

META Board Retreat Notes

SAM Office Helena

September 13-14, 2019



In attendance: Brian Norwood, Mindy Obert, John Jensen, Scott Baldwin, Branson Rogers, Everett Holm, Carol Phillips, Brad Somers, Kirk Miller, Kimberly Scofield

UberConference: Rich Lawrence, Paul Kozlowitz

Not in attendance: Talia McCurdy, Kelly Veis, Glenn Wehe, Travis Baumann

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

Part II – META PROJECTS AND BUSINESS

Friday, September 13, 2019 – Day 1

8:30 - 9:00 Continental Breakfast

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

PART I

1. [A Celebration of META!](#) *A look at the accomplishments (projects and growth) of META since establishment in 2012-13*

The board would like to use the PowerPoint (PP) prepared as a marketing tool. Kim will upload a working link to the website or email the PP to the board.

META board members are representing META at MASS region meetings.

Brad would like to pursue a technology seat on the K-12 Vision Group. Kirk stated that current seats include Board of Trustees, Business Official, Administrator, and Lead Teacher by class size and geography (approximately 60 people). META is represented on the K-12 Vision Group because of META's affiliation with SAM.

Carol asked how META can get in front of OPI and Elsie Arntzen for things like the CyberSecurity event that just took place in Billings. Kirk described the interface of operation and policy/politics. Colet Bartow and Michael Sweeney will be speaking during this retreat. META is the respected group and this is evident because OPI is now reaching out.

2. [Review, update and ratify the META Strategic Plan and Committees](#) for future success 2023 - *Brian Norwood* [META Strategic Planning Session 9-13-19 Presentation](#)

- Core Purpose and Core Values – Review and Validate Ongoing Relevance (John Jensen, Scott Baldwin, Carol Phillips, Branson Rogers)

Carol reported that the group feels the Core Purpose was too vague. Suggestion: add “all aspect of”. The entire group agreed. Core Values: Educate and influence decisions on technological processes and responsibilities that affect the educational environment at the school, district, state, and federal levels. The entire group agreed.

- Envisioned Future – Update Planning Horizon and Adjust Accordingly (Mindy Obert, Brad Somers, Brian Norwood, Everett Holm, Paul Kozlowitz)
The group discussed with the word “globally” but chose to keep the Big Audacious Goal the same. Vivid Descriptions: META is the “go-to” organization at the local, state, and federal levels when considering educational technology, infrastructure, policy, and practices. The other two vivid descriptions did not change. The entire group agreed.
- Mega Trend Analysis – Scanning the Horizon for new developments with a potential impact on Core Purpose [META 2016 Scan of Horizon](#) [K-12 Vision Group Megatrend Analysis Google Doc for 9-13-19](#)
 - Demographics
Trends have changed since the last time this was looked at. Mega issue question added: How could technology help solve these demographic trends (distance learning, broadband infrastructure)? Cost of living from high to low paying jobs? Decentralization possible with technology? How to address the increase in special needs students?
 - Business and Economic Development
Why isn't the government involved more in developing broadband in smaller communities? How can school funding be changed to support smaller communities? (Kirk provided background on the META/Education SuperHighway connection)
 - Legislation and Regulation
We anticipate the trend of lack of funding at the state level and local entities not funding the balance. Implications for MT schools is they will continue to be required to educate students in STEM without funding to support the education. Schools will continue to be underfunded and yet expectations continue to rise.
 - Science and Technology
How do we grow the funding and personnel for technology to keep up with the growth of population and demand?
 - Politics and Social Values
We anticipate the ongoing trend of safety and security needs not matching up with budget.
- Goals – Update 2023 Statements of Intended Success [Google Doc for 9-13-19](#)
Group discussion of the three existing goal areas. The group believes that the goals should stay the same. Brian feels that professional learning has been lacking.
 - Organizational Development - Brian, Mindy, Brad
Added yearly review, (1.1.1) would like a META shared task (created in Google by SAM office) for task deadlines, fee structure link needed (1.4), Strike Awards because a process has been established and the policy will continue.
 - Advocacy - Paul, John, Scott

Added Student Data Privacy (TOS with OPI)

The list of META members is possibly the best list of technology directors in the state. Discussion about technology directors reporting to OPI - there isn't a code for TEAMS technology director.

META Info Share to be used as a value add and will be part of the Professional Learning goal. Possibly transfer everything from META Google website to SAM website. From Carol: "Here is the product you can use to transfer everything from one google drive to another. Then just remember to remove permissions for it from your Google Drives. <https://www.multcloud.com/> "

- Professional Learning - Carol, Branson, Everett
Mindy: META used to offer a free conference registration to members who want to present at the conference - offer an incentive to present. Carol suggested a survey to members for conference topics and presenters are selected based on those topics. Carol would like access to a spreadsheet copy of the conference evaluation.

3. Report Out from Group Work to Ratify META Strategic Plan 2019-23
4. Restructuring of Committees Based on Action Plan Adjustments from Strategic Plan Committees/assignments? [Google Doc for 9-13-19](#)
 - Assign Board Members to Each Committee
 - Review Assigned Committees/Assignments/Due Dates and Reporting Responsibilities

Break

PART II

5. Office of Civil Rights Data Collection (CRDC) and SDPC/TOS Project – *Michael Sweeney, OPI*

Michael stated that he and the OPI would like to reconnect with META.

CRDC - He would like to lessen the burden to districts. He asked for ideas for how to automate (prepopulated report) information

HB 745 - Michael has been working with Brad to create a Montana alliance with the SDPC and creating a website where common contracts can be located to be shared between districts and also create professional development opportunities. OPI is voluntarily complying with HB 745 because they were left out of the bill. They are hoping to have the website launched by the end of the year. Carol asked if a vendor must comply with the state's terms of service agreement. The alliance will have a contract framework that can be filled out and sent to the vendor. The state, in this case, is META. OPI is not going to serve as the state entity. Brad stated that funding would have been a good thing and also knowing what "penalty" means in the law. The state is paying for the state to belong to SDPC. Michael: The Dept. of Admin received funding for cybersecurity during the last session and could possibly be a funding source. The number one industry being targeted is local government (schools) and the least funding. The most common scam is the manipulation of people. OPI policy - a monthly phishing scam is sent to employees: a visit from the service officer for first and second offenses, the third offense removes access to the employee and the supervisor needs to make a case for the employee for

why they should have access. Michael suggested intensive, consistent awareness and training which is the best defense. The staff at OPI was notified that they would be getting phishing scams sent to them monthly. OPI gets a discount on insurance if employees participate in training. It would be a good topic for the next session (John Perkins) to make cybersecurity training available to school employees. Should this be an advocacy goal? Should META write a resolution for the next session? (The state pays approximately \$30,000 for 13,000 employees). Districts do not have a Terms of service agreement with OPI. MTDA and Infinite Campus also have not signed TOS agreements. HB 745 took effect in May, 2019. A TOS agreement does not need to be signed by Google. The California Educational Technology Professionals Association is a good model (https://sdpc.a4l.org/view_alliance.php?state=CA)

MT Data Use Conference in Helena, September 16-17. They may move this conference to take place before school starts in the future.

Statewide SIS Infinite Campus expires 2021. The expectation is to continue with IC. Michael would eventually like to have a common education data standard instead of a statewide SIS. Possibly a hub that will accept the data as long as it is standardized. Michael would like to work with administrators to find the best method - especially for large districts. OPI will continue with IC and the benefits currently in place. K-12 Data Task Force will hopefully provide feedback.

Send membership link to Michael.

Michael is willing to meet with META any time META would like. Carol suggested Michael speaking to superintendents at MASS region meetings. Possibly METAtchEd and also presenting with Brad about TOS.

Everett suggested a bulletin coming from OPI about cybersecurity.

META Board Dinner at the Silver Star

Saturday, September 14, 2019 – Day 2

8:30-9:00 Continental Breakfast

PART II

9. Data Interoperability – *Colet Bartow, OPI*

Data Interoperability (ecosystem of shared standards while protecting privacy) - Should not be creating own stand-alone systems. Look to industry standards for connecting systems to protect privacy. (SIF, SEDS, EDFI) the roll out of interoperability standards interested Colet. IMS Global <https://www.imsglobal.org> CASE (Competencies & Academic Standards Exchange). Utilize SIS to manage progress with TL and PL. Infinite Campus is CASE certified so you can download a file from CASE so the standards are now part of the district IC system. (GUID - Globally Unique Identifier) Map standards to instructional materials and interventions - connects standards to student outcomes. (LTI is also a standard exchange).

See what platforms are CASE certified: <https://www.msglobal.org> - certifications
QTI are also important standards to MT.

How can META help OPI?

OPI in is the process of publishing five sets of standards. If a district wants to use a standards based report card, Colet would like a tech director to go to the CASE website and download the content framework (ie ELA framework). Colet invites MTEA to go to the CASE network and click on “Specifications”, “Competencies and Academic Standards Exchange”. Set up free log in. “Initiatives” and “CASE Network”, click on MT.

<https://casenetwork.msglobal.org/cfdoc/>

As schools are creating RFPs, asking vendors to certify product to requirements standards requirement. Example: One sign in for a student to access all library products. [Competencies and Academic Standards Exchange Checklist and RFP Language](#): An explanation of language to include in a procurement document and questions to ask suppliers.

If CASE certified, what assurance of student data privacy is there? There are TOS for each of the standards set. (look for on CASE website)

Kirk: A possible goal statement: META would support interoperability around data privacy and data use.

Paul: this may be an opportunity to incorporate what Michael Sweeney was talking about: MT moving away from requiring Infinite Campus - districts can choose their SIS platform but having common standards for data sharing.

Brian sees this as very similar to our TOS process: vendors will need to comply with MT standards.

Kirk: This topic is probably of utmost importance over the next few years. Does anything else fall into this category of importance? Colet response: Micro Credentialing and badging - tracking professional learning. 2-3 years away from incorporating this into the HUB. GA, MI, WI, FL, SC are states that have the most mature systems. GA: students are able to certify in certain CTE areas because the interoperability system was built from a foundation of the standards. (Pearson, Infinite Campus are all in with the certification standards).

CASE is about competency and standards and it works together with SIF.

Learning Mate is creating tools to do alignments - show gap analysis.

The state contributing membership fee is \$5000 annually. Would META’s connection be through Colet and OPI’s membership?

Colet invited META to join monthly calls with CASE, etc.

Brian asked Colet about presenting at METAtchED.

Colet is presenting at data use conference on Monday alongside MDA. Colet will share slides.

Break

7. CoSN State Chapter Report – *Rich Lawrence*

Rich reported that CoSN is partnering with MS ISAC (searches cybersecurity threats). Kalispell subscribes to MS ISAC. Changes to e-rate at the federal level. Six MT members working on CETL certification process. Rich attended the CoSN conference in Portland last spring. He encouraged others to attend when they have the chance.

8. Consideration of META Request for 2nd seat on the SAM Board of Directors

- [SAM Bylaws Article III\(1\)](#) [META Constitution and Bylaws Article IV Section 1\(d\)](#)

Kirk referenced the SAM Bylaws and the META Constitution and Bylaws that address the seats on the SAM Board. Up to 20 directors can have seats on the SAM Board. 120 members would potentially give META the opportunity to petition the SAM Board to hold another seat on the board. The META Constitution states that a new seat on the SAM Board would be filled by the META President Elect.

Brad stated that curriculum directors are possible META members because of the connection between curriculum and technology. Kirk stated that the META constitution allows this type of membership.

Note: Brian will send email for the clarification of META tech blog and META e-list. META membership includes access to the e-list and the other member benefits (HB 745, TOS, SDPC, etc). What about the same type of email to superintendents?

The SAM office will direct the Google META Board list to MemberClicks.

6. [META Executive Director Report 9-13-19](#) – *Kirk Miller, SAM*

Kirk referenced the META Executive Director Report. He focused on the financial report, membership, recruitment and retention (HB 211), ESH, HB 745, 2019 legislative session results, e-rate, MCEL invitation, and MT-PEC Collaborative Professional Development Flexibility and Efficiency Framework (exceptional circumstances).

10. META SDPC/TOS Project (HB 745) – *Brad Somers*

Brad reviewed the progress made with documents created by Kris Goss and shared in the META Team Drive: Data Privacy Agreement, BSD7 Terms of Service Variance combined in one document. The app contract should not have to be edited by a district. When a student profile is created then a contract needs to be signed by the vendor. Changes to a contract need to be vetted by a district's attorney. No contract: anonymize or parent permission.

Vendors are becoming familiar with the TOS through SDPC.

Where will the training module be located? META, SAM, OPI?

The contract framework needs to be uploaded, verbiage to accompany the contract sent to vendors.

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

Thompson Falls got hacked last week. Rich assisted and set up an incident response plan with the district. Rich recommended that each district set up that type of plan. Information can be found on the CoSN website. Kalispell's plan is part of the overall district plan to all responses. Standard forms can be found. CoSN's template is a great starting point. META should possibly create a template for districts. A folder has been created in the Team META Drive. Rich will upload his plan to the folder. Kalispell is looking at another provider other than KnowB4 because it is becoming too cost prohibitive. Missoula builds their own phishing campaign.

Kirk referenced Sept. 12 OPI Email - Health and Safety Division - Cybersecurity.

Everett asked about approaching KnowB4 about getting a consortium rate.

12. Broadband Access Initiative – *Brian Norwood & Rich Lawrence*

· [Broadband Expansion ESH Report and 2019-20 Work Plan](#)

Kirk referenced the report. Possible celebration at MASS/METAtechED 2020 (March 23-24) Rich reported that several other schools visited Thompson Falls during the cyberattack. (Noxon, Plains, Libby). They all reported that the internet service providers have been easier to deal with, better costs, and increased bandwidth.

· Connect America Now – [Info](#) [Application](#)

Kirk referenced this nationwide effort to draw attention to the bandwidth needs in rural areas. META may want to consider joining Connect America Now.

Working Lunch Served

13. Discussion/Reports on META Contemporary Items

Carol reported that she had an interactive panel day in August - T.E.S.T and Newline. This could be done at the conference. SC region meeting will be in October.

A NE director has not yet been appointed.

14. Other Topics for Discussion?

Revisit Strategic Plan:

Kirk suggested adding a few new strategic objectives under organizational development based on what the group has heard from OPI (Colet and Michael) and discussions throughout the retreat.

1.8 Support Student Data Privacy Standards for consistency of sharing data a data use.

- 1.9 Support Interoperability Standards for consistency of sharing data and data use.
- 1.10 Supports Cybersecurity and Data Governance Standards of sharing data and data use.
- 1.11 Develop awareness of educational technology innovations and the role of META in these new movements
- E-Sports/Digital Gaming
 - Virtual Reality
 - Google Stadia
 - Project Cloud
 - Makerspace
 - Minecraft
 - Coding
 - Robotics

Brad asked if META should consider being involved in the necessary infrastructure for e-sports? Paul recommended reaching out to META members and ask if anyone is actively doing this and what they need. Mindy said ByteSpeed is involved and might be a good resource for the conference. Virtual reality could be added to this objective. Paul mentioned Google Strata - high end computer servers that are subscription based. Rich wants to be sure META focuses on digital equity.

Does the board want to continue the standing committees? Brian suggested leaving the committees for the next year. Kirk stated the the “Who” column is really the committee. Upon further discussion, the board decided to eliminate the Committees from the strategic plan and will use the “Who” of the strategic objectives to focus Meta members responsible for seeing the work to completion.

The SAM office will clean up the strategic plan and send to the META Board for review.

Carol Phillips made a motion to accept the changes made to the META Strategic Plan (now 2019-23). Mindy Obert seconded the motion. The motion passed unanimously.

Adjourned at 1:20 pm