



**Educational Technology Advisory Committee
Littleton Public Schools
Meeting Minutes
10-24-2007**

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

LOCATION: ESC Board Room

6:00 PM – Arrival

ETAC members networking and casual dialog

6:30 PM – Convene

Call to order: Mr. Jim Stephens Chair of the ETAC 2007-2008 called the meeting to order at 6:30 p.m. in the Board Room of the ESC.

Pledge of Allegiance

6:32 PM – Approval of Minutes

Review Minutes of September 26, 2007

Mr. Stephens asked if there were any corrections to the minutes of September 26, 2007. There were no motions for any changes.

Spencer Zeppelin motioned to approve the Minutes of September 26th as presented.

Ms. Dayle Redman seconds the motion to approve.

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

6:37 PM Celebrate Our Successes

LPS Professional Development for uses of technology

Ms. Julie Carlson and Mr. Mike Porter

Mr. Mike Porter, Assistant Director of Instructional Technology described the various methods used for professional development within the district to bring adult learners in our community, and the Littleton Public School teachers into practice of 21st Century skills.

Mike described the various levels of professional developments used in LPS:

Monday Models: Is a stand alone professional development class that accommodates a variety of interested LPS participants at each session and introduces technology tools that can be implemented into teaching curriculums.

OnSite Helpdesk: Mr. Randy Stall and Ms. Dana Levesque Technology Integration Specialists for the district make routine visits to the school where they provide guidance and instruction as requested for teachers for an entire day. One on one questions and technically integrated curriculum efforts are assisted.

On Demand Professional development with electronic media videos and podcasts:

Camtasia captures narrated screen processes for the convenience of the users. Screen captures process with narration. This is a very popular mode of instruction.

Off-Site/Conferences: A chance to share ideas, build partnerships and relationships. Blogs capture learning experiences.

Focused, sustained professional development: Ongoing course work that explores best practices in instructional technology. This model is effective as is it rooted in research-based practices.

Co-planning: is the most effective of all training modes. It consists of sustained, ongoing focused Professional development with a rooted effort around best practices. It is done on a small scope (sometimes working with teachers one on one.) and therefore very time intensive. Co- planning can also entail educators working together on best instructional practices practicing co-teaching, peer reviews for feedback. Educators discussing effective structured teaching strategies and techniques that are effective with all kids and classrooms. Another element of the Technology Integration position involves the pulling out or highlighting of the best practices going on in each building and scaling it out to warehouse them for all schools to use.

The above represent a continuum of services for LPS staff based on need and prior technology experiences. It is the goal of the Instructional Technology team that they have a chance to serve all teachers in LPS.

Ms. Julie Carlson, Coordinator of Instruction for Littleton Public Schools, facilitates the induction and professional development of new teachers and Instructional Coaches in each school. Ms. Carlson explained that Instructional Coaches support new teachers by meeting with them regularly. Their duties include asking new teachers to do reflection and journaling and also ensure that state mandated sessions are attended.

Littleton Public Schools now utilizes a new teacher website called “E-Academy” This website provides many valuable, helpful resources and links for new teachers. Teachers can watch modules on sensitive subjects such as sexual harassment and child abuse. The modules can be reviewed and take the required quizzes taken at their chosen time.

There are some additional very exciting transformational technologies also being used. The *Blackboard* learning management system offers a sharing of good practices across the district and *blogging* between new teacher staff will soon be used as a tool.

7:15 PM –: CIO REPORT– Mr. Dan Maas

Update on Internet content filtering management process and recent issues:

The Internet Filtering Committee is made up of teachers, computer coaches, students and administrators. The primary committee charge is to screen requests for changes to the filtering settings.

The newly implemented filtering system in LPS works very well with the wireless system. Filtering does not mean “blocked” in LPS. It means “requires faculty supervision” for access.

Due to R-rated materials being accessible, YouTube.com will require a staff over-ride. Under the current legislation of Child Internet Protection Act, the potential for a law suit is too significant for YouTube not to be filtered.

The Committee engaged in a 10 minute discussion about the youtube decision. For some the site has great value and the override requirement makes access and use very difficult. For others the decision is the right one because of the amount of objectionable material hosted on the site. One member of the committee reported having actually read CIPA and indicated that the block on youtube at this time seemed appropriate.

7:25 PM-: Review of Board Report:

Thanks to a tremendous effort from committee member Bill Reddig.

The committee was able to view and comment on the final PodCast presentation to be shown to the Board on October 25th. The presentation highlights the insights and work what the ETAC 2006-2007 committee was about and what the committee is trying to do.

8:00 PM-: Small Group Work:

21st Century Learning Spaces

ETAC members were asked to break into small groups to fill out a grid that will help Define 21st Century Learning Spaces:

*Every student should have access to cyberspace in every classroom, every day.
How do we get there? What does it look like?*

- **Discuss the merits of this statement**
- **Address the behavior and culture;**
- **Address the physical and cyber-space environment, what does it need to look like?**
- **Review, edit and critique draft of goal sheet**
- **Measurement of impact on education**

The results of the small group session will be discussed at our next meeting.

**Announcements: ETAC Board Report 2006-2007 will be presented on October 25, 2007
Highland Elementary ETAC Meeting Place on November 28th
Littleton Academy ETAC Meeting Place on January 23rd**

8:30 PM – Adjournment

Minutes respectively submitted by: Gail Schillinger-Technology Support Specialist