



**Educational Technology Advisory Committee
Littleton Public Schools
Meeting Minutes
07-26-2006**

Chair: James Morgese

Chair-Elect: Jim Stephens

CIO: Dan Maas

LOCATION: ESC Board Room

6:00 PM – Arrival

Networking and casual dialogs

6:30 PM – Convene

Call to order: James Morgese Committee Chair called the meeting to order at 6:35 in the Board Room of the ESC; 5776 S. Crocker Street.

Pledge of Allegiance

6:32 PM – Approval of Minutes

Review minutes of June 28th 2006:

Mr. Morgese asked if there were any corrections the minutes of June 28th, 2006.

There were no corrections to the June 28th E-TAC minutes.

Motion: Mr. Spencer Zepelin motioned to approve the minutes as presented.

Second: Jim Stephens

ACTION: The motion to approve the minutes passed unanimously

**6:35 PM – Approval of the Agenda – The agenda was approved with
*Celebrating Successes as an added agenda item***

Celebrating Successes Tour:

In an effort to communicate to the schools the positive nature and purpose of ETAC, the committee discussed holding ETAC meetings at school sites by invitation of the principal. Schools will be invited to showcase what significant student learning projects or initiatives employing good uses of technology that students/staff are proud of.

(15-30 minute presentations)

This opportunity will be presented to Principals at the next K-12 meeting by Dan Maas.

Amy Oaks has volunteered Goddard Middle School as the first site visit.

6:40PM – Discussion Items and Reports

Board Activities Report – BOE Liaison Renee’ Howell

Discussion Notes: Ms. Howell reported that at this time there is no new news from the Board to report.

6:50 PM – Action Items

Bylaws Amendments-Final reading and referral to the Board of Education

Detail: Mr. Dan Maas, CIO: As discussed during our meeting on June 28th, the proposed

amendments to the ETAC bylaws. The changes to the bylaws include the following items:

- Simplify the Chair term to a single year process
- Eliminate the provision of only adult membership on the Executive Committee
- Eliminate references to Past-Chair and Ex-officio

These amendments have been reviewed by the Executive Committee and were presented to the ETAC. NOTE: These amendments will require a 2/3 majority of the total membership of the ETAC committee regardless of attendance at this meeting. Should the amendments be affirmed, the BOE will need to approve them before the Bylaws can be modified.

Motion: Ms. Amy Oaks motioned to accept changes

Second: Mr. Spencer Zepelin

ACTION: The ETAC committee recommends approval of bylaw amendments and referral to the BOE.

6:55 PM – Action Item

Schedule for ETAC Meetings- Final approval and referral to the Board of Education

Dan Maas, on behalf of the Executive Committee asked for review and approval of the following dates to hold E-TAC meetings. All meetings formally convene at 6:30 p.m.

Locations to be determined.

E-TAC Meeting Dates:

August 30, 2006, September 27th 2006, October 25th 2006, December 13, 2006, January 31, 2007, February 28th, 2007, **March 21st**, 2007, April 25th, 2007, May 30th, June 27, 2007, July 25, 2007, August 29, 2007

Dan Maas noted that some of these dates are the day before the Board of Education Meetings. This was deemed acceptable.

June 27th and July 25th meetings are to be marked as “Tentative” for final determination at the March meeting to ascertain if we need to meet in the summer. There is a conflict for many staff and E-TAC members for vacation plans that often take place in the summers.

Detail Notes: Ms. Melinda Ness explained that June and July meetings may be difficult months to recruit members to meetings and suggested that the committee might want to think about realigning its meetings with the school year.

Motion: Mr. Spencer Zepelin motioned to adjourn meetings for the summer and strike of June and July meetings will be withheld and re-evaluated at the March 21st ETAC meeting.

Second: Mr. Terry Petrie

Action: The committee did not set the schedule for June and July; The March 21st E-TAC Committee meeting will determine if the committee will meet in June and July.

7:15 PM: Action Items

Electronic Voting Bylaws Amendment: Dan Maas and Matt Shankle

Detail: The Educational Technology Advisory Committee has adopted a norm to model the good and efficient use of modern technologies. Because many participants maintain busy schedules, it may be necessary for our committee to solicit electronic votes in order to take appropriate action and expedite processes. Therefore, we recommend an amendment to the ETAC Bylaws to provide for this necessity.

We propose the following language be added under Article VI

C. Voting on Action Items of the Committee

1. Only members of the Committee shall vote on Action Items presented on the approved Committee agendas. Members not in attendance during a Committee meeting may opt to cast votes using an electronic means by which the member's identity is reasonably verifiable.

Action: Committee approved by affirmation;

NOTE: These amendments will require a 2/3 majority of the total membership of the ETAC regardless of attendance at this meeting. Should the amendments be affirmed, the BOE will need to approve them before the Bylaws can be modified.

Recommend approval of amendments and referral to the BOE.

7:15 PM – Open Dialog –PowerPoint/Analysis Dan Maas.

Policy Analysis- NCLB Title IID, Accreditation and Technology Literacy for 8th grade.

7:30 PM – Charge Development-Refinement from the Executive Committee

Detail:

To foster an adaptable, equitable, world-class technological learning community for Littleton Public Schools by

Providing advisement on technology initiatives and projects that support the district goals of student achievement;

Identifying and addressing equity of technological opportunities;

Building an inclusive technology-related ecosystem that encompasses the spectrum of public-private partnership;

Honoring quality technology-related programs and activities in the schools.

The outcome of this charge shall be an authentic Educational Technology – Information Literacy plan for the district that accurately represents the technology learning planned for the district as a result of participation of stakeholders. The plan will provide

meaningful and tangible initiatives that systematically address the charge of the ETAC.

The committee clearly expressed a need to refine and clarify much of this charge. Members expressed some confusion about what was really meant and the group agreed to collaborate over the next month or two to develop the final version. A blog is to be started to provide an on-line workspace for this task. Member Spencer Zepelin agreed to assist CIO Dan Maas in getting this established.

Motion to close this item: Mr. Jim Stephens

Second: Mr. Spencer Zepelin

8:20 PM – Announcements-There were no announcements

Next meeting details:

The committee will meet on Wednesday August 30th at 6:00 p.m. social networking

The official meeting will convene at 6:30 p.m.

Location to be decided –

***Euclid Middle School** had now been decided for the August meeting location with no plan for a Celebrate our successes agenda item.

8:30 PM – Adjourn