

META Board Meeting

MINUTES

January 10, 2018

9:00 AM – 11:00 AM

SAM Office – Helena, MT

In Attendance:

- Office: Talia McCurdy, Kirk Miller, Pat Audet Guest: Kevin Kerr
- UberConference: Brian Norwood, Brad Somers, Kelly Veis, Adam Tholt, Deanna Flemmer, Glenn Wehe, Mark Branger, Mindy Obert, Branson Rogers, Dave Dobbins, Russ Hendrickson
- Absent: Todd Lark, Rich Lawrence

Call Meeting to order

Approval of Agenda

- Mark motioned to approve the agenda; Glenn seconded - Passed Unanimously

Approval of Minutes from September 15-16, 2017 Board Retreat

- Glenn motioned to approve the minutes; Mark seconded - Passed Unanimously

Mega Issue Discussion - Cyber Security – What Has Been Learned & Work Going Forward

- Glenn - LMG Company for security; also looked at KnowBe4
 - There is a cost charge per number of staff and IP address
 - \$15000 for all tests and securities
 - Works well; money well spend - phishing test \$2500
 - Create a report for the school to see who clicked on link and who submitted credentials
- Brian stated that his school is looking at this also
- Deanna stated that Karen from LMG came out to region meeting to present - look at a consortium to get better price for connecting schools.
- Brad stated that Bozeman is still developing trust with staff and looking at various companies as of yet - hesitant with a phishing test; Brian said that Kalispell had a problem with their union on this testing.
- Glenn added that this was more of a generic test so did not put out the report to staff - Brian stated that rationale would be for the educating our whole staff on phishing
- Mark asked about other companies in their area or does LMG do statewide? Glenn said they are statewide.
- Kirk stated added that META could be prepared with this type of information and have a presentation or roundtable ready for the METATechEd conference combined with MASS Spring Conference - Recommendations, experiences, solutions... Brian

did state this is being worked on for the conferences. Glenn will help out with preparation.

- Talia stated that this topic should be part of each regional meeting conversation before the conference - good idea
- Dave expressed his experience with KnowBe4 - they did send a phishing email and 3 clicked on it to fail the test. It just takes one.
- Deanna stated that in Corvallis, new employees that come into the district are trained on the awareness of phishing.
 - Corvallis provides a one page doc that informs new teachers of this and other pertinent information

Old Business

1. [Update on a Tech Savvy Superintendent of the Year award](#) – CoSN Sponsored (Empowered Superintendent Recognition) – Russ (CoSN), Rich, Glenn, Kelly
 - Russ spoke on this with his connection to CoSN and described what he found out. Keith Krueger stated that they were interested in it. CoSN is looking to implement this nationwide but not quite there yet. Keith suggest that MT move ahead with a state selection process and be ready for when CoSN prepares the national recognition process.
 - Regional Empowered Superintendent of the Year Award Format and State Level Award
 - Russ asked if META would want to do this. Brian stated the process for Empowered Superintendent of the Year can be much like this for Technologist of the Year. Glenn stated that this could be started with MASS and begin and get rolling for a selection this year. Russ stated that if they miss the deadline this year, we can have that person ready for next year. Contrary to MASS involvement, the board agreed that this should be a META nomination this year, not MASS. Russ will collect the CoSN information for nomination and coordinate with the committee including Brian and Pat.
 - Kirk mentioned that Governor Bullock was awarded the Public Service Outstanding Achievement Award - this is reflection on the connection, advocacy and work of META. Kirk will be in communication with Russ about when the presentation will happen. META is making a difference!
2. [Update on 2018 METAtchED Conference & Technologist of the Year Award](#)
 - Brian described keynote speaker, Nathan Mielke, who will be presenting at the METATechEd conference. Nathan is excited to speak and impressed that this is in combination with the MASS affiliate conference (Superintendents). Brian expressed that he is in a range of fair pricing for speaker fees (checking with Gary). Russ stated that CoSN might cover that speaker fee; Russ will cc Brian on that process for getting speaker fees paid for by CoSN. The FBI will also present again this year (Shiloh). Liz Cunningham and TEST will also be there helping and providing displays and plus have great give-aways for prizes. Aruba will do the wireless once again.
 - Kirk stated that the coordination of wireless and displays would be better in Radisson. Brian checked this component with the Radisson and they stated that bolstering what they have in place would not hurt - the more the merrier.

3. Communication Tool - [META Committees/Communities \(MemberClicks\)](#)
 - Pat discussed the background of this as opposed to using SLACK and mentioned a couple communities in play. Todd is looking at this and is already a part of one of the MemberClick communities - federal relations.
 - Kirk further described the use of the communities and what type of communities are already added. He showed the informational links to read about the use and function plus the link to the “how to” video. This is a much better, efficient use for a forum.
 - Mark liked this better than the use of SLACK. Brian agrees. Dave agrees. Kirk stated that this can be used now and can be quickly set up. Kim will develop forum for META
 - Mindy - get notifications? Yes, you can go to your landing page.
 - Kirk suggested to leave this for use of the board members as a first pilot to using this.
 - Brian suggested to start a META Board Community forum at first. Kirk said that we can do this - Kim will create that forum.

4. Review & Consideration of [META Policies and Procedures Handbook](#)
 - Mark described that this pretty much is complete but there it will be a work in progress for the board information only. Additions and reviews will be made each board meeting as needed. Mark suggested that everyone take a look at this and see if there needs to be any changes.

New Business

1. Information - META – [ADA Website Compliance Program RFP](#)
 - Russ went through the background of getting to this point and that it is a very large, challenging issue where something needed to be done - too much of a job for META so the Executive Board decided to put out an RFP. SchoolHouse IT was hired to do the project management of ADA Website Compliance. They are currently working with this project. Kirk described the project and the timeline and described the rollout. Pat added that the timeline is being followed efficiently and progress is being made. Russ added that the website looks good but people need to take a look at this and make sure that this is a useable project. Glenn stated that the ADA watch dogs are looking for improvements for websites → if you are in the process of looking to get your website ADA compliant, you would stem from a complaint or lawsuit. Kirk stated that Stevensville was involved in a legal situation - Glenn stated that they had ignored complaints. Mark agreed with Glenn that schools need to be in the process of becoming compliant. Russ stated that there needs to be someone to keep the ADA website updated and efficient. Final documentation is done by Jan. 15th - then Executive Board will review, then Board will review. Kirk added that the Go LIVE should be February 1; then have more discussion and rollout at the Conference in March.
 - Kirk described the Federal efforts that had materialized from Tester to DeVos about ADA Compliance and expectations. The Michigan person that filed 1800 complaints is now dealing with follow-up on those complaints - no more new complaints have been filed from this source. There was no feedback from Daines or Gianforte.
 - Russ described the 4 trainings that were a part of the RFP and Schoolhouse IT. The copyright content will be turned over to META/SAM by March 31.

- Dave brought up that an ADA training could be a conference item in March. Good idea.
2. Cyber Security steps and strategies – What was learned?
 - Discussed Earlier - Completed
 3. Approval of [Strategic Plan Revisions](#) from Board Retreat
 - SLACK will be replaced with the MemberClicks Community Forum
 - Glenn motioned to approve and Adam seconded
 4. Consideration of META Member Recognition – Years of Service/Membership pins
 - Pat described the process and the recognition with this type of award.
 - Brian agreed; Russ agreed by saying that time and effort given to an organization should be recognized; Mindy agreed
 - Motion by Glenn to approve this recognition; Dave seconded - Passed Unanimously
 - Pins will be awarded with a certificate - Pat will gather template from company and get costs - send to the board for review.
 5. Terms of Service Agreements (Vendors) Committee – Update
 - Brad stated that a template is ready to go (MTSBA reviewed) - Do we want to tackle this as an organization? Talia suggested that major vendors can be looked at by META; smaller vendors looked at by individual schools.
 - Brad stated this is a lot of work - Do we want to take time to look at this? Mark stated that this could be a META sponsored project through an RFP? Value Add to Membership? Talia stated she talked with a superintendent to see if this something that MASS should look at? Or OPI putting out a vetting process? She added that some members of MASS are onboard with this also.
 - Brad described Bozeman’s process for terms of service agreements with signature of the vendor and release forms with parents.
 - Discussion will continue at the next META meeting - META board should have a process to be approved by March Membership Meeting. CoSN feedback will also be available at that time. Tabled until next meeting, March 19.
 6. Information - [CoSN-Team4Tech Rural Technology Engagement](#)
 - Kirk described the events that has lead to this project starting with contact from Keith Krueger. He also described the requirements and how this was decided through a process of the META Executive Board. Hamilton was the original district chosen but this did not align with the projecta and therefore severed ties.
 - Havre was eventually decided upon. Kelly updated the board on what has transacted with CoSN and Team4Tech now that Havre is onboard.
 7. Consideration of [META Constitutional Amendment](#) – CoSN Council and CoSN Responsibilities
 - Pat described the process, history and idea to get this in as an addendum to the META Constitution and Bylaws.

- Russ described the opportunity and experiences and why this is a great process to get two members aboard for the CoSN Conference every other year. Brian added that this is a good idea utilizing the experience and the other gaining experience. Brad also agreed.
 - Brad motioned to approve the addendum to the Constitution and Bylaws - Glenn seconded - Passed Unanimously
 - Glenn motioned to approve the CoSN State Chapter Chair-Elect, META President, Rich Lawrence to attend the CoSN Conference this year with Russ; Brad seconded - Passed Unanimously

President Report – *Rich Lawrence (Absent)*

Executive Director Report – *Kirk Miller*

META Financial Report

- Kirk pointed out that there are several things going on and that the board can review all components on his report.
- Kirk displayed the META budget and then discussed the revenue and expenditures plus the impacts that have resulted. He described that the META budget is currently healthy and can survive the impacts.

Regional Director Reports

North East – Colleen Drury (absent)

South East – Branson Rogers (stepped out to help his supt)

South Central – Mark Branger

- SC Region met in October and reported on items from retreat and ADA compliance. Next meeting will be Feb. 7

Central – Adam Tholt

- Last meeting was a discussion on ADA compliance; next meeting is Feb. 13
- 4 Rivers – Mindy Obert & Brad Somers
- Mindy reported on their Oct. meeting - lunch was on Pine Cove and they also presented to the group. There was also a CoSN presentation and lots on cybersecurity. Next meeting is in Bozeman.

Western – Deanna Flemmer

- Had two regional meetings in October and December - LMG's Karen Springer presented on cybersecurity. The next meeting is in Feb. Deanna and Brian presented at the Western MASS.

Northwest – Glenn Wehe

- They had a meeting in December on ADA compliance issues and cybersecurity.
- They had a discussion with the superintendents on the fallout of cyber attack - this went well.

North Central – Talia McCurdy & Dave Dobbins

- Talia reported that they had a meeting in October which included a presentation from Apple; Jeff Patterson was also there and discussed ADA compliance (before the RFP process). They also discussed cybersecurity and attack in the NW. Tom Hering from

GF was on the post-incident team. She also stated that there should be a report coming out soon. Next meeting is Jan. 26

- Hi Line – Kelly Veis & Travis Baumann
 - They had a meeting in Oct. and talked about ADA and cybersecurity; Kelly and Brad Moore coordinated a MASS/META meeting in December. They also talked about the IC info and was a good look at how IT works.

Committee Updates

- CoSN State Chapter Update – *Russ Hendrickson (absent - had a meeting)*
- Cyber Security Committee – *Rich Lawrence (absent)*
- Advocacy Committee – *Todd Lark (absent)* - Kirk discussed the notices to presidents for Delegate Assembly and notification for presenting new resolutions - contact Todd as a member of the DA Steering Committee.
- Erate Consulting Committee – *Rich Lawrence (absent)*
- Professional Learning – *Brian Norwood* - Brian reported that there is not a lot of focus on the PL but more toward the preparation of the conference at this point.
- Organization Development – *Brad Somers & Mark Branger* - Mark stated that this was already discussed with the Policies and Procedures manual

10:55 **Open Discussion** - Items brought to the Board by Regional Directors

- None

META CALENDAR

[**SAM & Affiliate Board of Directors 2017-18 Meeting Schedule**](#)

[**SAM and Affiliates Conferences Schedule 2017-18**](#)

Talia motioned to adjourn the meeting; seconded by Dave - Adjourned at 11:19 a.m.

Respectfully submitted,
Patrick Audet
SAM Associate Director