

META Board Retreat DRAFT Minutes



Virtual via [Zoom](#)
September 10, 2021

In attendance: Carol Phillips, Brian Norwood, Robert Parker, James Krippes, Detlef Schlieper, Paul Kozlowitz, Darlene Hess, Adam Toombs, Zabrea Fiscus, Rich Lawrence, Branson Rogers, Travis Baumann, Kirk Miller, Marcus Meyer, Kim Scofield

Not in attendance: Everett Holm, Jeredene Mayfield, Mitch Irvine, Brad Somers

Part I - STRATEGIC PLANNING – RETOOLING GOALS, OBJECTIVES AND COMMITTEES

Part II – META PROJECTS AND BUSINESS

Welcome – Introductions – Agenda Overview - *Everett Holm*

In Everett's absence, Carol Phillips entertained introductions. Rich announced that he will be retiring at the end of December but plans to continue as a META member in the future.

PART I Strategic Planning

1. Review, update and ratify the [META Strategic Plan 2019-23](#) for future success 2023 - *Everett Holm*

- [Working copy of META Strategic Plan 2019-23](#)
- Core Purpose and Core Values – Review and Validate Ongoing Relevance - [Strategic Planning Terminology](#)
- Envisioned Future – Update Planning Horizon and Adjust Accordingly
- Mega Trend Analysis – Scanning the Horizon for new developments with a potential impact on Core Purpose - [META Environmental Scan 9-13-21](#)

META Environmental Scan

- **Key Factor: Demographics**
 - **Demographic Assumptions About the Future:** COVID has magnified the mental health crisis and technology can assist in suicide prevention. (BARK, Gaggle, etc) [Carol suggested that representatives from these apps present at the METAtchED conference. Adam suggested that the apps are vetted first to ensure they are valuable to members]
 - **Demographics Mega Issue Questions** How will the dynamic of shifting from in person to remote learning and back affect the education of our future?
- **Key Factor: Business/Economic Climate:**
 - Business/Economic Climate Current Conditions
 - Pandemic has impacted ability to receive services and good.
 - Timelines for delivery of materials are not certain due to pandemic
 - Pandemic is affecting contracted services
 - **Business/Economic Climate Trends:**
 - Pandemic effects on availability of goods and services and delivery timelines contracted services are likely to continue.

- **Business/Economic Climate Mega Issue Questions**
 - How will we address the pandemic effects on availability of goods, services, and delivery timelines and contracted services?
 - How do we sustain and maintain a level of technology implementation afforded by pandemic funds after the funds are no longer available?
- **Key Factor: Business/Economic Climate:**
 - **Legislation/Regulation Mega Issue Questions:** How do we address the shift of technology funds being used for infrastructure and the time required to staff to implement the infrastructure?
- **Key Factor: Technology/Science**
 - **Technology/Science Current Conditions**
 - Note: NGSS - Next Generation Science Standards
 - Technology/Science Trends
 - E-sports
 - Remote learning has to be available at all times
- **Key Factor: Politics/Social Values**
 - **Politics/Social Values Current Conditions -**
 - Terms of Service continues to be a concern
 - Edit: Teachers told about apps at conferences that are **NOT** compromise PII
 - Google age structure restrictions
 - **Politics/Social Values Trends**
 - Pandemic has created factions using social media to do battle to influence decisions on being made for schools.
 - Data privacy agreements will continue to be necessary until MT legislature or OPI aligns with national agreements
 - **Politics/Social Values Mega Issue Questions**
 - How do we influence the continued support of data privacy agreements with the possibility of central management (OPI) or aligning with national agreements?
 - How do we develop strategies for our schools to address Pandemic created factions who are using social media to do battle to influence decisions being made for schools?

Carol asked for Board members to share their most pressing issue currently:

- Rich - COVID funds infused into schools created purchases that now need support. Finding the funds for staffing to meet this need! Anticipating the school from home remote learning requirements (needs).
- Brian - Getting staff supplies in a timely manner to do their jobs. Hiring for vacant positions (personnel - especially hourly positions)
- Adam - Staff burnout due to lack of staffing to meet the needs of the district
- Darlene - COVID funds and remote learning needs have expanded the personnel needed to meet the needs.
- Paul - No time to step back and reflect on what the needs actually are -- need more staff, funding and interest to allow more time for higher level thinking skills. Money does not create the capacity to meet all of the needs.
- Detlef - Security issues are lacking because of the time necessary to address the COVID related issues.
- James - Agrees with the items outlined.
- Zabrea - Has full staff to meet needs. Time is lacking to be able to meet the needs.
- Branson - Wanting more time. Short of bus drivers (impacting his work). Shortages in other staffing areas
- Carol - Agrees with all. Find a way to get leadership to include the CTO in the planning discussions/decisions being made.

Carol and Kirk reviewed [2021-22 META Regional Membership](#) asking board members to contact members in their region who have not updated their membership and also to potential members.

Goals, Strategic Objectives and Actions

(Changes/Additions made to document)

- **1. Organizational Development**
 - 1.1 Maintenance and review of policies and procedures manual: Remove Mindy Obert, Brad Somers and add Adam Toombs, James Krippes
 - Remove 1.6.3 Continue development of TLE - Trusted Learning Environment and SAM LPLP TLE and SAM LPLP TLE CLN.
 - Paul stated that MCPS has held off on seeking their TLE seal
 - 1.8.1 Include education (META members) in the state training on Cybersecurity. (Andy Hanks - State Chief Security Officer) MISAC, CISA and META members to provided trainings
 - 1.8.2 Seek Phishing (KnowBe4) training and pricing from the state
 - Carol stated that she would like to continue working with the existing group to provide KnowBe4 and training for certification - connect the state to schools so everybody in the state has the ability to be trained. Kirk has been meeting at the state level. He feels that a direct connection with a META board member could likely connect the state with schools. Paul and Kirk are on the MISAC (Montana Information Security Advisory Committee) and Paul will continue to be META's connection to this will reach out to Andy Hanks to see what MISAC and META can do outside of the committee meetings for training and also for better pricing for KnowBe4 or another phishing remediation training.
 - 1.10.1 Provide guidance on elements of remote learning that are working in the state.
 - It was noted that this could be a METAtchED Conference topic, possible roundtable discussion.
- **2. Advocacy**
 - 2.2 Develop position papers to articulate META's position on items of importance
 - Carol stated that she would like to survey META members prior to the METAtchED Conference. She suggested that the be sent to the META Delegates to review before the next meeting.
 - 2.3: Change Education SuperHighway to Connect K-12
 - 2.5 Carol suggested that region members help to make region administrators aware of issues the technology directors are dealing with.
 - 2.6.2 Advocate for necessary changes to make the system more efficient and easy to use
 - 2.7.3 Support efforts that are sustainable (funding and staffing and PD)
- **3. Professional Learning**
 - 3.1.1 Suggest one major Tech Talk annually in each region. All other subcategories were removed.
 - 3.2: Carol suggested that board members update the "who uses what" info share document to help all members with possible resources.
 - 3.3.1 Identify Partners able to train technologists and educators. All other subcategories were removed
 - 3.5.3 Ask Superintendents their biggest request of expertise/action from their chief technology officer. Carol stated that she would like to bolster this goal and better utilize CoSN resources. She would like to reach out to MASS members and ask what the superintendent's biggest request of expertise/action from your chief technology officer.

2. Ratify Updated META Strategic Plan 2019-23

The board voted to ratify the Updated META Strategic Plan 2019-23

3. Restructuring of Committees Based on Action Plan Adjustments from Strategic Plan Committees/assignments

Committees were removed and updated to include the META Board or the META Delegates

Lunch and Break

PART II Contemporary META Projects and Business

4. CoSN State Chapter Report – *Brian Norwood*

Brian reported that CoSN has been working with legislation to improve broadband and trying to take the concerns of educational technologists to legislators. CoSN has sent several surveys to members. He encouraged members to complete the surveys when they receive them. CoSN is in the process of updating the website and has asked for member input. Carol described CoSN and the partnership between META and CoSN. She reminded board members that their CoSN membership provides the administrators in their district with a membership to CoSN at no extra cost. Brian reported that the CoSN Conference will be offered both in-person and virtually.

5. [META Executive Director Report 9-10-21](#) – *Kirk Miller, SAM*

Kirk encouraged members to review the document that includes topics pertinent to META and established around SAM's strategic goals. He reminded board members that they have access to the COVID Information for Schools webpage on the SAM website. He reviewed the SAM strategy for gaining community support for safely opening schools, keeping schools open, and promoting the value schools bring to communities.

Kirk reviewed the META membership report. He encouraged region directors to reach out to potential members and members who have not paid their 2021-22 membership fees.

Kirk reviewed the 2021-22 META Budget.

6. METAtchED 2022 Conference Update - *Carol Phillips*

Carol reported that the virtual conference was a success last year. She is working with vendors and sponsors for the 2022 conference. She plans to survey the membership asking for their input on the one thing they would like to share with their superintendent and also their interest in the following topics:

- Suicide prevention,
- How to maintain and sustain technology once current funds are unavailable
- Safety funds,
- IT budget,
- Remote learning

Carol stated that she is interested in the possibility of having Andy Hanks present at the conference.

7. School Safety - Cyber Security and Information Security effort of META

- Montana Schools Cyber Emergency Response Team

James stated that he and Carol began working on this project last year. A directory was created that identified a person from each district to be notified when there is a security issue in the district. He suggested that the next step is to provide unified training for staff. Carol would like to possibly see a certification provided through the training. This type of training would provide consistency for all end-users in Montana schools. Carol would also like to see consolidated pricing for products such as KnowBe4 through OPI. Michael shared State IT Term Contract List:

https://dataportal.mt.gov/t/DOASFSD/views/StatewideContracts/StatewideContracts?:showAppBanner=false&:display_count=n&:showVizHome=n&:origin=viz_share_link&:embed=y and

<https://opi.mt.gov/Leadership/Management-Operations/Surplus-Computers-School-Discounts/School-Discount-Programs>. He stated that he will try to do a better job at making these resources available to META members. He stated that the OPI is lacking in resources to provide K-12 security training for districts. He will continue to work to provide these resources. James stated that it would be interesting to hear from the state (Andy Hanks) at the METAtechED Conference. Carol will invite Andy to present at the conference.

- CISA and MT-ISAC

Kirk asked if the trainings the META board is referencing in this discussion can be received through CISA and MT-ISAC. Michael stated that he isn't sure that the trainings are offered to K-12 districts, but suggested that those who are involved in these meetings should speak up and state the need for these trainings to be provided to school personnel. Links shared: <https://sitsd.mt.gov/cybersecurity/> and MT-ISAC <https://sitsd.mt.gov/Governance/Boards-Councils/MTISAC/> which meets on September 15, 2021. Paul will reach out to Andy Hanks about attending these meetings.

8. META SDPC/TOS Project (HB 745) - Impact of Legislation and what can be done for flexibility with implementation and funding

Carol reported that the third version of the agreement is the most current version and that the national agreement does not meet the criteria of the Montana state law. She has also heard from many technologists that it is difficult to find time to get contracts signed by vendors and there is no funding established for districts to comply with HB 745. She offered the following options:

- The State retains signed contracts with vendors for districts
- Use the national contract
- Obtain funding for complying with the law

Michael stated that the state is unable to do anything to contribute especially because this is an unfunded mandate.

Carol would like the mandate looked at again to help create a solution. Kirk stated that SAM and META members (Paul) advocated and continue to advocate for this issue to be funded because, as our members are finding, implementing an unfunded mandate is a challenge. Collaborating with Michael Sweeney at the OPI has helped immensely but still more needs to be done. Kirk stated that he is interested in seeking someone who could convert the language in HB 745 to comply with the national agreement. Carol suggested that work begins now to try to get the legislature to agree to a language change. Paul agreed to help. Kirk suggested that a bill draft be written with the assistance of Kris Goss and Lance Melton and given to Representative Olson to present to the legislature. Kirk stated that this is also the discussion that took place at SAM Delegate Assembly 2021. Carol will reach out to Kris Goss to see if it is possible to draft suggested language that would revise HB 745. Kirk stated that he doesn't believe any funds would be allocated to this mandate, however it could be requested. Colet stated that the implementation burden needs to be taken into account.

Colet shared the following resources for vetting products that meet data privacy requirements: IMS Global TrustEd App Seal list https://site.imsglobal.org/certifications?refinementList%5Bproduct_attributes%5D%5B0%5D=TrustEd%20Apps%20Seal

9. Broadband Access Initiative Update

Kirk stated that HB 297 was a bill that intended to bring all connectivity funds under one committee that would allocate projects across the state. The ARPA Communications Commission is currently working on this project. Kirk attended the MT Telecommunications Association annual meeting. He and Michael both shared with the telecommunication community that the need for broadband access to Montana communities is

essential to help close the homework gap. Kirk reported that HB 181(providing a funding match for e-rate infrastructure) passed during the last legislative session. Michael shared the following links: (<https://arpa.mt.gov/Communications>) The next meeting is Tuesday the 14th: https://montana.servicenowservices.com/arpa?id=community_event&sys_id=0da470ba1b513010d707a82eac4bcb86

Michael stated that the Department of Administration wants to coordinate money spent by school districts on broadband initiatives is coordinated with the ARPA funds. He has seen broadband components in the plans submitted by districts. Kirk and Michael have encouraged telecommunications providers to reach out to districts that have submitted a telecommunications component in their plans. Michael stated that the Dept. of Administration would like to know more detail than what was submitted in the plans. He suggested that broadband issues be included in updated plans.

10. Data Interoperability – *Colet Bartow, OPI*

Colet stated that her goal was to find a way to help educators access standards and competencies more easily. This goal brought her to the [IMS Global Learning Consortium](#) Competencies and Academic Standards Exchange (a membership organization) which enables the OPI to provide educators with resources on Montana standards and access the standards as a data set. Colet has found through IMS Global that large student information system vendors are discussing how to strengthen and create digital ecosystems. Carol stated that as a technologist she appreciates the OneRoster Application Programming Interface that she learned about through Colet’s interoperability discussion. Colet shared the following links:

- <https://www.youtube.com/watch?v=GtwjqwHzMKE&list=PLysC4Zd9-FmCctuso4q93e94atA4WUrMy>
- <https://www.imsglobal.org/>
- TrustED Apps <https://www.youtube.com/watch?v=JRCAN4oS2hk>
- Comprehensive Learner Record (CLR) Intro https://www.youtube.com/watch?v=q9Kgb59_4Uk
- Plug and Play Interoperability <https://www.youtube.com/watch?v=jvkFnjyygIw>
- State IT Term Contract List:
https://dataportal.mt.gov/t/DOASFSD/views/StatewideContracts/StatewideContracts?:showAppBanner=false&:display_count=n&:showVizHome=n&:origin=viz_share_link&:embed=y
- MT Cybersecurity Home <https://sitsd.mt.gov/cybersecurity/>
- <https://sitsd.mt.gov/Governance/Boards-Councils/MTISAC/>
- IMS Global TrustEd App Seal list
https://site.imsglobal.org/certifications?refinementList%5Bproduct_attributes%5D%5B0%5D=TrustEd%20Apps%20Seal

11. Montana Data Modernization Project – *Michael Sweeney, OPI*

Michael shared the most recent information on the Montana Data Modernization Project stating that the OPI has hired additional staff to continue the project. There is an estimated \$1.3 - \$2 million for the project. The website will be updated soon and an email will go out to those who registered to receive notifications. The K-12 Data Task Force recently finalized the task force memberships. The group will reconvene later in September or early October. The state is looking for a new student information system for the big five districts (Kalispell, Billings, Bozeman, Great Falls, Missoula) instead of Infinite Campus/Power School. Carol suggested that the big five schools ask for feedback from the schools that feed into those districts. Michael stated that it is not OPI’s goal to give directives to districts. Carol stated that sustainability is an issue. Michael stated that the OPI is working with technologists in the big five districts and technologists are also part of the task force. Michael shared the following links: <https://opi.mt.gov/Leadership/Data-Reporting/Student-Privacy-K-12-Data-Governance/K-12-Data-Task-Force> and <https://opi.mt.gov/Portals/182/Membership%20List%20Public.pdf> for more information.

12. K-12 Panel - *Jeff Patterson, K-12 Montana, Inc*

Jeff introduced the K-12 Panel that he has created and launched through his company, K12 Montana, a SAM business partner. The K12Panel is an inventory management tool. He stated that he is happy to present at region meetings.

For the good of the order:

- James stated that he would like Andy Hanks to present at the conference.
- Darlene stated that today was helpful.
- Zabrea stated that today provided good information.
- Detlef stated that today was enlightening and he learned a lot.
- Brian thanked Carol for presiding over the meeting and for her work on the student data privacy project.
- Robert stated that today provided great information and was helpful as a newer board member. He would like to see some focus on Windows tools and E-Sports at the conference.
- Carol asked board members to let her know if they have suggestions for the conference. TROX would like to offer a TROX conference to Montana. This will be added to the next board meeting agenda. Kirk stated that a large company wanting to offer a conference should be discussed with SAM as a possible business partnership.

Adam Toombs made a motion to adjourn the meeting; James Krippes seconded the motion. The motion passed unanimously.

Respectively submitted,
Kim Scofield
Director of Professional Learning and Member Services