

# META Board Meeting DRAFT Minutes

January 9, 2019

9:00 AM – 11:00 AM

SAM Office – Helena, MT



In attendance via UberConference: Brian Norwood, Everett Holm, Brad Somers, Paul Kozlowitz, Mindy Obert, Carol Phillips, John Jensen, Branson Rogers, Colleen Drury

In SAM Office: Kirk Miller, Kim Scofield, Gary Wagner

Not in attendance: Rich Lawrence, Kelly Veis, Travis Baumann, Talia McCrudy, Glenn Wehe, Todd Lark

President Brian Norwood called the meeting to order at 9:02 am

## **Approval of Minutes from [2018 META Board Retreat Minutes-Notes 9-14-18 & 9-15-18](#)**

Everett Holm made a motion to accept the minutes from the 2018 META Board Retreat; Paul Kozlowitz seconded the motion. Motion passed unanimously.

## **Mega Issue Discussion – [2019 Legislative Session](#)**

Kirk gave an overview of the Legislative session and the tools available on the SAM website. He also discussed how to track bills followed by SAM, the legislative schedule, and the legislative updates that will be sent out throughout the session. He pointed out that the updates will also be available in podcast form. Kirk encouraged META board members to register to participate in the legislative network or to recruit members from their regions. Kirk described the Call to Actions for Legislative Network Members. He also reviewed the Legislative Network Community Forum and the tool on the Member Landing Page for searching for legislators.

## **Old Business**

1. Review of the [META Strategic Plan & Committees](#) – Brian Norwood  
No new information provided at this time.

2. Review and Continuation of META Awards Program – Procedure – [META Technologist of the Year](#), [META Empowered Superintendent of the Year](#), [META Years of Service Pins](#) – Everett Holm & Brian Norwood **(Kim created forms and will send out on January 15th with February 22nd deadlines if committee approves)**

Kim explained the forms she created for META Technologist of the Year and META Empowered Superintendent of the Year that will be sent January 15, 2019 with a deadline of February 22, 2019. Everett stated that he thinks the forms should go out to the SAM membership. Brian agreed on this process. Mindy recalled that the nomination form went out to the SAM Membership last year so that any SAM member can nominate an individual for the awards. Kim explained the scoring process and rubric that will be used for selecting the award recipients. She will send a copy of the rubric and process to the board following the meeting.

3. TOS Update - Terms of Service Agreements – OPI as Viable Avenue for META TOS Project; SDPC Web Meeting; Adjustment/Modify TOS Agreements into a META TOS Agreement – TOS Committee - Brad Somers, Branson Rogers, Paul Kozlowitz, Rich Lawrence

Brad said he he has reached out to SDPC but has not heard back. He mentioned that Carol has joined the SDPC. Carol stated that she spoke with teachers and discussed the issues they are

having. Brad mentioned the slow but necessary process and wants to contact the MSU folks to see if they are considering. Brad stated that there are no bills currently presented in the legislative session around TOS.

4. Update/Information of Trusted Learning Environment (TLE) CLN - Leaders Professional Learning Program (LPLP) – Rich Lawrence, Paul Kozlowitz, Brad Somers, Carol Phillips. Brad stated that the META Team Drive has been created. Carol said that Team Drive needed to have certain members allowed to drop their pertinent information into certain folders. Kim said that is why she hasn't put anything in the TLE folder yet because she is waiting to hear from the TLE CLN members as to who and what will be shared. The benefit of the Team Drive is that the SAM Domain owns it so documents are still accessible when people leave their positions. Kim will allow the appropriate permissions for the TLE folder.

## **New Business**

1. Review of 9-14-18 Revisions of the [META Strategic Plan & Committees](#) – Brian Norwood  
Brian said that we have covered a lot of this information already.
  - a) Advocacy Update on Strategic Plan – Adjustment of Objectives 2.4 & 2.5 – Advocacy Committee (on META Board) - Todd Lark, Rich Lawrence, Brad Somers, Paul Kozlowitz  
Brad stated that he has no new information at this point to report on.
  - b) Update on META Info Share document for Strategic Plan Objective 3.2 – Professional Learning Goal – Todd Lark  
Mindy stated that she thinks the META Infoshare Document could be updated at Region Meetings. Everett explained how beneficial this document can be if used properly. Brian stated that this needs to stay in the Team Drive so that eventually all META Members can view this tool and provide value to their membership. This document is also a good tool to encourage superintendents and technology directors to become META members.
2. META Team Drive review of objectives and progress – Todd Lark  
See earlier discussion.
3. Revision of META Webpages on SAM Website – Carol Phillips  
Kim stated that she has updated the META Membership pages on the SAM website with the new member benefit infographic, a link directly to the META membership application, and added a new dropdown menu item that links to the META Membership Form. Kim asked if the board wants a link to the META Info Share document on the META Resources webpage. The board agreed that they would like this link added.
4. Adjustment and Transition of Cybersecurity Committee website/information to META Resources page on SAM Website – Rich Lawrence & Paul Kozlowitz  
Paul stated that he is working with Todd to rebuild this information. Once complete Kim will add it to the META Resources webpage.
5. Cybersecurity Awareness Month – Paul Kozlowitz  
Paul Koz mentioned that it went well last year and he wants to market it more at the Region Meetings for better participation next year. He would like to get more information from the state offices to encourage more schools to participate. Paul wants to give the information to district IT Departments to give to Principals or Teachers to use. Cybersecurity Awareness Month was October of 2018 and he suspects it will be the same for 2019.

### **President Report – Brian Norwood**

Brian gave a brief report and thanked Kirk for the work that he is doing on the state level.

### **Executive Director Report – Kirk Miller**

Kirk referenced the Executive Director Report. He mentioned that the SAM office will update the information on the META organization chart. Carol stated that she would like to be added to the Advocacy committee. Kirk referenced the META budget, the SAM Strategic plan, the SAM Office Restructuring plan and that Rick Duncan will serve as a lobbyist for SAM during the 2019 Legislative Session. Gary provided the board members with a Membership report. Carol asked if the META Board Resources webpage could include all important link for more easy access.

### **Regional Director Reports**

- North East – Colleen Drury - Colleen reported that she would like to suggest planning school tours for the February meeting.
- South East – Branson Rogers - Branson reported that he hopes to have a meeting in February. He would like to get in front of the MASS Members to keep them informed of issues discussed today.
- South Central – Carol Phillips - Carol reported that the December meeting was live streamed where TOS was discussed. She hopes to have a February. She is leading a workshop at the upcoming SWMSS conference. She stated that she has been attending MASS region meetings and the Superintendents have been responsive to her reports.
- Central – John Jensen - No report
- 4 Rivers – Mindy Obert & Brad Somers - Mindy reported that 4-Rivers had a meeting October 30th. Lindy Hockenbary discussed new issues with Microsoft. Bytespeed sponsored a lunch and talked Virtual reality. Only five members attended. Another meeting has been planned in February so hopefully the numbers will be better. Brad talked about the META Retreat, the Strategic Plan, TOS, and the March Conference.
- Western – Paul Kozlowitz - Paul reported that he held a mid-November meeting and one is planned for February. Topics of discussions were the META website and making it more user-friendly, and ways of getting in front of superintendents and principals. Paul wondered if he should contact MASS Western region director. Deanna and Brian have met with Western MASS region. Paul wondered if a top 20 things schools should be aware of could be added to the website.
- Northwest – Glenn Wehe - No report
- North Central – Talia McCurdy & Everett Holm - Everett reported that the Info share document was looked at at the last region meeting along with TOS, TLE, and cameras. The next meeting is scheduled for Jan. 29th.
- Hi Line – Kelly Veis & Travis Baumann - No report

### **META Committee Updates**

- Advocacy – Todd Lark
- Professional Learning – Brian Norwood - No update
- **Scholarship** – Brian Norwood, Everett Holm, Todd Lark - no discussion

**CoSN State Chapter Update** – Rich Lawrence, Brian Norwood, Everett Holm - Rich will be attending the CoSN conference in Portland. Kirk reminded directors that school administrators automatically become CoSN members when their tech director is a META member and reminded board members that META needs 108 members to break even.

**META TechED Conference** – Everett Holm, Rich Lawrence - Everett asked if the board members think a fee increase is appropriate, as it is currently \$50 for META members to attend. Gary pointed out that other affiliate conference fees are approximately \$200 - \$300. This year the full facility cost will need to be paid by META since the conference will not be held jointly with MASS. Paul suggested adding \$25 to both member and non-member conference registration fees, bringing them to \$75 and \$125 respectively. The board agreed. Gary will work with Everett and Rich to search for speakers to present and vendors who will pay speaker fees. Paul asked if he should forward presentation ideas to Gary. Gary confirmed and stated that the conference agenda will be built as presentations are scheduled. T.E.S.T. has agreed to sponsor a social. The conference is scheduled for March 18 - 19 at the Delta Colonial in Helena. Gary wants the board to think about the possibility of a keynote presenter. Carol suggested a keynote speaker who will present on code or Makerspace, which are lighter topics than TOS and security. Everett suggested a theme of “Protecting Your Keys”. Carol suggested that the conference logo be created by students. Everett would like to have time during the conference to conduct an open forum and/or specific topics for roundtable discussions. Mindy suggested sending out a call for presenters. Gary will send a call for presenters to META members. Exhibitor/Sponsor registration has gone out to approximately 75 vendors. Board members stated that they would like to have more time to visit with exhibitors. Carol would like speaker sponsors to not only speak about their product but make the presentation educational also.

**Cybersecurity** – Rich Lawrence, Paul Kozlowitz - Paul, Rich, and Brad presented at MTSBA. Paul stated that he is willing to present at the METAtchED conference.

**TOS** – Brad Somers, Todd Lark

- Organization Development – Brad Somers  
**Policies and Procedures Manual** – Mindy Obert, Brad Somers - Brad stated that he has uploaded the latest version of the manual to the META Team Drive. The SAM office will be sure that this is the latest version.

**Awards** - META Technologist, Empowered Superintendent and Service Pins – Everett Holm

**Membership** – Rich Lawrence, Brad Somers, Mindy Obert, Colleen Drury

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

**Adjourn**

The meeting was adjourned at 11:45am

Respectfully Submitted,

Kimberly Scofield, Director of Member Services & Professional Learning

Gary Wagner, Director of Operations & Membership