

**SCR 22 Task Force on State Educational Technology**  
**November 9, 2015**  
**4:30 – 6:30 p.m.**

***Delaware Department of Education, Townsend Building,  
Cabinet Room, 401 Federal St, Dover, DE 19901***

**MINUTES**

**ROLL CALL**

Meeting was called to order at 4:30 pm by Michael Watson. Roll call was taken. A few members arrived after the roll call was taken. The following task force members were in attendance: D. Dusty Blakey, Michele Brewer, Patricia Dallas, Tim Dukes, Kevin Fitzgerald, Colleen Gause, Matthew Korobkin, Michael League, Elizabeth Lewis, Patrick Liberato, Steven Mancini, Beth Mineo, Megan Szabo and Michael Watson. Ex-Officio member Pat Bush was also in attendance. We have a quorum.

Absent were: Ted Ammann, Robert Fulton, Michael Jackson, and Randy Reynolds. Ex-Officio member Wayne Hartschuh was also absent.

The following people also attended from the general public: Geri Donahue, Susan Haberstroh, Pam Reed and Kim Rodriguez.

**APPROVAL OF MINUTES**

Members reviewed and approved the October 8, 2015 minutes as submitted.

I. Welcome

Chairman, Michael Watson, thanked everyone for coming. Michael then introduced Dr. Geoff Fletcher, and thanked him for joining the meeting by phone. Michael read Dr. Fletcher's bio. He has agreed to write the final report for the task force.

Dr. Fletcher said it was helpful reading the SCR22 resolution. Any information that we have gathered will be helpful for Dr. Fletcher to write the report. He asked the task force to share their responses to a few questions on possible challenges. How prepared are teachers to use technology? Any District or State wide challenges? Second, he will need to have clear ideas of what the sub-committees recommend. Dr. Fletcher will be able to write the report based on the information provided. Student to computer ratio would also be helpful. Hardware, bandwidth, etc. would also be helpful.

Additional item added to the agenda by Michael Watson. Status of Surveys – Chiefs were to meet last week. Dr. Dusty Blakey shared that the chiefs wanted more time to review the survey. Brief conversation revolved around time it takes teachers to take the survey. Some districts must approve all surveys. There was also concern of the seriousness of the survey. Information will be sent out to all Superintendents. Dr. Michele Brewer asked if the chiefs discussed the idea of a ½ clock hour. Dr. Blakey said no, it was just about time and value of supporting teachers to do it. They will review and come back to it. Michael asked, what are the next steps? Dr. Brewer asked about having teachers take the survey during PLCs. As one of the Superintendents on the task form, Dr. Kevin Fitzgerald doesn't have a problem sending an email to strongly encourage other districts to do the survey.

II. Public Comment

No one from the general public signed up to speak during the public comment portion of the meeting.

III. Sub-Committee Breakouts

The meeting was suspended at 4:50 pm for the sub-committees to meet for an hour. Members of the general public who were in attendance could attend any of the sub-committee meetings. Meeting reconvened and was called back to order at 6 pm.

#### IV. Sub-Committee Reports & Updates

**Assistive Technology** –Matthew Korobkin created a list of possible recommendations based on what they talked about the last meeting. They included: state technology guidelines, assistive technology guidelines, professional learning and IEP process. It then lead to a conversation about what are the systems that will subsequently support this work. Dr. Blakey talked about building up the people. He said they can put guidelines in place, but if no one knows about the guidelines it's like having common core and no one knows the standards. We need to be able to build capacity throughout the state so all districts are brought up.

They also discussed the need to increase the number of assistive technology instruments available to a qualified teacher to administer. Then the word "instruments" became the question and their discussion evolved from there. There is no real infrastructure in place in many places to make sure not only to train teachers, but trickle down to help stimulate student growth. How to build the infrastructure is key. Dr. Blakey has had people ask him what about bringing back the statewide in-service days to convene together? Building an infrastructure was the main conversation. Dr. Blakey plans to meet with some of his Colonial experts that will be able to give him their opinion to rebuild an infrastructure including: Personnel, people, how to pay for it and the technology. Guidelines become meaningless if you don't have the people. During the December sub-committee meeting, they will study some delivery systems that are being used successfully in other places to deliver assistive technology.

**Teaching & Learning** – Megan Szabo highlighted a chart with the Teaching & Learning Strategic Initiatives they are supporting, which include:

- Support Statewide Learning Management System (LMS)
- Establish structure to assess instructional resources and professional development
- Common repository for instructional/ professional development materials
- Provide access to ongoing professional development opportunities
- Develop and implement digital learning standards and competencies – Guiding documents on digital learning standards implementation for districts to use (ISTE standards for teachers guiding documents that were adopted in the summer.) They also discussed the student standards. The component five rubrics would need to be updated to include administrators coming in to look for best practices around technology.
- Communications channels to provide collaboration among LEAs (possible technology coalitions with representatives from each district)
- Qualified tech person in each LEA and each school.

While it didn't make the list, Michael Watson said they also talked about Ed prep and preparing educators differently for a blended environment that superintendents are driving toward and ensuring the teachers are day-one ready for a personalized world.

Steve Mancini commented the fact that the infrastructure & governance sub-committee discussed qualified technology staff as well. Michael League pointed out that the Teaching & Learning group sees the qualified tech person in an instructional focus role vs. the break and fix role. The Infrastructure group focus is on keeping technology going with some type of tech support. Dr. Beth Mineo mentioned having a qualified tech person who also knows about Assistive Technology would be important. Steve believes any good technology person can meet with students on their level. Whatever the student's disability, the technology person should be able to adapt to that and give them each the resources they need to be successful.

**Infrastructure & Governance** – Steve Mancini reported they briefly talked about bandwidth and where we are today. The Superintendents have taken their recommendation about bandwidth to OMB to be included in the FY17 budget request. High schools and Middle schools with a minimum of 1 Gig and Elementary a minimum of 100 Meg. Additional money from outside to the internet was addressed. Hopefully, where feasible move dark fiber to start that process. The chiefs went to bat hard for these recommendations and for that this group is appreciative.

We also talked about eRate funding (two pots of money) – district applies for students, and second for infrastructure. If this gets approved, DTI would handle all the internet (bandwidth). Those funds could also be used to build out the network further. Districts would be able to still apply for the \$150 per student other pot of eRate money. We have already gone through year one, so there are four years left. This sub-committee will recommend that money should be utilized for wireless or switching network to support the infrastructure. Hopefully, we will have additional resources will be outlined at a later time for recommendation to the districts to spend that money.

Finally, the group discussed the technology survey. Since it is a technology survey, we would only need one person per district to complete this survey. TechMACC (district technology coordinators group) will be meeting on Friday. If survey is taken on Friday, we should get feedback very quickly. Steve plans to meet with his Superintendent, Dr. Victoria Gehrt tomorrow seeking her stamp of approval of the technology survey. If approved he plans to take it to the TechMACC group on Friday, November 13 for them to take the survey then give their feedback.

Michael League will see if instructional people could take the teacher survey to the Digital Learning Cadre (DLC) on Thursday, November 12 for them to take the survey online and provide feedback from the instructional side. How long it took them to take it and any recommendations for changes. Having some data to support our requests with the superintendents would be beneficial. It is hopeful that by doing this, we will have more information to reassure all the superintendents that this is a worthwhile effort to have the teachers take the survey. Dr. Fitzgerald likes this plan. Support the idea of a sub-committee be formed under the P20 umbrella to bring forth proposals for review.

Michael Watson asked if the task force would be comfortable with sharing some of these wins from working together to solve problems could be shared in a press release. Superintendents think it is premature at this time.

Copies of the full sub-committee notes will be posted on the task force webpage:  
<http://www.doe.k12.de.us/page/2316>.

#### V. Path Forward / Next Steps

The next task force meeting will be held on Thursday, December 10, 2015 at 4:30 pm.

Michael reminded task force members that we only have one bio and has asked task force members to please submit your 50 word limited bios to [pam.reed@doe.k12.de.us](mailto:pam.reed@doe.k12.de.us) by the end of the week. This information will be included as an appendix document within the final task force report.

While the superintendents won't meet again until next month, emails could go out to chiefs. Michael League will summarize the results from the DLC recommendations and Steve Mancini will summarize the results from TechMACC recommendations. Once we get the results, Steve Mancini can see that Dr. Victoria Gehrt, who is in charge of the chiefs, receives the information. She could then email it to the chiefs supporting our request to have the teachers take the survey. Dr. Brewer can pull together the survey results. It is best to have more information provided to support the recommendation requests and budget requests. Reiterating that OMB wants this information to be able to drive our agenda would be helpful.

Once Vicky sends the email out to the chiefs, the task force chiefs would feel more comfortable responding like they do with other messages. They can list their reasons and stress the importance of

the support for teachers to take survey. Patricia Dallas asked if there were other options for other organizations to send it out. Michael said the chiefs should promote it first. They are in charge of their districts. Patricia believes that DSEA has a huge stake that the survey be completed and would like to be able to encourage teachers to complete it. The chiefs are to give feedback to Michael Watson. Michael Watson will see that Patricia Dallas and Frederica gets it so they endorse it as well. Also let Dr. Brewer know so she can send out the survey.

VI. Meeting Adjourn

Motion to adjourn the meeting was made by Megan Szabo and seconded by Patrick Liberato. Meeting was adjourned at 6:32 pm.

Respectfully submitted,  
Pam Reed, DCET Administrative Secretary  
Task Force Support Staff