

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

MINUTES

September 15-16, 2017

Present: Mark Branger, Brad Somers, David Dobbins, Branson Rogers, Brian Norwood, Mindy Obert, Deanna Flemmer, Rich Lawrence, Colleen Drury, Todd Lark,
Uberconference: Russ Hendrickson, Talia McCurdy (afternoon)

Absent: Adam Tholt, Kelly Veis, Glenn Wehe, Travis Baumann

Friday, September 15, 2017

9:00 – 9:15 **Welcome – Introductions – Agenda Layout**

President Lawrence welcomed the board members and thanked them for attending the retreat. Introductions included a brief discussion of the challenges each META board member is working on in their schools.

9:00 – 9:20 Approval of Agenda and 5-17-17 Board Minutes

Moved by Dave Dobbins to approve the META Board Retreat Agenda; seconded by Brad Somers

Vote: Approved Unanimously

Moved by Todd Lark to approve the 5-17-17 Board meeting minutes; seconded by Brian Norwood

Vote: Approved Unanimously

9:20 – 10:30 **MEGA Issue #1:** The 2017 Legislative Session and Its Impact on Educational Technology

Rich opened the discussion

- Funding discussion from end of legislature to the current situation and how K-12 schools have been, and will be, impacted by the revenue shortfall.
- Reviewed the [SAM Positions and Resolutions relative to META](#) and discussed the continued effort to keep educational technology advocacy at all tables.
- Discussion of the various uses of the technology levy funds to support funding of projects and areas that are not directly related to technology.
- Discussion of the value of the Delegate Assembly process and the effort of the META delegates to represent educational technology advocacy with the entire SAM membership.
- Discussion of federal advocacy for META and connecting with the federal issues of CoSN. Kirk described how [federal issue advocacy](#) happens with SAM affiliates. Russ Hendrickson suggested that META work on defining META's federal advocacy and the process to be used to advocate. The META board acknowledged this as an topic to work on.

10:30 – 10:45 **Break**

10:45 – 11:15 **MEGA Issue** continued - META Objectives and Prep for 2019 Legislative Session

Rich opened the discussion on topics of advocacy for the ensuing year

- Brad Somers requested that we look at the accountability/transparency of Internet Service Providers (ISP) and their liability for down time. Discussion of contracts that could be written. Discussion of what other states do. Is this legislative or do we work through Education SuperHighway or like group? Care needs to

be taken in approaching this because the telecommunications industry has a huge lobby presence. Discussed access to Internet2 and possibly connecting with the University System (Russ shared that Internet2 has limited resources and not access to the full Internet). May be able to approach this from the E-Rate perspective.

- Russ Hendrickson described the MCPS appeal to the FCC and USAC on the non-approval of the self-provisioned broadband build. Becky Anseth (MT Department of Commerce) joined the discussion.
- Todd discussed the process for “Call for Resolutions for SAM Delegate Assembly” and organizing possible resolutions that META should bring forward.

11:15 – 12:00 **Old Business**

Code Opportunities Available in MT – Update (Mindy Obert, Russ Hendrickson, Todd Lark, Brad Somers, Rich Lawrence, Deanna Flemmer)

- Mindy Obert discussed the shared document with the definitions and outline of Code opportunities across the state. Discussed the distribution of the document to make everyone aware.
- Mindy requested the Board members send her information to update the document.
- This can then be uploaded to the website.
- Kirk discussed the use of the ‘Committee’ web tool on the SAM website for broader distribution.

Erate Consulting Committee Report (Rich Lawrence and Todd Lark)

- NCCE, META, Ed Superhighway and Dept. of Commerce Road Show - October
 - Todd Lark described the work with NCCE to put together an information road show at 4 locations in Montana to describe the changes to the E-Rate process and the value the E-Rate provides for schools.
 - META to promote the benefit of help that the E-Rate consultants provide.
- Department of Commerce (Becky Anseth, Program Manager Community Development Division)
 - Becky Anseth described the Department of Commerce role to implement the HB 390 broadband build and state match funds.
 - State application for the funds is 3 pages and simple. Becky recommends that if a school is applying for USAC E-Rate to also apply through the state.
 - Consulting services for E-Rate is paid for up to \$5000 per school if the district uses the approved consultants..
 - Becky distributed information about E-Rate consultants for the Broadband for Montana Schools program to the Board members. An email blast from the Department of Commerce and the SAM Update provided the notice and information about the program in late August.
 - Becky discussed the requirement for service providers to comply with the MEPA environmental procedures. DOC is in the process of working with ISPs to get them qualified under this requirement.
 - Focus of the \$2 million state match will go toward Category 1 (fiber build) and after that it may be used for Category 2 (internal connections) if all funds are not expended for Category 1.
 - Becky distributed the Application form, information about the Program, and her card with website info.

Revision of META Dues Structure (Rich Lawrence, Todd Lark, Glenn Wehe)

- Pat described the request of the Board to investigate this topic and that he has put together a [proposal](#) for the first discussion of this topic.
- Discussion of the pros and cons of the [proposal](#).

- Discussed the benefit of CoSN membership for all SAM member administrators in the district.
- Decision that the model would do little to increase META membership and may do possible harm to SAM and other affiliates, so **META will not pursue this proposed dues structure at this time.**

12:00 – 1:00 **Lunch** (Catered by the Hilton Garden Inn)

1:00 – 2:15 **Old Business** continued

Cyber Security Committee – Montana Information Security Project – Trusted Learning Environment – TLE/LPLP Collegial Network (Russ Hendrickson & Rich Lawrence)

- Rich described the work of 4 subgroups on this project.
- Rich and others will be presenting this topic at MCEL to allow this information to be reported to a larger audience of Montana educators.
- Discussion of the work of the META TLE Collegial Learning Network (CLN).
- Russ reported on the overview of the MT Information Security Project, a crowdsourcing process to share the information.
- Russ reported on the goals and structure of the TLE CLN to support the work of the Project. Discussion of how to get involved in the SAM LPLP TLE CLN.

Consideration of Award – Tech Savvy Superintendent of the Year - eSchool News (Glenn Wehe, Kelly Veis, Rich Lawrence)

- Rich described the Tech Savvy Superintendent of the Year award as it happened at the CoSN Conference last year and how that leads to a recommendation for highlighting the work of a MT superintendent in a similar way.
- Discussion of a process to have this award in Montana that could then be the nomination for the national award.
- Decision to connect the award to the eSchool News Tech Savvy Superintendent of the Year - the Montana winner is the nomination for the national award. Pat will do the research to find out the actual forms and process for the national award. We need to research whether CoSN has this award.
- Goal is to award this at the METATechED Conference. The committee will establish the details, criteria, and process.

Moved by Todd Lark to provide a Montana Tech Savvy Superintendent Award, with the committee to establish the specifics of the award and the process to be followed to select a winner; seconded by Brian Norwood.

Vote: Approved Unanimously

Review of 2017 METAtchED Conference – Vendor Thank You cards (Rich Lawrence, Kelly Veis, Brian Norwood, Glenn Wehe)

- Discussion of sending a Thank you card to each of the vendors attending the conference.
- A plan to sign cards and get them sent to the vendors of the METAtchED Conference 2017 was detailed and carried out by the end of meeting.

2:15 – 2:30 **Break**

2:30 – 3:30 **Reports**

President Report – Rich Lawrence

- Thank you to META for their effort on many broad educational issues impacting the education of students in our state.

Executive Director Report – Kirk Miller

- [META Board Executive Director Update](#) was shared with the Board.
- [META Financial Report FY 16-17 and FY 17-18 as of 9-13-2017](#) was included in the update

Regional Director Reports

NE Colleen Drury

- Colleen reported that Anita held a meeting last spring and she is in the process of taking over the operation of those meeting.

SE Branson Rogers

- Held 2 meetings last year and are working on the strategies for getting together this year.

SC Mark Branger

- Uses a Google call with their region members. Has a meeting scheduled in October. Agendas are based on topics pulled from the METACHat contemporary issues. Contacted the MASS region group and has developed a relationship to hold meetings on the same day and place this year.

4R Mindy Obert and Brad Somers

- Mindy reported on holding 3 meetings last year. They do lunch and that draws attendees. Topics are chosen by the leadership. The region is spread out and they are working on getting Helena area involved in the meetings. Are working on a first meeting for this year.
- Brad reported on his attendance at all of the 4R MASS meetings and that they are welcome at the meetings and report at every meeting. This led to a discussion that it is a good connection for all regions, so reach out to gain attendance to those meetings.

W Deanna Flemmer

- Deanna reported that they are working on strategies of having less meetings with bigger content. Had 7 meetings last year and provided followup to the questions that were generated at the meetings. Working on how to get information to everyone in the region. Todd Lark suggested that we may want to consider a common theme for meetings for the year -- like 'Trusted Learning Environment'. This gives the opportunity to thread things together throughout the year. Further discussion by Brad Somers of the 5 categories considered by the SAM LPLP TLE CLN as the topical themes. Rich will share the Cyber Security presentation for MCEL with all to help with this topical theme.

NW Glenn Wehe (absent)

- Rich Lawrence reported that the region held three meetings last year and are making plans for this year.

NC Talia McCurdy and Dave Dobbins

- Dave reported they had three meeting last year with great topics at the meetings. When they meet in Great Falls they get the best attendance. October 4 is the first meeting held in Great Falls this year. Everett Holm will discuss scale computing and Mark Johnston will discuss Apple School Management. Will survey the NC region members on key issues so they know what is happening in their region. Cascade has implemented Bridge-IT - handles automated confidential reporting (like bullying and filing a complaint) - works great and Dave recommends it. Also mentioned

GoGuardian that monitors school issued student devices and sites being accessed by the device. These programs were of interest to the board members.

HL Kelly Veis and Travis Baumann (absent) so no report was given

Pat Audet reported that he will send the META Membership Google Sheets next week to the META directors. He asked for their help in getting previous and new members signed up as META/CoSN members.

3:30 – 3:45 Day 1 Wrap Up

Meeting recessed at 3:15 PM

5:30 META Board Dinner at Wasabi Japanese Steakhouse (1320 N. 19th Avenue)

Saturday, September 16, 2017

Present: Mark Branger, Brad Somers, David Dobbins, Branson Rogers, Brian Norwood, Mindy Obert, Deanna Flemmer, Rich Lawrence, Colleen Drury, Todd Lark
Uberconference: Russ Hendrickson (joined at 12:30 PM)

Absent: Adam Tholt, Kelly Veis, Glenn Wehe, Travis Baumann, Russ Hendrickson (morning), Talia McCurdy

9:00-9:10 Review Plans for the Day

President Lawrence called the meeting to order and reviewed the agenda for the day.

9:10-10:30 MEGA Issue #2 – Strategic Plan - Review and Future Look (Group work on the 3 Goals)

Pat Audet provided information about the process to be used to review the Strategic Plan.

Groups:

Advocacy - Rich Lawrence, Todd Lark, Colleen Drury, Branson Rogers

Professional Learning - Mindy Obert, Brian Norwood, Deann Flemmer, Dave Dobbins

Organizational Development - Brad Somers, Mark Brangerk

Group work on strategic plan review started at 9:15 am - designated 30 minutes

Organizational Development Goal Discussion

- Committee is formed on conference, tech talk fee structure (Objective 1.4 of Goal Organizational Development) - lots of ideas discussed. Committee will put a proposal together: Rich Lawrence, Colleen Drury, Brad Somers, Mark Branger
- Possible Vision Statement for the Membership Recruitment: *Bridging the mountains, plains, and valleys with Technology*

Advocacy Goal Discussion

- Request by the META Board to approach MASBO leadership and meet with them to discuss the HB 390 E-Rate program that is very timely.

- Revisions to the [META Strategic Plan Objectives Google Doc](#) were made real time based on the discussion.

Professional Learning Goal Discussion

- Discussion of using the META Regional webpage to place all of the information for the regions.
- Discussed using the META webpage as a central spot for use of META members rather than operating two sites (META Google Site). Decided to focus the future on the SAM -- META webpage as the central place to update all information for the membership.
- Discussion of revising the Data Warehouse concept that META has been working on for years. Use of new tools (like SLACK). Discussion of creating a template on Google forms (Pat with help of Todd and Kim to finalize it) that can be uploaded to the META webpage.
- **Decision to have regional directors email the info to Kim to be placed on the META Region webpage.**
- Discussion on Objective 3.5 CETL. Todd Lark is registered for the CETL and will be learning from this so that the CETL can be promoted in the future.
- Revisions to the [META Strategic Plan Objectives Google Doc](#) were made real time based on the discussion.

10:45-12:00 New Business

Review and Consideration of the META Policy and Procedures Handbook (Mark Branger and Brad Somers)

- The draft was reviewed and Mark indicated that the document will need to be revised per actions at this meeting. Mark will make the revisions and this can be uploaded to the META webpage in its newest form.

SLACK Demo (Todd Lark)

- Todd presented a brief history of communication, indicating that since 1971, email has been king for electronic communication.
- Slack is a new communication means -- a messaging app for teams.
- Suggests that META board members use their Google board member account to do this.
- The board members signed into the METABoard slack site and explored Channels and Messaging to learn about the power of Slack.
- Discussion that if the Board likes this that this could be a new way to replace the current TechRats forum.
- Decision to use Slack during the coming months and place the use of Slack on the agenda for the META Board January meeting.

Terms of Service Agreements w/ Vendors (Brad Somers)

- Brad described the work that the Bozeman district is doing on TOS agreements and he sent the forms and process they are using for the review of the Board.
- There are many, many contracts out there that are very onerous. The concern is that the companies are not very concerned about their product/service producing personally identifiable information (creating a student record) violating student rights and placing the school district at a liability risk. The forms and process used in Bozeman has been review by an attorney (Kris Goss) and approved their use.
- Discussed that these templates could be used as a META project and made available to other schools to deal appropriately with TOS agreements. This would provide a value-add opportunity for META if they were to pursue this. It would save time for teachers and reduce the liability on teachers for using the software and web tools they need to use in their classroom.
- Russ Hendrickson described how confusing this whole topic is for schools and believes that META could play the role of working with the state (OPI) to create a state-level solution and direction for TOS agreements so that a list of acknowledged Apps can be approved.

- Russ acknowledged that this could result in Apps being used in small schools all across the state being eliminated, causing hardship for those schools.
- This topic is a part of the Date Governance topic that is being considered by the SAM LPLP TLE.
- Discussed that this topic has been on the agenda with Colet Bartow at OPI and maybe that is the spot to begin with discussing this with the state.
- Board determined that META should get this information out on our website and take this info out to the META regions.
- A committee was formed to review this and make a determination of proceeding to contact OPI and other steps to make this topic understood widely. Brad Somers, Todd Lark, Russ Hendrickson will serve on the Terms of Service Committee.

METAtechED 2018 (Brian Norwood)

- Reviewed the materials from the METATechED 2017 as a beginning point of the work for 2018.
- META would like the MASS Spring Conference 2018 at the same location as the METAtechED 2018. The Helena Radisson Colonial Hotel is the place that is large enough to accommodate the combined conferences.

12:00-12:30 **Lunch**

12:30-1:15 Committee Updates:

CoSN State Chapter Report – Russ Hendrickson

- Data privacy is the biggest topic coming out of CoSN and we have connected with Linnette Attai to assist MT with our work.
- CTO Clinic offer from CoSN to run a conference in Montana. Our METAtechED 2018 is close to the time of the CoSN conference. Decided to not pursue this for 2018 but to consider it in 2019. Russ agreed that Montana is ahead of many other states.
- CoSN Conference is in Washington DC in 2018 and in Portland in 2019. Russ is on the organizing group from the west for this conference. May want to offer a registration to our META membership to attend the Portland CoSN conference in 2019.
- Russ checked with Keith Krueger about a National Tech Savvy Superintendent award and he said it is not connected with CoSN at this point but they are thinking about doing this -- rolling up State winners to the National award.

Advocacy Update – Todd Lark

- Todd offered thanks to the META members for their advocacy.

Professional Learning – Brian Norwood

- See the notes above on the Strategic Plan Professional Learning goal.
- Development of the META webpage on the SAM website.

Organization Development – Mark Branger and Brad Somers

- Acknowledged that the Strategic Planning at this meeting was valuable and should be continued into the future.

General Committee & Strategic Plan – Rich Lawrence

- META is always moving ahead and have not let barriers get in the way of progress.
- Thank you from Rich Lawrence to the Board!

1:15-1:30 Open Discussion and Wrap Up

ADA Website Nondiscrimination request of MASS to get input from META leadership

- Discussed the context of the request from MASS to have the META board review this and provide input.
- It is federal law to have the disclaimer. META is concerned about requirements and how onerous this is for school districts.
- School Point as a service provider reviews websites and insures if ADA violations are on a website. School point is expensive and not utilized by very many small schools. Kalispell pays \$7500/year. Cascade pays \$750. Mark Branger at Huntley Project uses Educational Networks and pay \$4250. Educational Networks will provide OCR training on this included in the fee paid.
- Concern that monitoring every document - like a PDF with added links becomes nearly impossible to monitor (basically making each document readable with a web reader).
- Colleen Drury is concerned that this is a highly recommended MTSBA policy and not a required policy.
- Colleen Drury described that she has gone through the levels outlined and it is onerous.
- Stevensville school had a complaint filed against the district resulting in a \$50,000 fine for non-compliance.
- Question about the whether the disclaimer on every webpage is a recommendation of MTSBA or is actually a federal requirement. The disclaimer is onerous and may be not as necessary as being recommended.
- Interestingly the ADA.com website does not have the disclaimer on it and so it may not be ADA compliant!
- Russ Hendrickson uses School Wires and have moved the majority of the information behind the login so it doesn't need to be ADA compliant, and only the public information needs to be ADA compliant.
- Todd Lark reviewed the Federal sites and sees that lawsuits on this issue have increased exponentially over the past 3 years.
- META recommends that this item be revisited at the January META Board meeting.

CETL Work

- David Dobbins reported that Margie Bowman worked on this but did not pass.

Moved by Todd Lark to adjourn at 1:40 PM; second by David Dobbins.

Vote: Unanimously approved.