

**Bellingham School District**  
**2010-2013 Technology Plan Ad Hoc Committee Minutes**  
**January 14, 2010**

**Attendance**

Leslie Rogers, Jeff Thran, Cathy Gersich, Joe Wooding, Analisa Ficklin, Sam Anderson, Tracy Shaw, Eric Paige, Andy Mark, Kathy Dorr, Mark Quenneville, John Getchell, Gigi Morganti, Ken Russell, Sam Promodh, Jim Facciano, Michael Jay (via Skype), and James Everett.

**Welcome**

Jim Facciano opened the meeting with a brief introduction and facilitated an exercise for establishing common knowledge of four group member capabilities to create awareness and establish norms and conduct for group members. The exercise was taken from The Adaptive School: A Sourcebook for Developing Collaborative Groups, 1st ed., by Robert Garmston and Bruce Wellman. Norwood, MA: Christopher-Gordon, 1999.

1. To know one's intentions and choose congruent behaviors
2. To set aside unproductive patterns of listening, responding, and inquiring
3. To know when to self-assert and when to integrate
4. To know and support the group's purposes, topics, processes, and development

**Introductions**

James Everett continued to facilitate introductions after welcoming the members and expressing the two overarching goals of the committee's work:

1. There are specific, calendar-related state requirements associated with developing a new district technology plan. Our current plan expires in June, 2010. The plan we are developing is to be Board approved and submitted to the Office of Superintendent and Instruction by April 5, 2010. We are to do everything within our means to meet those requirements.
2. The committee is to lay the foundation for a plan that provides vision and supports the integration and innovation of technology in teaching and learning, while being flexible enough to foster the application of emerging technologies. The plan this group develops should be designed to drive the [technology impacted] work of the district.

James then initiated introductions of the group members and asked each member to also share the advocacy they are bringing with them to this committee and this work.

**Charge of the Committee**

James also reviewed the posted committee information for the basis of this work. Comments were shared about items below in support of the work. Much of the conversation centered around the need to investigate the tools necessary to foster learning with technology, but that the tools shouldn't be the focus – the learning needed to be the driving force behind our decisions. Sentiment underscored the need to ensure the plan is carried out and interest was shared for establishing an implementation committee. Discussion continued, ultimately illustrating the need for incorporating 21<sup>st</sup> Century Skills, yet revealing members may possess a different understanding of what 21<sup>st</sup> Century Skills are, or should be – and how they should be strengthened.

**Items to be Completed:**

- Investigate new technologies to foster 21st Century Skills in students, teachers and administrators
- Update current district technology plan to include proficiencies of administrators, and teachers/teacher-librarians certified by Washington state
- Draft a revised district technology plan defining our future vision of technology integration and usage for Board approval

**Responsibilities:**

- Regular meeting attendance for the duration of the Ad Hoc Committee
- Follow state guidelines and requirements for district technology plans
- Learn about, participate in the development of and support new program opportunities
- Communicate the content of the meetings and gather input from building staff and parents as requested by the committee
- Respectful and collaborative interactions with committee members

**Budget**

There is a limited budget to support the work of the committee. District certified and classified members will be compensated for their time.

**Current & Emerging Technology Initiatives****Instructional Technology & Communications and Community Relations**

James Everett shared information about current initiatives in these two departments: integration of technology into the middle schools

- Tech Tier 2 (and 3) professional development application & implementation planning
- development of the 2010-2013 district technology plan
- newly designed web site for the district
- new web page templates and sites for buildings
- developing the district intranet
- investigating web 2.0 social media guidelines
- implementation of a new online calendar system

**Computer & Network Services**

John Getchell shared the status of a number of infrastructure related projects with the committee. These included:

- telephone system upgrades (11 schools remaining) and subsequent E911 implementation,
- wireless build out (14 schools remaining),
- district-wide power improvements for network equipment,
- enhanced disaster recovery measures for mission critical systems,
- additional server and storage capacity,
- increased bandwidth to middle and high schools,
- cyclic replacement of network equipment,
- ongoing implementation of the new CMS system, and
- support for the Tier 1 and 2 staff incentive programs

## Technology Plan Requirements

Members reviewed the specific district requirements for the technology plan:

- The district technology plan is required by Washington state
- Washington state and federal technology grants require a Washington state approved district technology plan
- Future technology funds, integration, access, support, and professional development initiatives are to be driven by the District Technology Plan

## Communication Tools

An online collaboration tool will be developed to allow committee members to continue to discuss and exchange ideas as we engaged in the work of the committee. The previous committee used SharePoint and it was assumed we may try that tool. After discovering limitations for non-district members, the decision to use Google Groups was made. James either directly invited members or invited members who wanted additional email addresses to work with the Google Group.

## Group Discussion

At this point the meeting had run over the designated time. James Everett requested all members to provide input on the following three areas via the online collaboration tool prior to the next meeting on January 28<sup>th</sup>.

- Vision
- Current Areas of Use
- Share Ideas

## Assignments

The list below represents all of the specific items that must be addressed by this committee before the plan can be submitted to the Board for review. A specific request was made with reference to the top three items. Members were asked to complete the tasks associated with those items prior to the next meeting on January 28<sup>th</sup>.

- Vision

Members were provided a printed copy of the current district technology plan's vision statement and asked to red-line the vision statement, taking out areas that did not apply and inserting items that do.

- Technology Literacy of 8<sup>th</sup> Grade Students
- Technology Integration Skills of Teachers

Members were asked to consider what hardware would be necessary to outfit classrooms with a base level of technology – in a district where 21<sup>st</sup> Century Skills are a primary focus. Further qualification asked the members to consider what would be appropriate for students, teachers, building administrators, central office administrators, and community members.

The other items listed below were not addressed, other than to share they are required components of the tech plan.

- Technology Proficiencies of Administrators, Teachers & Teacher-Librarians
- Narrative, Technology Survey & CIPA Compliance
- E-rate Priority One, Network & Telecommunications Plan

- E-rate Priority Two, Network & Telecommunications Plan
- Worksheet A – Technology Assessment (Standards & Budget)
- Worksheet B – Technology Assessment (Maintenance, Upgrade & Support)
- Worksheet – Review & Update
- Worksheet – Building-Level Technology Plan (Optional)

**Examine articles and additional ideas for next time.**

James shared printed articles provided to him by multiple members prior to the meeting. He also presented Michael Jay's comments as he had already signed off of Skype.

**Calendar, Timeline, & Next Meeting Dates**

January 28, 4:00 pm, Board Room  
February 11, 4:00 pm, Board Room  
February 25, 4:00 pm, Board Room  
March 11, 4:00 pm, Board Room  
March 25, 4:00 pm, TBD

Submitted by James Everett