

**WILTON-LYNDEBOROUGH COOPERATIVE
TECHNOLOGY COMMITTEE MEETING
Tuesday, January 4, 2022
Wilton-Lyndeborough Cooperative M/H School
5:00 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

- Meeting called to order at 5:05 PM. Present: Jim Kofalt, Dennis Golding, Jonathan Bouley, Emily Stefanich, Peter Weaver, Charlie Post, (joined late).
- Charlie Post has been added to the Committee, as we needed one additional Board member. Current membership is as follows:
 - **Board:** Jim (chair), Dennis, Charlie
 - **Budget Committee:** Caitlin (non-voting) [NOTE: per Caitlin, the Budget Committee role will be filled by Jeff Jones going forward]
 - **Staff:** Jonathan, Emily, Kristie, Peter
- We discussed the development of the **Technology Vision document**, including the timeline.
 - The overall goal should be to get Board approval of the document by the end of the current school year.
 - We would like to have do surveys in the community by early March so that we can take advantage of the District meeting to publicize those. Consequently, we should aim for survey design to be completed in February, with surveys distributed and collected by late March, with analysis done by March 31st.
 - Surveys should be available in multiple formats, including paper & online.
 - We will aim to have a draft document by April 15, for distribution to the Board for first reading April 19th
 - Following Board & community feedback, we'll revise & submit a new draft for Board approval by May 10th
- Peter shared some sample surveys (hard-copy) which included separate surveys aimed at faculty, parents, and students. We also discussed Project SpeakUp <https://tomorrow.org/speakup/> and whether we could borrow from their technology surveys.
- We divided up the duties for drafting sections of the document as follows:
 - **ASSESSMENT of the current situation [EMILY, JONATHAN]**
 - What's working vs. what's not. including evidence (qualitative and quantitative)
 - **COMMUNITY INPUT [ALL, JIM to lead]**
 - Surveys & Focus Groups to solicit staff & community input
 - Overview of methodology
 - Results and conclusions
 - **ALIGNING TECHNOLOGY GOALS WITH THE DISTRICT's STRATEGIC VISION [PETER]**
 - WLC mission statement
 - Vision of the graduate... How can we set students up for success?
 - Budgetary discipline... spending wisely & using technology to drive efficiency
 - Legal & regulatory compliance
 - **GOALS & OBJECTIVES**
 - **Support academic excellence.** How should we be using tech to support academics in general (student devices, classroom devices)? How do we

51 ensure age-appropriate use of technology? How is remote learning working,
52 and can we improve? [EMILY]

- 53 ○ **Promote technical competency specifically.** This includes computer
54 literacy, but may extend to CAD/CAM, robotics, photo/video editing, etc. Do
55 we need to do anything differently with respect to electives & extracurriculars?
56 [EMILY]
- 57 ○ **Support the staff with appropriate hardware, software, and training** to
58 deliver on the district's objectives. [JONATHAN]
- 59 ○ **Ensure that the school's technical infrastructure is adequate** to meet the
60 district's objectives. (network, servers, applications, peripherals, etc.)
61 [JONATHAN]
- 62 ○ **Provide the necessary applications** to support efficiency and high
63 performance. Includes accounting, procurement, emergency notification,
64 student records, etc. [JONATHAN + Kristie]
- 65 ○ **Safeguard the privacy & security of information.** Support the district's
66 records retention policy. Perform periodic audits. [JONATHAN]
- 67 ○ **Ensure efficient spending.** For example, by reviewing subscriptions vs.
68 perpetual licensing & one-off purchases. Auditing usage levels. Do we pay
69 for more than we need? Review procurement policies. Provide clear visibility
70 to what happens to assets upon disposal [JONATHAN + Kristie]
- 71 ○ **Pursue grants & partnerships** to support better learning. Can we build
72 relationships with businesses? Are there additional grants that we could
73 pursue? [JIM]

- 74 • Next meeting Tuesday February 1st at 5 PM in the Middle School Conference Room.
- 75 • Meeting adjourned 6:20 PM
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