



**Educational Technology Advisory Committee  
Littleton Public Schools  
Meeting Minutes  
4-30-2008**

**Chair: Jim Stephens Chair-Elect: Briggs Buckley CIO: Dan Maas**

**LOCATION: Field Elementary**

**6:00 PM – Arrival**

ETAC members networking and casual dialog

**6:30 PM – Convene**

Call to order: Mr. Jim Stephens, ETAC chair- called the meeting to order at 6:30 p.m. in the library of Field Elementary.

**Pledge of Allegiance**

**6:32 PM – Approval of Minutes**

**Review Minutes of April 2, 2008**

Mr. Stephens asked if there were any corrections to the minutes of April 2, 2008. There were no motions for any changes.

Ms. Boni Hamilton motioned to approve the Minutes of April 2, 2008 as presented.

Mr. Steven Newell seconded the motion to approve.

The committee was unanimously in favor of approving the minutes.

**6:35 PM – Approval of the Agenda**

Mr. Stephens asked if there were any suggestions or additions to the April 30th meeting agenda.

Mr. Dan Maas proposed to postpone his presentation of the community survey to ETAC until the Board has first had an opportunity to look at the results. In addition, Mollie McDonald Director of Curriculum was added to the ETAC agenda

The committee was unanimously in favor of approving the agenda with the proposed changes.

**6:40 PM - Celebrate Our Successes- Mr. Mike Montgomery - Principal**

**\*Field Elementary\***

Mr. Montgomery demonstrated the value of a software assessment tool he uses to improve teacher instruction called E-Cove. This tool provides teachers with immediate feedback from the principal and generates valuable data. Mr. Montgomery uses the data as a starting point to have a conversation with the teacher regarding student instruction.

Field Elementary is a Title 1 school which means Field receives federal funding due to the fact that 70-75% of the students are on the free and reduced lunch program. A considerable challenge that the school faces is how to create the same 21<sup>st</sup> Century learning opportunities for children when a title one school has shallow fund raising capabilities.

Amongst the teaching staff at Field, Mr. Montgomery feels that there is a wide spectrum of technical comfortability. Looking ahead to the future at Field, Mr. Montgomery's stated that his vision was influenced by Alan November. He would like to have every classroom have the capability of being a Global Communication Center. This in part is motivated by the fact that the demographics of Field include students that speak 16 different languages and come from 28 different countries.

By the end of 2009 Mr. Montgomery would like to see every classroom have a white board, a mounted projector, a document camera and a Smartboard.

**7:05 PM – Discussion Items and Reports- BOE Liaison Renee Howell-**

Ms. Howell reported that there are many things going on at the Capitol. The School Finance Act has passed out of the House and the Senate and is ready to go committee for the final pieces. Print outs are updated on-line weekly if any committee member is interested in knowing more.

Ms Howell passed the STEM magazine around, which shows how and where Colorado Education, funding etc... ranks amongst other states.

The Facility Usage Task Force Committee is having their first presentation to the community this week. The committee is still open to suggestions on how to re-configure the district to reflect the declining enrollment.

Heritage High School has put in a proposal to pilot a hockey program for 2 years. The sport will be co-ed and good sportsmanship will be emphasized. Hockey will be a club sport, therefore not funded by the district although students may letter in this program and receive scholarships. Three families have already open enrolled at Heritage to participate in this program.

Lucy Stanish, elected to the Board in November was introduced to the ETAC committee. Lucy is a parent of Littleton students, and was also a member of the Technology Advisory Committee prior it being the ETAC that it is today.

Andrew Romanoff is trying to untie the knot between Amendment 23 and Tabor. This is something that could be on a ballot in fall. If the issue does not pass with a resolution at the capitol, a citizens group could possibly take it up.

The district will provide full day kindergarten offerings beginning next year. This initiative will be financed in part through Title 1 funding, additional funds will be provided by school finance. Field and East will be Title 1 funded, Centennial, Moody, Hopkins and Ames will also be include full day kindergarten opportunities. Whitman and Peabody may come on line if additional funds can be provided.

**7:20 PM – CIO REPORT– Mr. Dan Maas**

- **Review the ITS Performance and Satisfaction Survey:**

Mr. Dan Maas highlighted the results of the ITS departmental survey. This survey is in its second year and is used to identify potential problems within the district. In general, the survey indicates that the staff and the district are very supportive of the ITS department. The survey also validated some issues that the ITS staff and the district is already aware of.

**Three areas of concern:**

1. Copiers; underpowered; there are not enough of them, very old, consistently breakdown
2. The phone system (17 years old) very costly project (3.5 million) but critically needs to be upgraded.
3. Availability of enough computers for students and staff.

- **K-12 vision for the standard classroom:**  
Mr. Maas also highlighted the responses that were received from school principals during a K-12 Principals meeting. The principals were asked which 21<sup>st</sup> Century technology tools would most optimally enhance teaching and instruction in each classroom. The answers varied by grade level and school- please see PowerPoint. Please note that this is still in “Draft” form.
- **Technology Funding:**  
Because the ETAC committee is working towards a recommendation and a needs assessment to the Board, Mr. Maas provided some estimated costs of technology for classroom enhanced learning.
- **Needs Assessments:**

NEEDS	APPROXIMATE COST
Document cameras and mounted projectors across the district	\$650, 000 approximate
Phone system replacement	Upwards of \$3 million dollars
1:1 laptops grades 6-12	\$2.8 to \$3 million dollars up front – \$500,000 per year for replacement and refresh program
Staff computer refresh program. We have \$ 300, 000 for two more years. Insufficient!	\$400,000 to \$450,000 per year to be able to offer staff laptop/desktop option.
Facilities Upgrades to support 1:1 Electrical/Cooling	2.5 million dollars
Staff Development	Approximately \$300,000 per day

**7: 30 PM- Curriculum Revisions: Mollie McDonald**

Ms. McDonald provided an overview of curriculum revision and the processes necessary for review and approval. “It is a very long, deliberate, thoughtful process” She stated as she explained a flow chart of the curriculum revision process which was handed out to the ETAC committee. Current curriculum content standards are presently under review in Colorado, all curriculum changes for the moment are suspended by the Governor until the state work is complete. While 21<sup>st</sup> Century Learning objectives are in the forefront of discussion in recent years at the state level, it is also one of the biggest challenges. The question of how do we infuse 21<sup>st</sup> century learning objectives into every curricular area? What sort of tools, projects and skills should be developed, are difficult answers being sought at the state level. Colorado can hope to see big changes soon; the Governor has requested that the revision of state standards be complete by January of 2009. A long and lively committee discussion then ensued around the “what and how’s” of curriculum. Other noteworthy information from Ms. McDonald

- Rapid information changes mandate a change in curriculum revision; the 1 and 2 year process is too long. The concept of smaller groups of teachers with strong expertise to work on curriculum revision rather than large committees of people with representation from ALL buildings and ALL levels.
- Two primary electronic sources have been approved and are being used in the district. One is *Plato* and the other is *Class.com*. These sources being used through the on-line studies program Littleton conducts at Arapahoe Community College. In addition, Social

<p>Studies just now completing their curriculum review process, has for the first time ever repurposed part of the money distributed to schools for materials for databases. There is a disparity in the district regarding their use. The state is in the process of approving some resources and funding opportunities to allow access to schools for databases. The district is waiting to see which ones will chosen, Littleton will then go through the approval process for these.</p>
<p><b>8: 00 PM- Recommendations: Jim Stephens:</b>  Mr. Stephens presented a draft of a perception of what recommendations the ETAC would make to the Board based on a synthesis of what the ETAC committee had discussed this year. The ETAC will present to the Board in August.  These were the elements he incorporated in this order:</p> <ul style="list-style-type: none"> <li>• Standard classroom 21<sup>st</sup> century technology tools (see PowerPoint)</li> <li>• Teacher PC's; one for every teacher</li> <li>• Student Technology/Laptops</li> <li>• Phone System: non discretionary</li> <li>• Professional development and staff time</li> </ul> <p>The committee worked together to provide feedback to these 5 initiatives. The committee's feedback was that the first 3 initiatives need to be combined.</p>
<p><b>8:35 PM –: Announcements</b>  Remaining meeting for ETAC:</p> <ul style="list-style-type: none"> <li>• <b>Executive Committee Meeting 6:00 p.m. May 21<sup>st</sup> :</b>  New Committee Member election</li> </ul> <p>Executive committee: Boni Hamilton, Anne Smith, Barrett Blank, Craig Herrera, Jim Stephens, Briggs Buckley, Matthew Shankle, Jerry Anderson, Spencer Zepelin</p>
<p><b>Announcements: Our end of the year ETAC meeting is at the ESC on Wednesday, May 21st</b></p>
<p><b>8:40 PM – Adjournment</b></p>
<p><b>Minutes respectively submitted by: Gail Schillinger-Technology Support Specialist</b></p>