

**Minutes of the
North Dakota Educational Technology Council (ETC) Meeting**

May 21, 2002 – 1:00 PM
Pioneer Room, State Capitol Building
Bismarck, North Dakota

Call to Order: The meeting was called to order by chair, Lisa Feldner at 1:00 P.M.

Roll Call: Members present: Jerry Bartholomay - School District Representative, Curtis Wolfe - Chief Information Officer-ITD, Bev Nielson - ND School Boards Association, Tom Cummings - ND Special Education Directors, Lisa Feldner - ND Association of Technology Leaders, Laurie Martin – Richardton-Taylor High School, School District Representative, Wayne Kutzer - State Board of Vocational & Technical Education, Chris Kalash - Director of Technology/Department of Public Instruction, Grant Crawford - ND University System Chief Information Officer, Tom Eberle - Technology Director, Kevin Kennaghan – ND Council of Educational Leaders, Wayne Sanstead – Superintendent of Department of Public Instruction and Dan Pullen – ND ETC Director. **Members absent:** None

Guests attending: Nancy Walz, IT Planning/Information Technology Department, Mike Ressler-Director/Information Technology Department, Neil Howe - Director of Division of Independent Study, Tim Kadrmas - Director of Center for Innovation in Instruction, and Jody French - Sendit Technology Services Director and Deborah Janzen, Administrative Assistant for Dan Pullen.

Approved Minutes: February 12, 2002. – Chris Kalash made corrections to the February 12th minutes. Under New Business under the section of ETC Videoconferencing – at the end of the discussion the ETC decided that grants would fund videoconferencing equipment purchased by school districts after February 15, 2002. At the end of that paragraph the wording should say “The ETC decided that grants would not fund video conferencing equipment purchased by schools after February 15, 2002.”

Kevin Kennaghan - point of clarification on the Prairie Public Television project – a motion was made and a second – did that motion carry? The motion was made and carried. The motion was amended to include the vote – two opposed; Kevin Kennaghan was absent. Kevin Kennaghan made motion to approve the minutes as amended, Laurie Martin second the motion. The motion was carried.

Financial Report:

Dan Pullen distributed a copy of the ND ETC Budget Projections 2001-2003.

ND ETC Budget Projections 2001- 03

Expense Category	2001 - 2003	2001 - 2003	2001 - 2003	2001 - 2003
	Feb 02 Projection	May 02 Projection	xxx xx Projection	Final
Director salary/fringe (21 mos)	\$160,000	\$168,000		
Clerical salary/fringe (.5 x 15.5 mos)	\$24,000	\$22,000		
Equipment	\$10,000	\$7,000		
Office operating	\$5,000	\$5,000		
Director/staff travel in state	\$12,000	\$9,000		
Director travel out of state	\$7,000	\$5,000		
ETC meetings 2001 (3)	\$3,000	\$3,000		
ETC meetings 2002 (4)	\$4,000	\$4,000		
ETC meetings 2003 (1)	\$2,000	\$1,000		
Internet 2 membership	\$32,000	\$32,000		
Special projects	\$41,000	\$41,000		
Anti-virus project	\$150,000	\$138,000		
Grants to schools (video support in 2002)	\$750,000	\$765,000		
Total Appropriated General Funds	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000

ND ETC Budget Projections 2003- 05

Expense Category	2003 - 2005	2003 - 2005	2003 - 2005
	95% Budget	Option. Package 1	Option. Package 2
Director salary/fringe (24 mos)	\$200,400		
Clerical salary/fringe (.5 x 24 mos)	\$34,500		
Equipment	\$5,000		
Office operating	\$6,000		
Director/staff travel in state	\$10,000		
Director travel out of state	\$6,000		
ETC meetings 2003 - 05 (8)	\$8,000		
Internet 2 membership	\$30,000		
Special projects (TNT?)	\$20,000		
Anti-virus project	\$200,000		
Grants to schools	\$620,100	\$60,000	\$1,400,000
Total Appropriated General Funds	\$1,140,000	\$60,000	\$1,400,000
Total 95% Appropriation	\$1,140,000		
Total 100% Approp. (95% + Option 1)	\$1,200,000		
Total 95% + Option 2 Appropriation	\$2,540,000		

The acceptance of the ND ETC Budget Projections 2001-2003 – Chris made the motion to approve the Financial Report and Bev Nielson second the motion. The motion was carried.

Director's Report:

Dan Pullen distributed the Director's Reports. This included the Teaching and Technology Conference (TNT), NDIS fee increase for 2002-03 and the ND ETC Survey Update.

Teaching and Technology Conference:

The Teaching and Technology Conference has been held in the State for 11 years and the EduTech staff and myself have been in decisions with Bismarck Public Schools and Bismarck State College about a new role for ND ETC in the annual TNT Conference. The ETC entity that is EduTech, Division of Independent Study will take over the role that Bismarck Public Schools has played since the conference first started. That would be a lot of the organizational work, conference development, putting together the

program and then contracting with Bismarck State College. The ETC entities would work closely with TNT and the school districts. Some of the positives of this new developing arrangement would include: Moving the conference to other locations on alternate years (Grand Forks in 2003), Strengthening the content of the conference by highlighting best practices from around the state and Focusing more professional development energy and activity toward a single conference. There are some negatives and unknowns regarding this new arrangement such as; budgetary details are unknown at this time – we haven't gotten to this level of detail at this point and Potential financial and human resource liabilities for ND ETC. *Bev Nielson – is it possible that the host city would contribute space, help, equipment or manpower like the Bismarck School did over the course of all of these years? Dan Pullen – The expectation would be for instance in Grand Forks would have the labs, etc. There would be a fair amount of work that would be involved by the local districts. Lisa Feldner will go back through 11 years of budgets and share that with Dan for the Council.*

NDIS fee increase for 2002-03

The ND Division Independent Study will increase its fees for 2002-03. \$2.00 increase for resident tuition, \$2.00 for nonresident tuition, print study guides \$1.00 increase per course, online study guides \$1.00 per semester course and they will also establish a tuition rate for courses delivered by video networking somewhere between \$175 and \$200 per semester course.

ND ETC Survey Update

The survey was mailed on May 1, 2002. We don't have preliminary data for you at this point. They are still coming in each day. A preliminary report on the survey results will be completed by the end of June and sent to the ETC members. Overall percentage of return rate was 38%. The administrator's return was 50%, which was good. 854 were returned on paper copies and only 236 choose to return the survey online. *Bev Nielson – I think given the fact that the State has taken on paying for a lot of the things we've started – I think we have to make this reporting mandatory. They should all have to report for the purpose. If the State has a need to accumulate the status, I think we need to come up with something. Wayne Sanstead – there is a difference between our actions yesterday with State Board. We are really dealing with 20 districts and the post secondary, we know the folks that didn't provide information back to the State Board and we're asking them as we feel its important to the State. Wayne Sanstead -- On the fee increase that was mentioned, the State Board of Public School Education meeting had in front of it a piece of legislation that signify that the State Board of Public School Education is willing to have the oversight transfer the ETC from division operations and also included the ability of Division of Independent Study management to levy fees that felt were necessary.*

Old Business:

- a) Action on policy governance for ND ETC. Moved: *The North Dakota Educational Technology Council adopt the governing policies as defined by the Council during work sessions held on May 20-21 and remand current operational policies – If any – to the Director for full and accountable implementation.* Bev Nielson made the motion to approve the policy governance for ND ETC and Grant Crawford second the motion. The motion was carried.

- b) Internet 2 and ND K-12 Schools – (See attachment – Internet 2 Report). Dan said the ETC moved in July 2001 to pay for half of this membership. Dan had asked Grant Crawford’s do some background work and come to today’s meeting with Higher Education’s perspective on whether it would be possible for K-12 to delay its membership in Internet II until the next biennium. Grant Crawford said higher ed. learned in this, and in most initiatives, that are out on the leading edge, as a group we walked into this without understanding what it was about as fully as we would have liked. He urged that North Dakota can’t always be a follower – at some point we have to take the lead in something. Internet II is an area we can be a leader in. If ETC decides not to follow through this year, it’s okay – it could wait until the next biennium. When we do get to the next biennium, Higher Education would certainly welcome the participation of ETC. Jerry Bartholomay asked Grant Crawford about the Primer? Is that going forward? Grant said he did not know if it’s going forward or not. Dan said the work on Primer is preliminary. Jerry said his involvement was leading up to the Primer. He said he thinks it is still critical. There is a huge number of sites out there if they could access, they would provide access through to university research. The Primer would allow schools to use the standard Internet to access it. Dan said that EduTech has committed a staff member to work with Sandy on the Primer development. Dan will follow-up on this. There are two big issues; 1) how to provide Internet II connectivity to K-12 schools that is affordable with the current network, 2) What then what would we have available to take advantage of that \$200,000 investment. Jerry thinks it’s a good idea to put that out there or we won’t be any further ahead a year from now if people don’t start acting now. Bev – we approved \$16,000 in this biennium – Grant said we haven’t paid it yet. Bev made a motion to rescind ETC action of August 28, 2001 by which we authorized \$16,000 for first year I2 membership and Wayne Sanstead second the motion. The motion carried.
- c) Project Reports:
1. Virus Protection – (See attachments). – Jody French -EduTech IT Project Review
 2. Streaming Video – (See attachments). - Tim Kadrmas
 3. NDIS Distance Learning – (See attachments). - Neil Howe
 4. PSTV – (See attachments). – The ETC asked ITD to earmark funds from ITD’s line item to support the offering of PSTV services in the state next school year at no cost. A workgroup was established; Jolene Richardson, Independent Study and two people from EduTech – Melissa Bitz, Sarah McFadden and Bev Pearson from Prairie Public and Dan Pullen – the is a open position for a teacher representative. Bev – said they would put something in their newsletter to get the word out. Dan will write it and send it to Bev for distribution.
 5. Video Support Grants – (See attachments). – Dan Pullen.
Tom Eberle – what happens in a year or two some of these school districts no longer exist – what happens? Chris – said there are proper procedures to handle the capital equipment. Bev – if they consolidate with another school – that school would inherit it.

The ETC has some additional grant funds available. Chris has indicated that DPI had unobligated federal funds. There is roughly \$175,000 that needs to be obligated. With the permission of the Council, Chris would like to keep working with Dan on funding additional video grants to schools. Kevin Kennaghan made the motion to approve Chris to work with Dan on this issue and Wayne Sanstead second the motion. Dan asked for

the motion to include DPI, IVN, ITD and EduTech staff. All in favor -- The motion is carried

New Business:

- ND School Net/E-rate/ND ETC. A team was put in place to work on next year's state E-rate application. Team will include Dan Sipes, Jody French, Wayne Wermager, Dan Pullen, Chris Kalash, and State Library.
- NDIS Fee – NDIS Statute Change – Neil Howe – If approved it would be presented to the IT Committee. Motion was made by Wayne Sanstead to have ITD support the introduction of the NDIS Status Change – Bev Nielsen second the motion – motion carried.
- CII/STS Merger – (See attachments). – Jody French
- 95% budgets for 2003-05 – are due to ITD by June 15, 2002.

Next Meeting: The next meeting will be scheduled for **August 9th – 8:00 AM - Pioneer Room, State Capitol Building, Bismarck.**

Adjourn: With no further business, the meeting was adjourned at 3:50 PM.

Minutes by Darlene Wolfgram

06/30/2002 9:00 AM

Minutes approved August 9, 2002