

**Minutes of the
North Dakota Educational Technology Council (ETC) Meeting**
February 12, 2002 – 12:30 PM

Call to Order: The meeting was called to order by chair, Lisa Feldner at 12:30 P.M.

Roll Call: Members Present: Lisa Feldner – NC Association of Technology Leaders, Laurie Martin Haag – Richardton-Taylor High School, Jerry Bartholomay – School District Representative, Curtis Wolfe – Chief Information Officer-ITD, Bev Nielson – ND School Boards Association, Tom Cummings – ND special Education Directors, School District Representative, Wayne Kutzer – State Board of Vocational & Technical Education, Christopher Kalash – Director of Technology/Department of Public Instruction, Grant Crawford – ND University system Chief Information Officer, Tom Eberle – Technology Director and Dan Pullen – ND ETC Director. **Members absent:** Kevin Kennaghan – ND Council of Educational Leaders and Wayne Sanstead – Superintendent of Department of Public Instruction. **Guests attending:** Neil Howe - Director of Division of Independent Study, Tim Kadrmas – Director of Center of Innovation in Instruction, and Jody French – Sendit Technology Services Director.

Approved Minutes: Teleconference: January 4, 2002. Chris amended the minutes to say “motion passed” centralized purchase of the Antivirus. Chris Kalash [made] a motion and Laurie Martin Haag second the motion. Motion carried.

Policy Governance:

Chris Kalash made a motion to go forth with the Policy Governance offered by Lowell Wolf, and Bev Nielson second the motion. Dan would like to do the preliminary work with the next three months. Dan will work with four council members and then require eight hours of the ETC members. The initial group that will put together the policy will be Dan Pullen, Laurie Martin Haag, Bev Nielson, Lisa Feldner and Chris Kalash.

Financial Report:

Dan Pullen distributed a Financial Report Summary as of 12/31/01. The acceptance of the Financial Report – Chris made the motion and Bev Nielson second the motion. The motion is carried.

Director’s Report:

Dan Pullen distributed the Director’s Reports. This included the Virus Protection and the Administrative Assistant position. Sever delays have occurred. The budget process is due. Curt Wolfe requested that we put in some preliminary budgets to him so he can begin the process. The budget will have to be reworked as we move into some reorganization with Sendit, and CII.

In terms of the new ETC, the directors of CII, STS and NDIS have been meeting regularly and are working towards some significant restructuring that would combine the budgets if CII and Sendit and bring all three organizations under one umbrella in terms of a new name. The plan calls for having three separate divisions under the one organization. Division of Independent Study would change its name but would continue doing many of the things they are doing now and expanding more in technological

delivery. CII and Sendit are contract for service entities so it would be impossible to blend them with the ND Div of Independent Study.

Old Business:

- Computer Virus Protection Plan – Jody French brought some handouts for reference. This included documentation, CD and the agenda that they're following for the statewide IVN sessions.
- Administrative Assistant for ETC Director – The plan is to hire a ½ time administrative assistant. Four applicants were interviewed. There were delays due to the requirement of going through the Hiring Council to approve the change from .5 FTE that Division of Independent Study had in a different position and down grading it to this classification. The Hiring Council granted permission to hire the assistant. The position was offered to someone but there have been further delays with this process. She may start in April. In the meantime, arrangements have been made with Neil Howe to hire one of his staff to pay her overtime to get the grant application developed and mailed.
- PowerSchool Enterprise Addition is being implemented in the State. The pilot project that Bismarck Public Schools has endured over the many months is coming to an end and PowerSchool will be rolled out to additional schools across the state. The PowerSchool implementation team is made up of members of the ITD staff, Sendit staff; and Lisa and Dan are on this committee. There are over 40 schools that have expressed an interest in implementaing PowerSchool. The original play called for brining a total of 11 districts online by next June but the State CIO indicated that if more outside contract services were needed that he would be able to find them in order to bring more schools online by June 2003. Based on that a much more aggressive timetable is being developed. There are four schools that are critical and must be out by next fall. Other than the three big school, Fargo, West Fargo, and Grand Forks, the others are relatively small so a large number of them will be brought online by June 2003. The Sendit regional staff is acting as support people for implementing PowerSchool in their regions and they will also work with school and participate in the data conversion.

New Business:

- Bylaws adopted on February 12, 2002. Jerry Bartholomay moved to approve the Bylaws are adopted and Grant Crawford second the motion. Motion carried.
ETC Videoconferencing Grant Program Details – Dan distributed a copy of the “Draft Version of the letter and Application Form for Videoconference Support Grant. Original plan called for the applications to be submitted electronically. The Department of Public Instruction has an online reporting system that asks the schools to report information and its password protected. This is secure and has a method for the person that is authorized in the schools to go and fill it out online. The State Board of Technical Education also has a password, etc. Dan decided that with the two different systems that exist and some of the technical issues involved, it probably didn't make sense for us to get involved in this right now. Dan said that in the long run, the State has to get to an Enterprise Resource Planning (ERP) system in place so that schools can do a lot of their business. The Department of Public Instruction currently has a technology grant program in place and many of the school who applied for those funds, applied for videoconferencing equipment. The ETC grant program will be coordinated with the DPI grant program to fund as many schools as possible. The final DPI awards will be announced February 15. DPI will be funding a lot of schools from the federal grant monies. This will allow ETC to

use its budget to provide better support for the school districts that are still out there that weren't. The grant total has been set up to \$20,00 per school and the total project has to be \$26,700 in order to make the 25% match. The grants can be used to purchase any of the three video current technologies that are in the state.

[The ND ETC decided that grant would fund videoconferencing equipment purchased by school after February 15, 2002.]

- ETC Pilot Projects
 - Hybrid Distance Education (Spanish/Trigonometry) – This is a total of \$20,000. This project will be done in conjunction with the Division of Independent Study and some pilot school who will be recruited. No questions on this project.
 - Streaming Video (United Learning and Digital Curriculum.com) – Streaming video allows schools to access live video clips over the standard IP network. The two companies selected for this pilot are the two leaders in providing instructional video clips for specific curriculums. The ETC will pay a subscription for about nine schools for each one of these services and do some pre-testing and professional development and collect data as to how teachers like the service and how they use it. Based on the results, it may be possible to make this kinds of resource available very economical statewide because both of these companies will allow us to host it within the state. Grant Crawford mad a motion to accept these two projects, Bev Nielson second the motion. Motion carried.
- ETC Project with Prairie School Television/PPTV – 2002-03 – Dan asked the ETC to formally request the transfer of funds from ITD budget to fund the licensing and broadcast of Prairie School Television programs for all schools in North Dakota during the 2002-03 school year. Dan said that in most states where instruction television is funded well, it's working in a coordinated way. Dan said these kinds of resources are part of the instruction technology services provided at the state level in many other states. Dan suggested that supporting these services for all ND school in the coming year would allow the ETC to evaluate their value to the schools. Chris suggests this and put in whatever thy can in order to make it grow and expand. Chris suggested that we support this as Dan has requested – to study this for a year. Laurie/Bev made a motion for Dan to work with Curt to transfer \$75,000-Chris second the motion. [The Motion carried. 10 yes, 2 no.]

Next Meeting: The next meeting will be scheduled for **May 20th - @1:00 PM-5:00 PM, and May 21 @ 8:00-12:00 Noon (Policy Governance) and May 21st – 1:00 PM – 5:00 PM (ETC Meeting) – Pioneer Room, State Capitol Building Bismarck.**

Adjourn: With no further business, the meeting was adjourned at 4:00 p.m.

Minutes by Darlene Wolfgram

3/19/2002 9:44 AM

Approved as amended, May 21, 2002