



**Educational Technology Advisory Committee
Littleton Public Schools
Meeting Minutes
June 28, 2006**

6:00 PM- Arrival

Networking and casual dialogs

6:30 PM- Convene

Call to order, Dan Maas
Pledge of Allegiance

6:32 PM- Approval of Minutes and Approval of Agenda

The committee motioned and approved the minutes from last meeting and the agenda for this evening's meeting.

6:40 PM- Elections of Chair and Chair Elect

Committee Chair:

Jim Stephens motioned to nominate James Morgese for Committee Chair

The motion to have James Morgese as committee chair was seconded, the committee voted unanimously in favor.

ACTION: James Morgese to chair the committee.

Chair Elect:

Ann Smith motioned to nominate Jim Stephens for Chair

The motion was seconded and all were in favor.

ACTION: Jim Stephens as Chair Elect

Initial responsibilities of the ETAC Chair and Chair-Elect:

- Additional time commitment
- Set the agenda for meetings
- Determine timing of tasks, items of discussion, set processes
- Support the efforts of the committee
- Presents ideas, plans, philosophies and concepts of the committee to Board

NOMINATION OF EXECUTIVE COMMITTEE:

In the absence of James Morgese, Jim Stephens assumed his duty as Chair-Elect to conduct the meeting in absence of the Chair. Under Jim’s direction, an *Executive Committee* was formed, consisting of one representative from each membership category.

Each interest group as defined in the bylaws, separated into their own location in the room to nominate Executive Committee members. Each group was given a period of time to discuss whom they would nominate before the entire group. All nominations were accepted in the small groups before presentation to the ETAC with the exception of Marc Nestorick. Marc was nominated by Amy Oaks who indicated she had been in touch with him and was confident he would accept.

The groups met and elected the following members

Group	Executive Committee Member
At Large	Barrett Blank
Parents	Matthew Shankle
Community	Craig Herrera
District Staff	Shirley Trees
Students	Spencer Zepelin
Instructional Staff	Anne Smith
School Administration	Amy Oaks nominates Marc Nestorick

ACTION ITEMS:

7:15 P.M. – Action Item – NORMS-Dan Maas:

A handout containing the “Proposed Norms” or premise on how the committee will function was discussed:

A) Philosophical Norms:

These will guide how we work our vision and direction

- We are here to act in the best interests of all children
- It’s not about technology; it’s about student achievement and effectiveness
- Assume the best of each other
- ETAC guides the growth of the forest, not the planting of the trees
- All views shall be honored
- Criticize the idea, never the person
- We can agree to disagree
- We believe in due process and using proper channels
- ETAC is a safe place to discuss ideas
- We will not buy technology; we will buy into technology
- When excellence is in sight, good is not enough
- After a debate and decision, we are all on board as one team

B) Operational Norms:

The method in which we operate will be professional and respectful
We as a committee will communicate through “casual networking” in which we ourselves model and use good technology practices through a variety of electronic sources such as web postings and e-mail.

6:00 PM – 6:30 PM will be for casual networking prior to convening the ETAC

We will conclude ETAC business by 8:30 PM

Meeting locations should travel to schools around the district

Informality of process while maintaining proper decorum

ETAC members who miss more than three meetings per year will resign their seat for someone else in the community to participate

Pledge of Allegiance will be offered before each meeting

Minutes and Agenda will be distributed to ETAC members one week prior to ETAC meetings

ACTION: The Norms were approved as amended.

Whether or not the meeting minutes need to be posted publicly was discussed and will be decided after further research. This task was accepted by Dan Maas.

7:35 P.M - Action Item –BYLAWS MODIFICATIONS-Dan Maas:

Article 5 A2:

The Committee’s officers will normally be selected from those adult members not employed by the district.

Comment: Spencer Zepelin would like to know if there are any statutory reasons why a young adult might not be considered as well. This will be researched for comment.

Article 5 Section A4:

It was recommended by Dan that we strike the option of a second term year for committee chair. This will allow others committee member who are interested in a seat to have the opportunity to chair. Also the elements of Past-Chair and Ex-Officio were suggested for strike. The motion was second and all were in favor.

Dan Maas and the Executive Committee will prepare modifications to the bylaws based on this action for final review and approval by ETAC. If so approved, the changes will be submitted to the Board of Education for approval.

7:45 P.M. – REGULAR E-TAC MEETING SCHEDULE:

The committee decided that we will meet the last Wednesday of the month. Re-scheduled meetings will be necessary in the month of December due to Winter Holiday break and in March due to Spring Break.

We will have a formal schedule for meetings by next month’s meeting.

7:55 P.M. CHARGES OF THE E-TAC COMMITTEE:

The committee brainstormed what the charges or tasks of the committee were to be.

James Morgese, ETAC Chair and Jim Stephens Chair-Elect, will word-smith the following suggestions for a final draft. The Executive Committee will refine the draft for presentation to ETAC.

- Charge ideas – Rough Draft:
 1. ET/IL Plan – Tech Plan process, structure
 1. Needs assessment as a component of review and development
 2. Finance
 2. Identify and address issues of equality and equity of access, and removing barriers... equal, but not necessarily same
 3. Identify and foster an adaptable technological community in which transformation and communication are vital.
 1. Transforming education with technology
 2. Exploration and innovation
 3. Communication and sharing
 4. Conduit for opportunity
 5. Celebrate and define the best-practices for technology
 4. Educational technology ecosystem... the “E-Tosystem?” including finding money

Melinda Ness moved to set these items as the backbone of charges that will be worked with and elaborated on. The motion was second and the committee was in favor.

8:20 P.M. ANNOUNCEMENTS:

Renee’ Howell announced that she will be our committee representative to the Board. She will keep us abreast of any information coming from the Board regarding this committee. We will have a space on the Board Agenda on September 28th.

8:30 P.M. MEETING ADJOURNMENT:

Jim Stephens motioned to adjourn the meeting. The committee was in favor.

NEXT MEETING:

Wednesday	July 26 th	6:30 PM – 8:30 PM	ESC, Board Room
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*Please feel free to arrive at the ESC at 6:00 p.m. for a chance to mingle and meet other committee members prior to the meeting start at 6:30 p.m.