District-wide Technology Committee Meeting
Thursday, May 16, 2024; 4:00 p.m.
Professional Learning Lab

MINUTES

Members Present: Assistant Superintendent Keith Harris, Mrs. Emily Hoffman (Roosevelt), Mr. Brian Ham (Dickinson High School), Mrs. Jennifer Semerad (Dickinson High School Technologist), Mrs. Meagan Schlecht (K-8 Roughrider Virtual Coordinator/ Instructional Technology Coach), Mrs. Carissa Decker (Dickinson Middle School), Mr. Mitchell Murphy (Technology Coordinator), Mrs. Laura Hondl (Technology Specialist), Mr. Ryan Dukart (Technology Specialist), Mr. Brent Seaks (School Board), and Business Manager Stephanie Hunter.

Members Absent: Mrs. Elisa Kensinger (Dickinson High School), Mrs. Allison Grosz (Dickinson Middle School), Mr. Bryan Herrin (Berg Elementary), Ms. Carley Wilson (Heart River Elementary), Ms. Chantal Heth (Jefferson Elementary), Ms. Alicia Hutzenbiler (Jefferson Elementary), Mrs. Jacqueline Glaser (Prairie Rose), Mrs. Amy Wyant (Prairie Rose), Mrs. Sarah Chapman (Roughrider Virtual Academies), Mrs. Kristy Goodall (Roughrider Virtual Academies), Mr. Troy Kuntz (Library Media Specialist), Mrs. Kelly Smith (Lincoln Elementary), Mrs. Dana Kuntz (Lincoln Elementary), Mrs. Natalie Monarrez (Roosevelt), Mr. Jason Rodakowski (School Board). Ms. Stacy Northrop (Technology Specialist), Director of Instruction Melanie Kathrein, Ms. Marisa Riesinger (Library Media Specialist), and Mrs. Lexi Steiner (K-5 Curriculum Coordinator/RTI Coach).

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
Review and Approve the Minutes from the April 23, 2024, Meeting – The minutes had been emailed to the committee members before the meeting and were available at the meeting. Mr. Ham moved to approve the minutes as presented. Mrs. Decker seconded the motion. The motion carried.

Review the Proposed 5-year District-Wide Technology Plan – Assistant Superintendent Harris briefly reviewed each category and summarized the revisions. This included changing the belief statements from six to five.

Technology Goals
Goal No. 1 - The subcommittee met and made some edits and amendments noted in red text.
Goal No. 2 – The subcommittee met and made some edits.
Goal No. 3 – The subcommittee had no changes.

Goal No. 1 – It was noted a revision needed to be made to a date. The date of January 31, 2026, should be changed to May 31, 2026.

As part of Goal One, Action Step 1, pertaining to the "roles and responsibilities regarding technology for all staff", Mr. Harris reported a Current Technology Organizational Chart was drafted and added to the Technology Plan. He explained the different key roles of a good technology organization were identified in the groups. There were no job descriptions created; however, the subcommittee for Goal No. 1 listed the brief roles they envisioned for the positions. Mr. Harris recommended the organizational chart become an appendix to the technology plan.

Mrs. Hondl inquired what position(s) would have the tasks of database management, Microsoft, Google Docs, or the management systems for the Chromebooks or iPads. Mr. Harris referred the question to Mr. Murphy. Technology Coordinator Murphy responded the rostering could be the SIS coordinator. Mr. Harris explained the specifics of the job descriptions would be one of the steps in the Action Step 2 process.

Mrs. Hondl noted the PowerSchool list was not the only area that would need rostering. Mr. Harris felt some of the technicians at the schools and different levels would be able to complete those tasks. Creating job descriptions might assist with some of the questions. There was uncertainty about which positions would be at the building level and which positions would be at the District level.

Mr. Seaks inquired if there were any District's similar in size with a technology organizational chart. Mr. Harris responded the work of the subcommittee included bringing examples of other Districts from North Dakota.

Goal No. 2 – Mrs. Hondl reported the subcommittee revised the language for Goal No. 2. She listed each Action Step within the goal. The focus was for the students in grades K-2 to utilize iPads and students in grades 3-12 to utilize Chromebooks. The steps were broken down into purchases, professional development, and effective teaching.

Goal No. 3 – Mrs. Decker reported the subcommittee made no changes from the last meeting.

Mr. Harris inquired if the committee wished to move forward with the Technology Strategic Plan incorporating the changes presented at today's meeting. The next step would be to present it to the school board. Mrs. Schlecht noted there were not a lot of building representatives present at the meeting. Mr. Ham referenced the chart and was not sure if the committee was ready to move forward. Mr. Harris did not think it would be feasible to schedule another meeting in June as the attendance could be even less than today's attendance.

Mrs. Hunter suggested sending out a survey and attaching the proposed strategic plan and receive input. Mr. Seaks noted the hesitancy from the small group in attendance regarding the charts. Mr. Harris said he had no concerns with changing the dates in the Action Plans. The subcommittee could do some more work and potentially present to the committee in August. Then it could potentially be presented to the school board in September or October. Mr. Harris reiterated the organization chart was proposed to be an appendix to the strategic plan.

Mr. Dukart voiced concerns with the information in the technology organizational chart. He noted the addition in the District of the instructional coaches and library media specialists were not reflected in the chart. Committee members discussed who they called when they had questions on specific areas. Sometimes they call the building technologist and other times they might call one of the District technology specialists.

Assistant Superintendent Harris explained if the strategic plan goals were followed, the job positions and job descriptions would be created. The details would fall into place once the process was started. Mrs. Hunter summarized the process for clarification. The strategic plan could be approved as drafted and the work on the organizational chart would follow. The June 2024 dates created by the subcommittees would be pushed back. The details in the steps would be decided in the fall. Mr. Harris concurred adding the District would be committed to the action plans in the goals. The dates on the strategic plan could be changed to TBD.

Mr. Harris recognized the purpose of the committee was an executive committee overseeing the implementation and use of the technology in the District. Mr. Harris asked if the committee wished to continue working with the updated strategic plan from 2017 or go in another direction. Mr. Ham suggested improving or updating the plan. He wanted the technology individuals to draft the chart. Mr. Dukart inquired if the goals needed to be specific. Mrs. Schlecht inquired if the committee agreed with pages 1 and 2 (pages 3-17 were the action plans). She would agree if the plan was not step-by-step. Mr. Harris felt a goal without an action plan reduces the chances of being achieved. Mr. Seaks suggested having everyone on board with the plan, adopting the goals, and setting a date for the chart maybe for October 1. Mrs. Schlecht recognized goal No. 2 and No. 3 needed to be done with the organizational chart and the chart needed to be completed separately. Mr. Harris summarized that the committee would continue the work on the action steps on the goals and then focus on trying to come up with the organizational chart. The committee would meet again in the fall.

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