

**WILTON-LYNDEBOROUGH COOPERATIVE
TECHNOLOGY COMMITTEE MEETING
Tuesday, December 14, 2021
Wilton-Lyndeborough Cooperative M/H School
5:00 p.m.**

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

Present: *Jim Kofalt, Dennis Golding, Kristie LaPlante, Emily Stefanich, Jonathan Bouley, Peter Weaver*

- **COMMITTEE COMPOSITION:**

We agreed that we should have one additional Board member to serve on the Committee, and will ask for a volunteer at the upcoming Board meeting. Jim Kofalt was elected as Chair.

- **COMMITTEE SCOPE**

- DEVELOP THE TECHNOLOGY VISION.

It was agreed that this committee should **propose a high-level vision for technology in the district, for Board approval**. That should include general direction, priorities, and areas that need to be addressed. Much of this is already in process, as Jonathan Bouley has been assessing the state of technology in the district over the past few months and has already started on things like an audit of all software & services in use, inventory of assets, etc. However, we also need to understand what the community wants with respect to technology.

- REVIEW THE TECHNOLOGY IMPLEMENTATION PLAN.

The vision document will be a high-level view of what we want for the district, and the staff will develop a plan for implementing that. **This committee will review and monitor that implementation plan** as it unfolds, and will bring matters to the Board's attention as needed.

- ADVISE THE BOARD AS TO BUDGETARY REQUIREMENTS.

- REVIEW & MAINTAIN POLICIES and PROCEDURES as needed.

- It was noted that the State of NH no longer requires districts to submit a technology plan. As a result, only 3 districts in the state have submitted up-to-date plans to DoE.

- High-level vision will include topics such as

- Assessment – what's working vs. what's not. We need to avoid "using technology just for technology's sake".
 - Students – how should we be promoting tech competency. Do we need to do anything differently with respect to electives & extracurriculars?
 - Students – how should we be using tech to support academics in general (student devices, classroom devices)? How do we ensure age-appropriate use of technology? How is remote learning working, and can we improve?
 - Teaching Staff – What hardware/software do they need?
 - What kind of additional training/prof. development is needed?
 - Infrastructure (network, servers, applications, peripherals, etc.)
 - Applications (accounting, procurement, emergency notification, student records, etc.)
 - Subscriptions vs. perpetual licensing & one-off purchases. Auditing usage levels. Do we pay for more than we need?
 - Privacy & Security (including records retention). Audits.
 - Procurement policies, clear visibility to what happens to assets upon disposal
 - Grants & partnerships – Can we build relationships with businesses? Are there additional grants that we could pursue?

- We agreed that we should do surveys of staff & parents to determine in what ways are needs being met vs what's missing? Is the current approach optimized for student achievement?
- Implementation plan will be developed by staff, for review by the committee and Board. That will provide a more detailed view of actions planned, spending required, timelines for implementation, etc.
- For next steps, we agreed:
 - Next meeting at 5 PM on January 4th. (Jim will communicate this to Kristina & will provide minutes)
 - Jim will share the list above re: contents of high-level vision document with the rest of the committee in written form so that others can add their edits/comments/suggestions.
 - Peter will look for surveys that have been done by other districts to give us a head start on designing surveys for parents & staff.
 - Jonathan & Emily will share any existing technology plans from other districts that they believe may be helpful/informative.

Respectfully submitted, Kristina Fowler for Jim Kofalt