

META Board Meeting DRAFT Minutes



May 16, 2018

9:00 AM – 11:00 AM

In Attendance: Brian Norwood, Adam Tholt, Brad Somers, Branson Rogers, Carol Phillips, Colleen Drury, David Dobbins, Deanna Flemmer, Everett Holm, Glenn Wehe, Kelly Veis, Mark Branger, Paul Kozlowitz, Richard Lawrence, Russ Hendrickson, Talia McCurdy, Todd Lark, Travis Baumann, Pat Audet, Kim Scofield

Absent: Mindy Obert

AGENDA

Call Meeting to order

Meeting was called to order at 9:04am

Approval of Agenda

Approval of Minutes from [March 19, 2018 META Board Meeting](#) and [2018 META General Membership Meeting](#)

Brian Norwood suggested a change to the minutes of adding his name to the list of attendees.

Glenn Wehe made a motion to approve the minutes of the March 19, 2018 Board Meeting; Brad Somers seconded the motion. Motion passed unanimously.

Mark stated that the general membership meeting minutes will be approved at the 2019 general membership meeting. Pat stated that the minutes can be preapproved during today's meeting.

Glenn Wehe made a motion to pre-approve the minutes of the 2018 General Membership Meeting; Travis Baumann seconded the motion. Motion passed unanimously.

Mega Issue Discussion – META Best Practices: School Safety & Data Security Procedures

Rich stated that the mega issue focuses on how school safety and data security procedures relate to technology. Glenn suggested creating a spreadsheet that lists what other districts in the state are doing. Brian stated that a survey was just completed possibly by MTSBA about school safety related to the insurance side of technology and data security. Rich confirmed that he had completed the survey and spoke to Shawn Bubb from MTSBA who stated that the survey was sent to approximately 167 schools. He feels this survey would be a great place to start. He will ask Shawn if he is willing to share the data. Glenn plans to use the survey data in his district's TLE Seal Application. Brad feels that the TLE Seal Application speaks to best practices as it encapsulates 25 practices. Brad has shared his district's data governance plan. Rich asked if the board wants to pursue this as a mega-issue. The board agreed they would like to move forward. He stated that he sees two issues as part of this mega issue: school safety as it relates to technology and data security procedures and data governance. He suggested that data security could be added to the issues being looked at by the cybersecurity committee. Currently Paul Kozlowitz, Rich, Tom Hering, and Todd Lark are on the cybersecurity committee. Brian asked what the cybersecurity group is currently working on. Paul stated that it is working on the data side of cybersecurity and professional development for school staff. He stated that cameras and school safety were going to be looked at next. Brian suggested that the cybersecurity committee should continue and add the data safety side of the mega issue and a new committee should be formed for the physical security in schools as it relates to technology.

It was decided that a new committee will be formed to focus on school safety best practices. Rich, Brian, Glenn, Carol, and Paul will be on this committee. Rich will schedule a committee meeting and compile the MSGIA survey data.

Data security will be added as an issue of focus to the cybersecurity committee. Brad Somers will join this committee with Rich, Paul, Tom Hering, and Todd. Paul will send an email and schedule a meeting.

Carol will share the data from a school safety survey conducted by Elder Grove focusing on weapons in schools. Pat stated that MASS is working on this issue and conducted a survey in April. The SAM office will communicate with the META Board where this data will be posted and make it accessible to the META Board members. Delegate Assembly will be looking at the issue of weapons in schools in June. Pat stated that Montana law already exists granting local school boards the ability appoint staff to carry weapons.

Old Business

1. Review of the [META Strategic Plan](#) – *Rich Lawrence*

Rich referenced the META Strategic Plan and focused on the Goals, Strategic Objectives and Actions.

1.1 Policy and Procedures Manual: Mark stated that the policy and procedure manual has been updated with the Empowered Superintendent of the Year and the Years of Service.

1.4 Fee Model for Non-Member Tech Talk Attendance, Conferences, and Membership Meetings: Glenn stated that he will send document that the committee created.

1.6 Membership Committee: Pat stated that many potential META members exist. Pat will create google docs for each region to share with region directors so they know which members have paid their dues. These documents will also list potential members. Kim will add the region map to the regional website. Colleen asked if region directors could reach out to guests, for example Pinecove, to invite them to their meetings. Paul stated that he plans to invite Pinecove to region meetings.

2 Advocacy: Todd stated that the Delegate Assembly Steering Committee has met and will have one more meeting to prepare for delegate assembly. He stated that he has helped several schools with e-rate, but has found that fees are still not sustainable for many districts. He plans to continue to work with district clerks and MASBO and will be talking to the Department of Commerce to try to come up with a solution. Pat stated that Pad McCracken has asked if a META member would be interested in speaking to the Interim Education Committee at 10:00am on June 14th about META activities, broadband access, e-rate, etc. Todd volunteered to speak to the interim committee on behalf of META.

3 Professional Learning:

Brian stated that a survey was conducted after the conference concerning professional development. He will present this information at the fall retreat. Carole asked if META has considered putting on a professional development conference for teachers. Rich doesn't believe this has ever been a consideration but stated that this could be held in the form of a conference or digital professional development. Brian stated that the logistics could be difficult, but could possibly be incorporated into existing conferences. He also suggested that teachers could be invited to regional meetings. Glenn suggested scheduling these trainings around MEA. Rich stated that he has tried to do something like this but administrators have felt that there wasn't time for this type of training. Carol suggested mini digital trainings. Paul stated that his department is working on creating YouTube videos for teacher tech training. He suggested this option and post these video links on the SAM website. Todd stated that he would help post teacher technology professional development to the OPI Teacher Learning Hub. Carol wondered about presenting at MTSBA's School Law and Technology Conference. Rich stated that could begin a conversation with Shawn Bubb. Pat suggested that the META board pursue these opportunities. Rich invited other board members to present with him at any of his upcoming presentations. He will share dates with board members.

3.6 Attend CoSN Conference: The META President will attend the CoSN Conference during the second year of their presidency and the Past President will attend both years of office.

2. Consideration/Discussion of any updates - [META Board Policies and Procedures Handbook](#) (addition of Empowered Superintendent & Membership Pins from last meeting)– *Mark Branger & Brad Somers*
Completed during Strategic Plan discussion.

3. Debrief on META Awards Program Post-Conference – Procedure – [META Technologist of the Year](#), [META Empowered Superintendent of the Year](#), META Years of Service Pins – *Brian Norwood*
Brian stated that the Empowered Superintendent of the Year award created a lot of positive feedback. He thanked the board for selecting him as the recipient of the Technologist of the Year award. Carol suggested that all nominees be recognized during the award presentation in the future. The board agreed.

4. Update - [CoSN-Team4Tech Rural Technology Engagement](#) – *Kelly Veis*
Kelly reported that the CoSN team will be visiting Havre Public Schools next week to provide an outline of what will be taking place during the summer. They will also be offering a time for the community to get involved in education technology.

5. Further Discussion - Consideration of META Board Process – Terms of Service Agreements – *TOS Committee - Brad Somers, Todd Lark, Russ Hendrickson*
Brad reported that the process is just completing a one-year process. He feels it needs to be considered at a state level, if META wants to take it on. He suggested joining a national organization if META wants to move forward. The Terms of Service Agreement paperwork would be approved by state attorneys. Carol asked if MTSBA would be a resource. Brad stated that teachers need to be part of a professional development training around reading terms of service agreements. Bozeman has an approved list of vendors who have signed their Terms of Service agreement and are safe for teachers to use. Glenn stated that he used Brad’s Terms of Service agreement as an example and has had success with vendors signing Evergreen’s agreement. Rich asked if the board thinks that this issue would fit within the cybersecurity best practices committee. The board agreed that the cybersecurity committee should continue this discussion. Brad will continue to work on the wording of the agreement using Bozeman’s policy as an example. Rich stated that the committee may find that it needs to be offered at the SAM level instead of the META level. Everett stated that he has had difficulties with vendors changing their terms of service agreement. He would like a mechanism in place to pull the app when the vendor’s Terms of Service change. The META document states that META’s Terms of Service supercede the vendor’s Terms of Service. Brad stated that individual states interpret federal requirements differently.

New Business

1. Update/Information of Trusted Learning Environment (TLE) CLN - Leaders Professional Learning Program (LPLP) – Rich Lawrence, Mark Branger, Paul Kozlowitz and Brad Somers.

2. [Consideration of Funding Continuation of 7 TLE Members in the 2018-19 LPLP Program](#) - Rich Lawrence, Mark Branger, Paul Kozlowitz and Brad Somers.

Rich recommended the proposal to the board that would provide \$3500 (\$500/participant) to pay for the continuation of the TLE CLN group. The TLE CLN assists in the process of acquiring a TLE Seal for a school district.

Glenn Wehe made a motion to approve a year payment of \$3500 for 7 TLE CLN members to continue with the process. Colleen Drury seconded the motion. The motion passed unanimously.

With the passing of the motion, an amendment will need to be made to the proposed budget.

The board agreed to add the \$3500 to the 2018-19 proposed budget (expense line item 6900 - Miscellaneous expenses).

3. Discussion/Information – META Board Best Practices Compilation – School Safety and Data Security Procedures

Previously considered during strategic planning discussion.

4. Discussion/Information - META Presentation to the Legislative Education Interim Committee (EDIC) – Thursday, June 14, 2018

Previously considered during strategic planning discussion. Todd Lark will attend this committee meeting.

President Report – Rich Lawrence

Rich thanked the board for the opportunity to serve.

Executive Director Report – Kirk Miller

Pat referenced the document focusing on SAM LPLP, SAM AI, and META Membership.

Regional Director Reports

- North East – Colleen Drury –

(Technical issues prevented Colleen from reporting – UberConference disconnected)

- South East – Branson Rogers

Branson reported that a meeting was held and combined with South Central.

- South Central – Mark Branger

Mark reported that an April 26th meeting was held in Laurel and was combined with South East. It was one of the best attended meeting of the year. Discussion was around METAtchED and suggested topics for next year such as TechTalks.

- Central – Adam Tholt

Adam reported that data security and school safety were the focus of discussion at the last meeting

- 4 Rivers – Mindy Obert & Brad Somers

Brad reported that a meeting has not been held since the last board meeting.

- Western – Deanna Flemmer

Deanna reported that Chromebook carts were demonstrated by a vendor at the last meeting. She thanked the board for allowing her to serve on the META board.

- Northwest – Glenn Wehe

Glenn reported that a meeting is scheduled for tomorrow. Cyber, data, and school security will be the focus of the meeting.

- North Central – Talia McCurdy & Dave Dobbins

Talia reported that the last meeting was canceled. She thanked Dave for his service and welcomed Everett as a new co-director and President Elect.

- Hi Line – Kelly Veis & Travis Baumann

Kelly did not have an update.

Committee Updates

- CoSN State Chapter Update – *Russ Hendrickson*
- Cyber Security Committee – *Rich Lawrence*
- Advocacy Committee – *Todd Lark*
- E-rate Consulting Committee – *Rich Lawrence*
- Professional Learning – *Brian Norwood*
- Organization Development – *Brad Somers & Mark Branger*

Committee updates were covered during strategic planning discussion.

Open Discussion - Items brought to the Board by Regional Directors

None noted.

META Board Reorganization

- Recognition of Outgoing Board Members – Mark Branger, Dave Dobbins, Deanna Flemmer, Russ Hendrickson

Rich thanked the outgoing board members for their service and contributions to META. Mark thanked the board for the opportunity to serve.

- Seating of New Board Members: Everett Holm – President-Elect/North Central Region Co-Director; Paul Kozlowitz – Western Region Director; Carol Phillips – South Central Region Director

Rich welcomed the new board members.

- Brian Norwood transitions to META President and Rich Lawrence transitions to META Past President
With the seating of Brian as META President, Rich will now move to META Past President and the CoSN chair.
Brain thanked Rich for his service.

Adjourn

Glenn Wehe made a motion to adjourn the meeting; Brad Somers seconded the motion.

Meeting was adjourned at 11:12am

META CALENDAR

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

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

Respectfully Submitted,
Kimberly Scofield
SAM Communications Specialist