Educational Technology Advisory Committee
Littleton Public Schools
Meeting Minutes
12-13-2006
Chair: James Morgese Chair-Elect: Jim Stephens CIO: Dan Maas
LOCATION: Franklin Elementary School Library

6:00 PM – Arrival

ETAC Members Networking and casual dialog.

Due to student participation in Franklin's "Celebrating Successes" demonstration, we started a little earlier than originally planned.

6:15 PM– Celebrating Successes-

Franklin Elementary School

Presenting Tonight:
Neil Heimbigner, Technology Teacher
Rick Reid, Technology Teacher
Ren Trapino-Art Teacher
Jean Martinez- Principal, Franklin Elementary and
Students of Franklin Elementary

The students and staff at Franklin report that they "try to do well with the technology they have." The highlight of the evening was the technology demo featuring the Franklin students showing some of their computer savvy to the ETAC committee. The committee really enjoyed the enthusiasm and ingenuity involved in the creation of the wonderful animation work the students mastered with computer technology.

Franklin uses the following software:
Microsoft Excel: used for charts and graphs
Microsoft Publisher: used for a project in which students made their own business cards/brochures
Microsoft PowerPoint: was used for an animation project in which students incorporated a geography "guess where?" game.
Microsoft Word: used for reports, poetry writing, and note taking
Playmation and Kidpix are also software packages that are used.

Mr. Heimbigner explained the details of the very well attended early morning *free* "Computer Club" for 3rd, 4th and 5th graders that meets once a week in the computer lab. This supplemental technology time is important to students because regularly scheduled computer classes are not as frequent as many of the students and staff would like. The time offers interested students a chance work in the computer lab and collaborate with each other on technology challenges. Franklin is highly interested in mobile lab wireless computing to help alleviate the struggle for lab time. Ren Trapino Art teacher at Frankin Elementary won a grant for $2,500. Ren demonstrated software that aided in the education of visual learners. Playmation and Kid Pix are two types of software in which the Franklin students have enjoyed doing projects.

6:30 PM – Convene

Call to order: Mr. Jim Stephens, Committee Chair Elect; Mr. Stephens was filling in for Mr. James Morgese, Committee Chair.

Mr. Stephens called the meeting to order at 6:55 p.m. in the Library at Franklin Elementary School

Pledge of Allegiance

6:31 PM – Approval of Minutes

Review minutes of October 25th , 2006

Mr. Stephens asked if there were any corrections to the minutes of October 25th, 2006
There were no corrections to the minutes of October 25th E-TAC minutes.
The committee was unanimously in favor of approving the minutes.

6:32 PM – Approval of the Agenda

Mr. Stephens asked if there are suggestions or additions to the December 13th meeting agenda.
There were no comments or suggestions to the December 13th agenda.
Spencer Zepelin motioned to approve the agenda
Melinda Ness seconds the motion for agenda approval
The committee was unanimously in favor.

7:00 Board Activities Report – BOE Liaison Renee' Howell.

All Community members are invited to attend a community forum regarding the new calendar proposal on Tuesday, January 16th 2007 from 6:30 to 7:30p.m. at Euclid Middle School in the cafeteria. Those in attendance will have an opportunity to learn more about the calendar proposal, give feedback, and ask questions of the LPS Board Members and staff. The Board is scheduled to take action on a 2007-2008 calendar in early February.

The FischBowl a "blog site" set up by Arapahoe High School has set precedence in the realm of education technology. Published in Time Magazine, The Fischbowl is revealed as an intriguing and powerful new communication tool used to engage students. In this case, students discussing Shakespeare's "Hamlet." The article describes how blogging in general can impact student learning. Karl Fisch, Technology Teacher at Arapahoe High has created a community blog which been nominated for the *EDUBLOG* award for one of the best educational blogs in the world. You can find this site by typing "Karl Fisch" into google.

On behalf of the entire Educational Advisory Committee we welcome our two new members Diane Frank and Steven Newell.

Diane Frank is a Technology Support Specialist at Heritage High School and also worked in Whitman Elementary for quite a number of years.

Steven Newell: is a Science teacher at Carl Sandburg Elementary and works with the Integrated Grant Technology Science programs.

7:10-7:15 PM –: CIO Report – Work Plan for the rest of the year

Action Items:

8th Grade Technology Literacy compliance plan for NCLB- Boni Hamilton, Assistant Director for Instructional Technology.

Boni Hamilton gave a PowerPoint addressing the NCLB (No Child Left Behind) requirements all schools will soon need to address. The NCLB act charges individual districts with responsibility to define and assess technology literacy by December 31, 2006.

The district must:

- Define what it means to be technologically literate at the end of 8th grade
- Demonstrate assessment of 8th grade technological literacy
- Define and demonstrate that technology is fully integrated in curricula and instruction.

This is just the very beginning of a "work in progress" that will encompass K-12 technology literacy. Our challenge will be to apply these definitions and make assessments to comply with the mandate without the administration of another test or examination this year.

(please see Boni's DRAFT attached)

CIO Assessment of LPS – Dan Maas, Chief Information Officer, Littleton Public Schools

Mr. Maas completed his site visit to every school building in the district. He reported his observations and summation on the Elementary, Middle and High School levels. His detailed recommendations document is an attachment included with these notes, but highlights include: The fact that LPS can be pleased, impressed and proud because there are some great examples of good technology uses in the district and many talented people to instruct. However turning these sporadic uses into more systemic uses will be the Hallmark of 21st century learning. One of our biggest challenges as a district is *access* to technology. Technology in LPS today does not seem to be a normal regular part of the environment; it is its own topic too sporadically used or used as a showcase device.

Elementary Schools:

- More consistency across schools; work with technology on a daily basis. Present use of technology is spotty and in pockets
- Technology could be more "embedded" into teaching rather than a "specials" class
- Collaboration and coordination between teachers so that computer lab instruction supports classroom instruction.

Middle School:

There are good examples of adaptive instructional software that are being use to supplement student skill areas which are having demonstrable impact on raising student achievement. Wireless laptop carts are becoming more prevalent. It was noted that Littleton Public Schools middle school programs have won national awards in applied technology competitions.

There may be discrepancies between the level of student technology and information literacy skills upon entering middle school and the level schools are expecting. In some cases, the middle school is underestimating this level and in other cases the level is overestimated. It will be necessary for LPS to align these entry and exit expectations.

High School:

- LPS High School application of classroom technology is some of the best in the world. LPS should research 1:1 computer initiatives.
- We should focus on the professional development and improve skills of teachers to transform and feel more comfortable working in a digital environment.
- Further the concept of On-Line learning and how this medium of instruction can facilitate our existing classes and give LPS the capacity to reach more students in more diverse ways.

4 Major initiatives to move LPS in the right direction

- IT Support: Separate the role of Computer Coach from Technician and increase the ratios. We must increase the stipends for coaches and get more on-site support at the buildings.
- Professional Development: No technology projects should move forward without adequate training planned and our on-going professional development should be supported by digital sources.
- E-learning: LPS should move into the E-Learning (not virtual school) space to help address our enrollment issues and to lead the classrooms into hybrid models.
- 1:1 Computing: LPS can be the first district in the state to implement 1:1 computing. Mr. Maas suggested targeting the secondary level, particularly seniors to begin this initiative. 1:1 computing includes teachers as well as students.

7:17-7:30 Calendar Issue: Scott Murphy, Superintendent of Littleton Public Schools

Mr. Murphy stated that our current challenge in trying to establish the calendar change is to balance the learning needs of children and the time needs of the staff and stay within the convenience needs of families. It is difficult to balance these. The learning needs of kids needs to be in the forefront of these conversations.

7:40 PM Break Out Discussions:

3 X 5 cards were distributed to the group what are you concerned about?

8:00 Breakout Reports:

The Groups responses on the Three X five cards were:

1. ***What are you concerned about?***

	Responses:
	How do we get technology in the hands of all school equally? Site based management causes big differences in what each school prioritizes. Question was posed; is there a way to provide technology curriculum standards across the board for middle school by 8th grade. You have done this in PowerPoint and in Word. Computer Coach and Technology Support issues – additional staff needed for that.
	Common curriculum for middle school • Paper completed in word • PowerPoint w/animation • Calculations done in Excel Technology needs to be integrated-not a separate class; technology should replace; enhance things already done. Do we offer graphing calculators as well as laptops? Standardized requirements should be provided for parents around laptop. (brand, minimum requirements, software, wireless access. How do we introduce technology to teachers and provide support? How can we push 1:1 computing to an elementary level? Should we? Elementary teaches not just content; but fundamental communication skills-handwriting; keyboarding. If we don't start at elementary…?
	Can we get a chance to hear what the student members see in regard to blended and e-learning? What does their "ideal" look like? What concerns do they have?
	Reactions/Comments • Students from all levels of education need to be more involved in making decisions. • Teacher involvement is needed with students to help with development • Teachers have to be prepared for classroom interaction • Expand the resources of students and teachers • Give students a willingness to participate • Different students have different learning styles and those styles need to be considered.
	I would like to educate our group on GIS technology. I can share information on what tools are available and the costs involved and the opportunities that are available.
	In the coming world teaches must become facilitators more than lecturers. Students need to be given the "keys to the kingdom" to create a professional learning environment. The 1:1 computing initiative fits this perfectly. I would

	like to see increased student voice as this initiative is moved forward. Utilization of an "Edublog" much like the Fischbowl, would be an excellent avenue to give students this voice.
	• E-Learning- separate content from discussion/collaboration like college lecture/discussion model • 8th Grade Assessment- acceptable for meeting audit but need to go beyond • "Push" – build into web application ability to "push" updates to parents/students.
	Reactions/Concerns • Student voice/student involvement need to be significantly more apparent; Not confined to surveys or a small array of opinions. Proposition of open forums- yet incentive? Expected turnout=issue. • So many classes are stuck in "tradition" and past w/whiteboard and markers in exchange for chalk and a chalkboard. Technology classes are largely advanced but must be carried into ALL classrooms. Sure all teachers @ my school have their own computer, but only one has ever used it for anything other than their own e-mail and mandatory attendance and grades.
	• I wanted to say that I think providing 1:1 computers to secondary students is a little like teaching sex education to seniors – it's probably a little too late. I'll bet that even today most secondary kids in our district already have computers at home. I really think if we are going to do this, we need to start it earlier, maybe about 3rd grade. I envision that by the time these kids get to high school, they will be bringing in their own computers. Like cars, cell phones and iPods – laptops will be the next status symbols. While initially expensive, I'll bet we would see district expenditures (to provide computers) drop off for secondary schools over time. Just think if we could be the first local district to do this what it might mean for our enrollment figures!

8:32 PM Announcements - *Littleton High School will host our next meeting on January 31, 2007

8:35 PM – Adjournment

Minutes respectively submitted by: Gail Schillinger-Technology Support Specialist