

**Montana Educational Technologists Association (META)
Board Retreat – Agenda**

NOTES

September 14-15, 2018

**Part I - STRATEGIC PLANNING – RETOOLING GOALS, OBJECTIVES AND COMMITTEES
Part II – META TERMS OF SERVICE PROJECT**

In Attendance: Brian Norwood, Everett Holm, John Jensen, Carol Phillips, Mindy Obert, Todd Lark, Brad Somers, Branson Rogers, Pat Audet, Kirk Miller

UberConference: Talia McCurdy, Paul Kozlowitz, Rich Lawrence

Absence: Glenn Wehe, Kelly Veis, Colleen Drury, Travis Baumann

Friday, September 14, 2018 – Day 1

PART I

9:15 – 9:30 [Review of the META Strategic and Committees](#) - *Brian Norwood*

- Core purpose in relation to technology?
- Good core purpose...not any changes right now. We will need to have a process to look at revising the strategic plan for 2018-2022 – Brian will be looking to create this plan for the Board at some point this year.
- Change BAG to big audacious goal or put in parentheses.
- Look to change Process Think
- Brian touched on how META has made great strides and impacts.
- Deepen the goal - different people coming on board META - still have access as people transition

Focus – Goals & Objectives - Action Plan Review and Setting the Course – *Brian Norwood*

- **All information will be housed in a common accounts for the META group - these will be done before October 15 → META Team Drive – Todd Lark**

Group Work – Assessment and Adjustment of Action Plan – Looking at the 3 Goals

1. Organizational Development
2. Advocacy
3. Professional Learning

Carol is taking the notes in red on the working doc for all issues and changes - all META information will be housed in the META Team Drive - Read Only

ORGANIZATIONAL DEVELOPMENT

- Organizational development - manuals need to be replaced on the first objective and placed in Team drive
- Templates need to be implemented into the Team Drive
- META technologist of the Year - Google Form
- Discussed the rating of vendors as a part of the document - Google form; Google form for application
- **Joe Froelich (Paul) - work together - cybersecurity awareness month - getting the word out - posters, commercials, etc. Todd stated that the OPI Learning Hub would be a great place to put a cybersecurity lesson on .. Todd and Paul will look at this. Paul will contact SAM office to see what the thoughts are on getting this word out.**

ADVOCACY

- Telling our story - getting the word out about tech and community having these successes
 - Promoting accomplishments
- **Flesh out what META has done - impacts on educational technology**
 - **Different strands of reporting:**
 - **META accomplishments recorded on Strategic Plan**
 - **META members tell their story from district and region**

COMMITTEE CLEANUP

- **Advocacy Committee - changed in Google doc - refer to**
- **Professional Learning - changed in Google doc - refer to**
- **Organizational Development - changed in Google docs - refer to**

ADVOCACY (continued)

- Cleaned up time frames of ongoing, continuous, yearly
- Added SAMLN
- Discussed the equitable/transparency of costs
 - Rich talked to federal legislators about this - need to be persistent
 - Issue is that these are companies for profit - free capital market
 - Need to be persistent in advocating limited costs for educating kids
- Everett has noted his disgruntlement with ESH about their involvement in Browning - got blown off
- HB 390 Funding Mechanism is still in play - Cat 1
- **2.4 Shared Support Model - will be revisited at next META meeting - on hold - Todd Lark and the Advocacy Committee will create the action and purpose as they look at the upcoming session**
- **2.5 stays the same for now - revisit this later; advocacy committee will rework this along with 2.4**

PROFESSIONAL LEARNING

- 3.1 Adjusted by adding the form for vendors to fill out for presentation
- **Create META Resources tab on META pages of SAM website**

- **Todd will create Google form that will auto populate a Google sheet for the META Info Share for all META members to fill out. The regional directors will disseminate to their regional members.**
- 3.2 Listing of experts to contact for educator training - Everett provided a tech day for the teachers that was highly successful.
- Form would be sent out to prospective trainers to see what their knowledge and interest to fill out and auto-populate - list of trainers will be generated as a resource.
- 3.4 President-Elect, Past President with assistance from the SAM office will plan the METAtchEd Conference
- **3.5 Recruit a member to do the CETL certification (provide META scholarship - \$700) or find someone that is CETL certified. This will be looked at for revision after research is done on CETL certification**

PART II

2:30 – 3:00 Terms of Service Project – Student Data Privacy - Review and Next steps –

Brian Norwood

- Brian introduces and reviews the TOS project; he then introduced Brad Somers to lead the discussion and work.

3:00 – 4:00 Looking the breakdown of Terms of Service – Vendor Agreement – *Brad Somers*

- Bozeman had 44 vendors sign their agreement this past year.
- Brad gave a synopsis and example of the importance of TOS work and design. He used Bozeman School's policy as an example (legal analysis by Kris Goss of MTSBA).
 - [Bozeman School Policy](#)
- Brad explained the SDPC and the costs associated with listing with this consortium \$3000 and \$5000 for total access; each district would have an option to go to this website and start a contract using the vendors name and then contract would be sent to vendor to be signed. This consortium sends out your terms of service agreement vetted. SDPC links were looked at to assess this aspect.
- For district charges - \$750 (price dependent on enrollment) voting rights - be able to check the list of companies who are vetted and/or status through SDPC. What states have accepted company agreements or declined. There is an application framework within this website.
- Voting and non voting will cost differential
- Free version? Not dependable.
- Question is META able to fund this? Budget for this?

- A discussion ensued about permissions policy for schools and what schools have in place
- The SDPC has the contract framework with Bozeman policy vetted by Kris Goss.
- Todd presented the Student Privacy Pledge as an example
- For SDPC - 5 or 6 districts would buy in to see how this works and then see if it is a value add for META. These districts would open the door to the state and then revert back is necessary.
- Brad - Chub insurance is sub underwriter under PayneWest insurance. If you follow this process, chub will cover up to \$10 million; if you do not follow the process, this drops to \$1 million.
- Teachers must have apps/websites approved through the SDPC process or research done by the IT person.
 - Teachers must be very up to speed on this process.
- SPDC shows vendors that they must sign Bozeman's terms of service agreement before being acceptable for use. Name of the app and contact information. Log into the system and submit.
- Can a school piggy-back onto Bozeman's contract with a particular vendor?
- Submit as the state of Montana, all schools can then utilize the service for vetting vendors.
 - Some companies will not sign it if you have paid
- Free REmind 101- teacher sends a link into the system. If there is a legal situation, there is no audit/paper trail.
- Brad showed all vendors that have signed for Bozeman. BSD7 approved list. These are the signed signatories that are all vetted. These are using the Brad Somer +1 email verification.
- Do we want to join as a group and pool our money and join plus pay the annual fee?
- When a company signs, it is a 3 year deal.
- Is this a part of the Joe Froelich piece with Paul Koz - Cybersecurity Month - and the OPI Hub with Todd and Paul?
- **State alliances - all large states. Can the cost be lower for a small state?? Brad can check on this. Can a deal be worked out for Montana with SPCD?**

4:00 – 4:15 [SAM Update](#)

- Kirk gave a SAM Update and talked about SAM LN; SAM Delegate Assembly; Broadband Progress; Process for getting an issue in front of the DA Steering committee and possibly heard at the DA session in June; OPI Legislative platforms reported at EDIC.

5:00 META Board Dinner at Santa Fe Reds (1235 N 7th Ave)

Saturday, September 15, 2018 – Day 2 – Continuation of Part II – TOS Project

8:00-9:00 **Breakfast**

9:00-9:15 Review TOS Agreement – Student Data Privacy Approach – *Brad Somers*

Resources:

- [Access 4 Learning Community](#)
- [Application Vetting/Contracting](#)
- [Student Data Privacy Update](#)
- [Student Data Privacy Consortium](#)
- [Student Data Privacy Consortium – State Alliances](#)
- [Student Data Privacy Consortium – Database Search Engine](#)

- Brian opened the meeting and reviewed yesterday's work. He then turned it over to Brad for continuation of TOS.
- Brad went over Bozeman's TOS Agreement. Todd asked about a checklist of those staff that are using the app that has TOS agreement in place with the school. This might be a good process to add to any META project. The company needs to take responsibility and liability for any breach that may occur. Brad reiterated the Payne West process with Chub insurance dealing with data breaches. Carol mentioned Code.org. They put the liability back to the staff teaching code and how the program is used; school's responsibility how they want to teach and utilize personal information.
- Does the site or app do data collection of personal or private information? This is the first area to look at. The district is responsible for what the teachers are using. For those sites/apps that do not collect data, the TOS is simplified. It is how the teacher and students are using it; if no data is being plugged in and not requested, there is no need for TOS agreement process. The parents need to be educated by having a sign off for their student's use of the site/app. This will suffice - liability form signed by parents.
- Next - if site/app does collect info, what do they do with it? With agreement, they have to let it be known if the info is shared with a 3rd party - expose the disclaimer. Those 3rd parties cannot further share the information. You would want to cover any sites/apps that are outside the US and that this agreement would be active toward any company outside the US also.
- This BSD7 TOS agreement has been vetted by Kris Goss, MTSBA.
- META would have to come with the clauses that would be necessary. This would be done at the state level to assist any school district within Montana.
- There is a certain level of maintenance that there will be a fee for usage. John asked if there is sharing of data by sites/app, where is the data being housed? Good question with all data pathways and servers involved.
- Everett discussed that there are some outside US companies that will try and place clauses to protect themselves that might include not being responsible to any US agreement, etc. Brad showed Clause S of the BSD7 where it talks about agreement being subject to MT Law.
- John asked about polling the membership about the need of a statewide TOS agreement. Brian replied that they need to trust in the board where it is being discussed, researched and planned.

- Brian asked Kirk about other affiliates and their discussions of this topic - there is really no isolation of TOS in other affiliates; stems from META. Brad discussed BSD7 and their history for getting this aboard - Marilyn King. Rich discussed Kalispell's history and how he started the discussion at the board level. Paul also mentioned how they have used BSD7 info to inform their board and starting to work with the TOS in Missoula; prepping a database with a list of vendors/apps/sites. Everett stated that no apps can get on the iPads until he puts them through the process/software - same with Chromebooks (Mindy). Apps/sites that do not agree will be blocked. Missoula does that.
- Paul stated that it would be good to have a statewide database for listing these sites/apps.
- Brad put forth the question: Where does META go with this? Will it be a subcontract with a vendor to work on this like the ADA compliance? Does META go with the SDPC route?
- Time may be factor for housing this at the META level. SAM office would not be staffed enough to do this. Would the \$3000 level of the SDPC be a good pilot start to this? This needs to be a strong force that would supersede OPI concerns or approach. Could we find a grant? Could a deal be negotiated for MT?
- Steve Smith offered to do a webinar for META to look at this in a closer way. Suggestion is to have a webinar, therefore get more information for the January meeting.
 - Brad will work to get this set with the Board and other pertinent personnel.
- Carol asked about time frame and how urgent is this? An action item would have to be on formal board motion for approving expenditure.
- There will be correspondence with CoSN and Keith Krueger about other resources.
- **Kirk mentioned that there could be a discussion with Jule Walker and OPI buying into this necessity. Kirk can bring this to the table with Jule.**
- Todd mentioned the META objective was to keep this as a META project and elevate the META brand and value add - express the importance of this for all schools, staff, admin, parents, etc.
- OPI would be the best source to make this a statewide effort?
- Does META partner with an insurance agency for sponsoring the \$5000? Payne West or MSGIA?
- Brad talked about getting information at a conference in Idaho next month where he will get more on how META might become involved. Do we need to do the webinar and first?
- META can negotiate with SDPC for pricing a small population states - Wyoming and Idaho? Brad will take care of this conversation with SDPC.

Steps for META - TOS:

1. **Webinar with Steve Smith**
2. **Negotiation with SPDC for MT**
3. **Organization and next steps**
4. **Modify the BSD7 Agreement and get this META doc in place**

Link to list of authorized apps/sites on META webpage

If they do not give all schools rights to login

Fee set or META Membership gives you rights

- John asked about the sharing and branching of Brad's BSD7 process with other schools - Kalispell, Evergreen, Missoula, etc.
- Brad stated that they need to look at what has been modified and edited these clauses and have a META product for TOS agreement at the ready as META decides to go with SDPC. Then have someone take a look at the modified agreement for META to use.
Carol stated that Elder Grove would actually pay the \$750 to get on the SDPC and catch up with META later when implemented. That is great.
- Rich and Paul discussed their process.
- **Brad will set up the webinar with Steve; they developed the questions for the webinar - Brad built a separate Google doc for this purpose; Board developed questions below:**

Essential Understanding/Question

How does this fit into our mission as an org?

SDPC Questions developed by META Board (9/15/18)

1. What organization joins as a state? Office of Public Instruction? Tech group?
2. Can we start process with a few districts and have it expand?
3. Do smaller states pay same price? Student population?
4. How can we get OPI to take a more active role in a state wide TOS solution?
5. How will teachers access the information? Will they have a login to the site or is it just general access? Can every teacher in the state login to create a contract?
6. What happens for schools that are in the state who sign-up now for A4L/SDP and then the state purchases it? Will we get a refund, we will be prorated?
7. What about sites that are out of the country? Do we automatically state they are prohibited or do we have to have a special TOS? Or by fact they are agreeing "governed by the laws of the State of Montana" work???

META Questions for after this is rolled out at state level

1. How do we define what teachers have access to?
2. Do all teachers get access to request TOS contract for a specific site? If not then who will do this?
3. Who will develop the state level TOS?
4. Can we put this to the Superintendents and Principals statewide in some fashion?
 - a. SWMMS Tech Conference - February
 - b. Spring MASS - March
 - c. MetaTechEd - March
 - d. MTSBA conference - Legal & Technology Symposium - November
 - e. MCEL - October
 - f. MEA - October
 - g. SAM Administrator's Institute - July/August
 - h. Get the word out to student teachers/student Admins/etc at MSU, Rocky, UofM, etc
 - i. Montana Principal's Conference - January

5. Create an online training video that is 5-10 minutes long to share the basic information
 - a. Carol would be willing to work on this and help. However, I would need an outline for the training
6. Each district will add their page to a previous schools TOS approval. Addendum will be created. For example, if Bozeman has already done a TOS with Woot and Elder Grove wants to be a part of that TOS Elder Grove will issue and addendum that we have signed
7. Boiler plate documents for people to roll out to their board, staff, etc. on how to use the new option, etc.

• **A TOS Agreement Committee will gather to Adjust the Modified TOS Contracts to Streamline a META TOS Contract: Brad, Branson, Paul, Rich**

A. Broadband Access – Brian Norwood, Rich Lawrence

- Education SuperHighway in partnership with SAM/META: [End funding of both CAT1 \(Broadband build\) & CAT2 \(WiFi and internal infrastructure\)](#) – Brian Norwood
- Montana Telecommunications Association Conference Broadband Access Panel from August 29 – Rich Lawrence - [SAM/META Technology Advocacy Priorities 2018-19](#) . [Montana Broadband Summit 8-29-18 Takeaways 9-11-18](#)
 - Brian and Rich opened up about the great work and impact META has including within the world of advocacy. The group talked about HB 390 and the fruition of the Montana Broadband Project with \$2 million. It was mentioned that META/SAM played a big part along with ESH and the Governor’s office to get this aboard. Pat mentioned that Kirk helped the ESH - Gov Office disseminate information about the Erate money and Broadband money still left on the table - \$4.1million Erate and \$1 million for Broadband Project - CAT 1 and CAT 2.

B. CoSN State Chapter Report – Rich Lawrence

- [Membership promotion – Current Membership](#)
- [Institutional Membership Promotion – School Leaders](#)
- [VMWare, Team4Tech, CoSN Project in Havre](#)
- [Empowered Superintendent Initiative](#)
- [Award Process – Empowered Superintendent and Withrow CTO Award](#)
- [CoSN National Conference – April 1-14, 2019 in Portland](#)
 - Rich had their first state chapter call last month and discussed the upcoming objectives. CoSN is very interested and impressed.
 - Rich and Pat talked about membership plus getting school leaders connected to CoSN by way of having a META member in the district. META members just have to fill out the Google sheet or send the leader’s name and email to Pat. The school leader must be a member of SAM within any of the affiliates.

- Pat added information about the national award processes for Withrow and Empowered Superintendent.
- Rich mentioned the success of the VMWare, Team4Tech, CoSN Project in Havre. Pat put Andy Carlson's letter/summary up on the screen for board members to read.

C. School Safety - Cyber Security and Information Security effort of META – Rich Lawrence, Brian Norwood, Paul Kozlowski

- Paul discussed the idea to add the cybersecurity committee to META group; Rich stated that Russ will share all of the information including website to META site. Paul and Rich will meet and talk about the path of the cybersecurity committee and get that back together.
 - Brian asked to house this info for the META Team Drive
 - Set up a link to non-members for read only.
 - Set up the META Resources - add the ADA compliance, TOS, Cybersecurity
 - Paul and Rich will make the plan for continuous cybersecurity
 - Paul showed the cybersecurity website; get this linked to META Resources
 - Todd will help to build this site and get it connected to SAM/Website
 - Sub tabs within the META Resources - presentations, etc.
 - Paul suggested to create a short, promotional video for META with all of the value adds to show all of the resources.
 - Partner up with the universities to develop this promo. Paul meets with OPI and Gov office for Cybersecurity Awareness Month - he will also mention what META is doing
 - Change the SAM Join Here process to narrow it to the affiliate
 - Todd and Carol will work with Kim on SAM website

D. SAM Website – [ADA Web Compliance/Website Accessibility](#) – Brian Norwood, Rich Lawrence

- Carol put the SAM website through WAVE and observed the ADA compliant errors - contrast adjustment, photos – 9 errors.
 - Carol sent Pat the WAVE report link and showed him the report.
 - Todd will help us take care of some of these simple issues. Todd will help with the language

E. New ARM change adopted by Board of Public Education –

- Pat talked about the dual CTE credit opportunity in high school for computer coding. Teachers will need to meet the qualifications established in the new rule.

SUMMARY

The [META Board Meeting](#) web page will be updated with posting these notes and revised Strategic Plan Action plan plus revised committees. Here is a summary of next steps stemming from the Retreat work:

1. Brad Somers is organizing the SPDC Webinar for TOS with Steve Smith. He will include all board members, Jule Walker (OPI), Kirk and Pat in the invitation to this webinar. Much thanks to Brad for all of his work in presenting information pertinent to TOS!
2. Kirk attended the Data Use Culture Conference and collected excellent information and has also visited with Jule Walker, Deputy Superintendent of OPI → possible viable avenue for TOS project may come in the form of an META/OPI partnership.
3. Brad Somers, Branson Rogers, Paul Koz, and Rich Lawrence will form a committee to adjust modified TOS agreements into a META TOS Agreement.
4. Todd Lark, in conjunction with SAM office, will be looking to create the META Team Drive for as a central warehouse of META documents, information, etc.
5. Kim and Pat, with assistance from Carol and Todd, will be looking to revamp META web pages on the SAM website adding a META Resources tab and a META Membership - Join Here tab.
6. The Advocacy Committee will be working with Strategic Plan objectives 2.4 and 2.5 under Advocacy Goal.
7. Cybersecurity Awareness Month - Paul will talk with SAM on how to get the word out.
8. Todd Lark will create Google form for the META Info Share for Strategic Plan objective 3.2 under Professional Learning Goal
9. More research will be done on looking at CETL certification with Strategic Plan objective 3.5 under Professional Learning Goal.
10. Paul and Rich will work in the continuing the Cybersecurity Committee and its work under the META/SAM umbrella and place information in the META web pages. Paul will talk with Russ about access to the Cybersecurity Website and linking that within the META Resources and META Team Drive.