



**Educational Technology Advisory Committee
Littleton Public Schools
Meeting Minutes
10-25-2006**

Chair: James Morgese Chair-Elect: Jim Stephens CIO: Dan Maas
**LOCATION: Whitman Elementary School
Library**

6:00 PM – Arrival

ETAC Members Networking and casual dialog

Executive Committee: Two alternate members were chosen to join ETAC by the Executive Committee to replace members who have resigned. Congratulations to Ms. Diane Frank and Mr. Steven Newell who will fill the Instructional/Classified vacancies on the ETAC Committee. Thank you both for your interest and participation.

6:30 PM – Convene

Call to order: Mr. James Morgese, Committee Chair called the meeting to order at 6:30 p.m. in the Library at Whitman Elementary School

Pledge of Allegiance

6:31 PM – Approval of Minutes

Review minutes of September 27, 2006

Mr. Morgese asked if there were any corrections to the minutes of September 27, 2006
There were no corrections to the minutes of September 27, 2006 E-TAC minutes.
The committee was unanimously in favor of approving the minutes.

6:32 PM – Approval of the Agenda

Mr. Morgese asked if there are suggestions or additions to the October 25th meeting agenda.
There were no comments or suggestions to the October 25th agenda.
Troy Greenwood motioned to approve the agenda
Craig Herrera seconds the motion for agenda approval
The committee was unanimously in favor.

6:32 PM– Celebrating Successes-

Whitman Elementary School

Presenting Tonight:

**Ms. Cheryl Athey, Whitman Technology Coach
Ms. Marlene Drake, Fourth Grade Classroom Teacher
Special thanks to**

Deborah Brown, Principal, Whitman Elementary

Ms Athey and Ms Drake presented a PowerPoint (attached) to illustrate to the committee how the Smartboard was being used to integrate technology into the elementary curriculum and what technology skills were being taught at each grade level.

Method/Learning Process used is:

- Introduction
- Development
- Mastery

Kindergarten level students Intro:

- **Ctrl Alt Delete**
- **How to control the mouse**
- **Use of passwords to log on (concept of security)**
- **Web sites are used to access information. Lessons are then printed and taken home**

First Grade:

- **Already know how to log on**
- **Development of mouse control**
- **Development in searching web sites**
- **Intro to “shift” key function**
- **Intro to “enter” key function**

Second Grade:

- **Mastery of mouse**
- **Development of work in seeking web sites**
- **Keyboarding introduced**

Third Grade:

- **Introduction to Microsoft Word and PowerPoint.**
- **Use the web for research**
- **Google and Yahoo are used**
- **Use of clip art**

Fourth Grade:

- **Development of keyboarding skills**
- **Development of Word, PowerPoint and deeper research on the Web**
- **Simple Publisher tasks**
- **Multi slide show use in PowerPoint**

Fifth Grade:

- **Keyboarding mastery**
- **Word and PowerPoint comfort level attained**
- **Know how to use “Help” function**
- **Further development of Publisher, Excel, and Web skills**

Ms. Marlene Drake, Fourth grade teacher explained the advantages, convenience and relevance of having a Smartboard mounted in the classroom. The Smartboard engages students, helps challenged learners, (writers) and allows for diversity in instruction. Ms. Drake expressed the desire of the Whitman staff to have more of these available. United Streaming, a technology used to download videos for classroom instructional use is also being used at Whitman Elementary.

7:00 Board Activities Report – BOE Liaison John Dunn substituting tonight for Renee’ Howell.

Mr. Dunn reported that many options continue to be explored regarding the use of time, which may affect the district calendar. The BOE and central office staff remain committed to finding the best solutions to support the district’s continuous improvement work. There will be a Board workshop on November 8th for further discussion on this topic.

The Board also assessed and reviewed security within our schools. In addition to other precautionary measures, ID badges are being worn by all LPS employees. Littleton Schools tout an excellent electronic video monitoring system and employ outstanding security personnel well versed in procedures.

The E-TAC Charge has been approved by the Board. The Board looks forward to hearing recommendations from the committee.

7:15 PM –: CIO Report – Work Plan for the rest of the year

Action Item from Dan Maas:

Mr. Dan Maas presented a graph to the committee (see attachment) that recommends how the charge of E-TAC might be applied and illustrates the time line allocations for the following:

- Research (ongoing)
- Establishment of the foundational structure of the committee (complete)
- Review of policies
- Visions for moving forward
- 5 year strategic planning
- Identification of priorities
- CIO Assessment
- Technology Audit Review
- School visits and Presentations (ongoing)

As the committee moves forward, Mr. Maas will be seeking review and comment regarding several policies that necessitate further refinement and clarification.

- E-mail retention policy and the laws that surround it.
- Ramifications of laptops being sent to school by parents. What liabilities/equities and other implications surround this idea?

Mr. Maas distributed several articles for committee reading. These articles address the educational needs and challenges of 21st century learning and support the premise that 21st century learning has the potential to be both exciting and inspiring.

7:40 PM Research and Priorities Discussion

Action: To begin to analyze the status of the district, we need to form some preliminary priorities that will help us focus on the assessments at hand and develop a vision.

The following is from the Administrative Work Plan under development:

LPS will promote the necessary technology for world-class student learning and professional practice.

The committee will examine Articles, texts, and other reference that can help form some details around vision, prioritization and best practices to help the committee lay foundation for a 5 year strategic plan for the district: What does the year 2010 look like for technology in education? What objectives and commonalities can we incorporate to accomplish these goals and still honor the site based culture in LPS? What skills should be mastered by which grade?

With these questions in mind, James Morgese asked the committee to brainstorm

What would impress you? The committee suggested these priorities:

- Quality self-paced customized learning programs that encourage critical thinking; one size does not fit all!
- Standard evaluation around technology project process and policy. Instructional tools that support an assessment for learning.
- Curriculum guide for technology skills; Benchmarks
- Expanding or adaptation of learning styles
- Sustainable funding public or private partnerships/grants/mill levy?
- Absence of inequity; kids don't have to power down to come to school. Technology should

enable acceleration and also serve the standard student.

- Develop standards of technology proficiency for grade levels
- Seek technology tools that are seamless and transparent
- A 5 year plan that respects teachers time; administrators time; and students time and supports a sustainable incentive for teachers (paid tuition)
- Professional development and training should equal tools used; Training should focus on the instruction rather than on the technology itself

8:00 Breakout Session:

The committee divided into 4 groups. Each group chose to further one of the initiatives that they felt was most pertinent. These are the results of the collaborative efforts:

Group 1: Time/Training

- a) Collaboration time for sharing of user generated content
- b) Prescribed types of technology resources and time allotment for training
- c) Adequate staffing and support for technology endeavors
- d) Multi-media training availability

Group 2: Funds/Money: How do we garner sustainable funding?

- a) Need to first look for existing funds that can be reallocated; then voter approval funds
- b) 5 year technology bond from community
- c) Endowment/dividends
- d) Severance tax on shale/oil and gas
- e) Franchise Fees; partnering with enterprise

Group 3: Customized/Adaptive technologies

- a) A shift to more of an assessment based testing system (MAPS) instead of CSAP to assess deficiencies in students
- b) Standards and competencies that integrates technology across the district rather than in isolated pockets.
- d) Systems that support quantum leaps in staff productivity
- e) Web based on-line learning classes that support students with special needs, standard students and accelerated students; allowing all students to achieve their potential.

Group 4: Equity

kids should not have to “power down”

Equitability:

- 1) Need a floor level of standards in the area of hardware and humans (adults and students)
 - a) Start with students: what do we want their competencies to look like? Skill sets?
 - b) Teachers: what we want the students competencies to be should drive the teacher competency.
 - c) These drive the standards for the hardware

Choices within these standards

- i) flexibility (respect site-based flexibility)
- ii) outcome based – start with standards you want students to have.
- iii) accountability

8:32 PM Announcements - 10-26-06: ETAC Charge to be approved by LPS Board
12-13-06: ETAC Meeting at Franklin Elementary

8:35 PM – Adjournment

Minutes respectively submitted by: Gail Schillinger-Technology Support Specialist