



**Educational Technology Advisory Committee  
Littleton Public Schools  
Meeting Minutes  
12-03-2008**

**Chair: Briggs Buckley Chair-Elect: Matthew Shankle CIO: Dan Maas**

**LOCATION: Powell Middle School**

**6:00 PM – Arrival**

ETAC members networking and casual dialog

**6:30 PM – Convene**

Call to order: Mr. Briggs Buckley, Chair of the ETAC 2008-2009 called the meeting to order at 6:30 p.m. in the library of Powell Middle School.

**Pledge of Allegiance**

**6:32 PM – Approval of Minutes**

**Review Minutes of October 30, 2008**

Mr. Buckley asked if there were any corrections to the minutes of October 30, 2008. There were no motions for any changes.

Mr. Jim Stephens motioned to approve the Minutes of October 30th, 2008 as presented.

Mr. Ben Horblit seconds the motion to approve.

The committee is unanimously in favor of approving the minutes.

**6:35 PM – Approval of the Agenda**

Mr. Buckley asked if there were any suggestions or additions to the September meeting agenda.

Mr. Steve Wolf motioned to approve the agenda and Mr. Ben Horblit seconds the motion.

The committee was unanimously in favor of approving the agenda as presented.

**6:37 PM Celebrate Our Successes-**

**\*Powell Middle School\***

Ms. Becky Friend Principal of Powell Middle School welcomed and thanked the ETAC committee for their interest and attendance. The committee enjoyed the outstanding teacher and student presenters at Powell who demonstrated an excellent array of technology uses. Our host Mr. David Muldoon, Computer Coach at Powell introduced the presenters.

Vanessa and Bailee, two students who work on graphic design for the Powell Year Book showed how they used Photoshop tools to enhance the visual quality of pictures.

Media Specialist Pam Bump and her student Mark demonstrated two databases that can be accessed through the Powell website EBSCO and World Book on-line. Mark showed the committee how when holding the curser over text, the computer can turn text into an audio narration.

To generate Powell school pride, students Riely and Kyler from the G/T class shared their vision of an on-going video announcement broadcasting project they hope to launch soon. Acting as media journalists, the students will find stories they find interesting and will broadcast them to the rest of the student body during homeroom time in addition to traditional school announcements. The students will use a software product called Pinnacle to accomplish this task in addition to two Sony

DVD recorders, and a green screen. The students have researched this project extensively by observing other schools and professional T.V. networks to help them implement correct practices and methods when using this mode of communication. Mr. Maas suggested pushing the videos out through the school website.

Another student demonstration showed the committee a Wikipedia he created on Powell Middle School. He learned a lot about the history of Powell while engaged in this project. The student will put a link to the Powell website to show the world Powell Middle School.

Meredith, also a G/T student showed the committee a sample of how she used Windows Moviemaker and the EEepc in a paperless project challenge. Meredith and her partner are trying not to use any paper for the rest of the semester. The result of the project showed that in using the EEepc she and her partner saved over 200 pieces of paper each in the first two weeks.

Finally Shawn Horblit showed the committee how each grade level has its own page on Wiki Spaces. Wikispaces is used by teachers to post projects, project references and due dates for assignments. Shawn explained that drafts of student projects were embedded on a website called Voice Thread. With the addition of a webcam the students were able to create a discussion board in which audio feedback either by the teacher or peers could be provided on each other's projects. Students were able to discuss enhancement suggestions and problems they might have to each other. Google docs was also used by students in this project.

**7:00 PM - Discussion Items and Reports- BOE Liaison Mary Nichols** (filling in for Renee Howell)

The Board voted on November 13<sup>th</sup> to implement a reorganization plan involving the consolidation of Ames and Whitman Elementary Schools. The Administration has been charged with transition activities. Please see the district web site for details.

The next Board meeting will be on December 11th. At that time there will be further discussion regarding large scale assessments for elementary school kids. The Board will also be receiving a report from the Financial Advisory Committee and looking at budgetary updates.

**7:10 PM – CIO REPORT– Mr. Dan Maas –**

**Smartboard Grant:** The Morgridge Foundation awarded three teacher teams from Littleton Public Schools a SmartBoard Grant. The teams who will receive the grants are from East Elementary, Powell Middle School, and Arapahoe High School. The 15 packages will consist of a SmartBoard, a SmartBoard mount, a mounted projector, a complete clicker set, a document camera and wireless slates. The packages awarded to Littleton are worth approximately \$82k in grant funds. The selection of schools was made by the Foundation from among 88 team submitted by LPS.

**Paper Reduction Initiative; Green Audit:** Mr. Maas has been in contact with a company called Isotonish. Isotonish has agreed to perform a green IT audit or assessment. The assessment would give the district a baseline and guidance as LPS begins energy saving initiatives for environmentally friendly projects. The projects will help the district to provide savings on warehouse, paper, toner, electricity etc... ETAC may market the idea a "Greening of schools" Drafts for team competition will be set up and awards will be provided for the greenest of the green. Representatives from Isotonish will be invited to the next ETAC meeting to further hash out the planning process.

**Technology Inventory; Procedures during Reorganization:** The reorganization of Ames and Whitman Elementary schools will begin in the summer. The committee is requested to suggest criteria around how equipment housed in the schools might be redistributed. The committee determined that it would be helpful if a flow chart laying out various options were developed.

It was decided that the priorities to consider are:

- The Technology should follow the students
- PTO Technology follows the students
- Technology follows skilled teachers
- Areas of greatest need; meet equity needs across elementary schools.
- No duplicates; (don't need 2 projectors in one room)
- Special rooms learning spaces get technology. (Inclusion of certain non-instructional areas; Library etc...)
- 1/6 of the technology goes with students to Middle Schools.

We will revisit these statements at the next meeting.

**7:30 PM: Internet Use Policies:** (small group)

The committee was asked to begin reviewing the present Internet Use Policies. The policies do address the Internet as a source, but not as a publishing medium. The committee broke out into small groups to provide written feedback on the policy change suggestions. This feedback was collected at the end of the meeting.

**Announcements:** Next ETAC meeting is:  
January 28<sup>th</sup> at Hopkins Elementary

**8:45 PM – Adjournment**

**Minutes respectively submitted by: Gail Schillinger-Technology Support Specialist**