Assistant Superintendent Harris suggested incorporating some of the changes and feedback from today's discussion into the Technology Strategic Plan. The committee would then reconvene and make any final changes. If a Technology Strategic Plan is approved at the next committee meeting, then it would be proposed for the school board's consideration potentially in June.

Other – The next meeting was scheduled for Monday, May 6 at 4:00 p.m. at the Professional Learning Lab. To provide enough time to incorporate feedback, the meeting was changed to Thursday, May 16 at 4:00 p.m. at the Professional Learning Lab.

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