

**META Board of Directors Meeting
Monday, March 19, 2018
Helena Radisson Colonial Hotel**

MINUTES

Present: Rich Lawrence, Talia McCurdy, Deanna Flemmer, Glenn Wehe, Mark Branger, Mindy Obert, Branson Rogers, Dave Dobbins, Kirk Miller, Pat Audet, Kim Scofield

Absent: Todd Lark, Adam Tholt, Russ Hendrickson, Colleen Drury

Guest: Paul Kozlowitz

Call to Order: The meeting was called to order by President Rich Lawrence at 3:13 pm.

Approval of Minutes: **Brian Norwood made a motion to approve the minutes; Talia McCurdy seconded. The motion passed unanimously.**

Mega Issue : How can Technology Support and Promote School Safety Procedures within School Districts?

Rich opened the discussion by describing what they have been doing in Kalispell to add procedures and policies around cyber security and school safety. Several other board members mentioned things such as fob and key systems, electronic doors, and bulletproof glass. Kirk stated that SB 213 funds could also be used to train individuals to use technology for school safety and to be used to bring in trainers. **SAM will inform the board of which line items cannot have funds transferred out of for school safety tools and training.** Rich asked if this is a discussion the board would like to continue. Brad asked if a best practices list could be compiled. Rich asked everyone to email best practice ideas around school safety procedures to him that have been implemented and he will compile a document to be shared before the next meeting. Brad stated that school safety can be data governance along with school safety, so to include data governance best practices also. Pat referenced the MT-PEC compilation of school safety information that is on the SAM website along with the resources on the OPI website.

Old Business:

1. Review of the [META Strategic Plan](#) – *Rich Lawrence*
Rich referenced the META Strategic Plan. He stated that he feels great strides have been taken toward the plan. Brian suggested moving this discussion to the May meeting and to take time to update the Goals, Strategic Objectives, and Actions at that meeting. Rich asked that everyone take time to review this document and bring ideas for how META can move forward with the strategic plan to the May meeting.

2. Information – [META Website Accessibility Project](#) – Final Product - *META Executive Board*
 Rich stated that he feels this project has been a success. He has gotten feedback from people around the state who have used the resources. The other board members agreed that this has been a great success and was money well spent. Pat mentioned that through quarterly meetings with MASS, MASSP, and MAEMSP the META Website Accessibility Project has been shared to administrators throughout the state.

3. Review of [META Board Policies and Procedures Handbook](#) – *Mark Branger & Brad Somers*
 Mark stated that changes from the fall retreat have been made to the handbook. He encourages taking time at the Board retreat to review this document, especially with new members. Rich asked if this should take place at the May meeting or the retreat. Mark suggested reviewing the best practices portion of the document in May and the entire document in the fall. Rich confirmed.

4. Debrief on META Awards Program – [META Technologist of the Year, META Empowered Superintendent of the Year](#), META Years of Service Pins – *Brian Norwood*
 Brian mentioned that there were several candidates for each award. He stated that the scoring process is done through the submission, so those scoring do not necessarily need to know the candidates. Mark suggested keeping the pool of candidates for a couple of years. Pat mentioned that the nominator could reactivate the application instead of having to complete the application form again. Brian suggested mentioning the top five during the award ceremony instead of only the winner. META Years of Service pins will also be presented this year for the first time. Pat mentioned that some members will be acknowledged as six years of service, but will receive five-year pins. A certificate accompanies the pin. Mark mentioned that the Tech Savvy Award needs to be added to the appendix of the Policies and Procedures Manual.

5. Information - [CoSN-Team4Tech Rural Technology Engagement](#) – Update – *Kelly Veis*
 Kelly mentioned that a couple of meetings have taken place. An evaluation meeting in Havre will take place in May followed by a CoSN team (approximately 15 people) travelling to Havre to train technologists and teachers.

New Business:

1. Consideration of META Board Process – **Terms of Service Agreements** – *TOS Committee - Brad Somers, Todd Lark, Russ Hendrickson*
 Brad stated that they are in the early stages of discussing this process. Rich asked if TOS agreements are part of the TLE Seal. Brad confirmed that they are. He stated that it is imperative that teachers, parents, and students are trained in TOS Agreements. Brad mentioned that this could be a value add for Montana districts but it is a difficult process. Rich stated that technologists are responsible for not only information that comes into a district but also information that goes out. Rich asked if this is as a priority to the META board and the board members agreed that it is a priority. Mark suggested possibly hiring an outside entity to complete this process. This will be added to the May agenda to discuss further.

2. Consideration of [META 2018-19 Proposed Budget](#) (moves onto META Membership Meeting for approval if approved by the Board) – *Rich Lawrence*
Brad Somers made a motion to approve the budget; Travis Baumann seconded. The motion passed unanimously.
3. META President-Elect Election Process and Term Rotations of Region Directors – *Rich Lawrence*
Pat mentioned that three candidates will be presented for President Elect at the Business Meeting. The ballot will go out after the conference and will be open for 14 days.

President Report:

Rich stated that he is very proud that META has been part of many relevant projects this year.

Executive Director Report – *Kirk Miller*

Pat asked the board to read the Contemporary Issues within the report.

META Financial Report

Regional Director

Reports: Regional reports were given at the Business/Membership meeting.

Committee

Updates:

CoSN State Chapter Update – *Russ Hendrickson*

CoSN conference 2019 is in Portland. Russ was not in attendance to provide an update.

Cyber Security Committee – *Rich Lawrence*

Rich stated that a recent meeting has not taken place. Effort has been focused on the TLE process.

Advocacy Committee – *Todd Lark*

Todd was not present for an update.

Erate Consulting Committee – *Rich Lawrence*

Rich stated that NCCE and META have partnered, but Rich is not sure where the process is.

Professional Learning – *Brian Norwood*

Brian did not have a report.

Organization Development – *Brad Somers & Mark Branger*

Completed earlier in meeting.

Open Discussion - None

Glenn Wehe made a motion to adjourn the meeting; Dave Dobbins seconded. The motion passed unanimously.

Meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Kimberly Scofield
SAM Communications Specialist

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