

**POWAY UNIFIED SCHOOL DISTRICT**  
**Educational Technology Advisory Committee (ETAC) Meeting**

Thursday, October 22, 2015  
6:00 p.m.  
District Office–Community Room

**MINUTES**

**I. Call to Order**

Chairwoman Adalia Lavado called the meeting to order at 6:20 pm.

**A. Welcome**

**B. Attendance to establish quorum (need 5 members present): Brian Senese, Dena Dena, Frank Xu, Gabriela Dow, Jessica Xu, Kriscia Cabral, Noah Li, Scott Himmelstein, Adalia Lavado**

Present: Brian Senese, Frank Xu, Gabriela Dow, Jessica Xu, Noah Li, Adalia Lavado (6)

**Committee Procedures:**

Jessica moved to appoint a secretary and nominated Gabriela, Adalia seconded, all voted in favor to appoint Gabriela as Committee Secretary.

**II. Review and approval of minutes from May, June, and September 2015**

Corrections were made to August and September.

These minutes were not approved and will be sent to all committee members to be approved at the next meeting.

**III. Old Business**

**A. Discussion about how best to share material among the committee members.**

It was agreed that in accordance with the Brown Act, there should be no communication within a quorum of the committee on matters within the committee's jurisdiction unless given advance public notice. In order to share information with the committee members, it is acceptable to email information to the committee for review. However, no discussion is to be had with more than four committee members, or a quorum, via email, on matters within the committee's jurisdiction except at a public meeting.

Frank moved, and Brian seconded, a motion to make the committee Google folder open for anyone to place information that they would like the committee to review. A notice will be included in the folder explaining that the information contained in the folder does not reflect the views of the committee or PUSD, but is information that has been made available for the committee to review. The committee will remove any document(s) that are voted as being inappropriate to include in the committee's web-based folder. All voted in favor.

The committee discussed how they can set up the Google folder so that it sends alerts to those interested in updates that info has been added. Each committee member would get that alert when new information is added, as could the public if they add their email for an alert.

Jessica moved, and Gabriela seconded, a motion to have Adalia set up an appointment with Wendy and an IT representative to set up a link from the PUSD Committee webpage directing the public to the committee's Google folder with material that the committee is reviewing or that was made available to the committee from PUSD Board, staff, committee members and the public. All voted in favor.

#### **IV. Public Input**

- A. Linda Wilson: She approved of the public requesting more PUSD funding for robotics at the last board meeting. This is an important educational tool that should receive the support requested from parents, teachers and members of the community that spoke to the board asking for help.
- B. Keith Wilson: He would like to know what the current funding levels are for PUSD robotics.

#### **V. New Business**

##### **A. Planning for working groups (Leadership, Health/Safety, Plan)**

Committee members selected the following Working Groups to serve on, and discussed that only four committee members may serve on each one to avoid a quorum.

1. Leadership: Frank, Gabriela, Jessica (3)
2. Health and Safety: Jessica, Noah (2)
3. Development of a Technology Plan: Adalia, Brian (2)

##### **B. Discussion on External Analysis of Technology Services and Operations**

Committee members reviewed the version of consultant Bob Moore's External Analysis that was posted by the Voice of San Diego showing the redline edits that were made by PUSD (Superintendent Collins).

### **C. Report by Board President Beatty on the committee's questions.**

Ms. Beatty explained that she did not get all of the questions in time and will continue to gather them so that she can present them to the Superintendent and IT or other staff.

Gabriela moved, and Jessica seconded, that within next week each committee member will email Ms. Beatty with their questions for the Superintendent and staff regarding PUSD technology. Committee members will copy Adalia on the emailed questions and Ms. Beatty will provide the questions to the Superintendent and staff asking them to provide answers within two weeks so that all answers can be presented at the next committee meeting, or prior to. All voted in favor.

Jessica moved, and Frank seconded, holding the next committee meeting on Tuesday, Dec. 1<sup>st</sup> at 6pm at PUSD offices. All voted in favor.

### **D. Training and Support for Teachers**

Ms. Beatty reported that the board received a letter from 17 teachers asking for tech training (she will forward the letter to the committee). She and Richard Newman met with Evan Grant, Dena and Kriscia.

### **E. Discussion of Draft Technology Plans**

The committee discussed the draft technology plans that Boardmember O'Connor-Ratcliffe shared.

Brian found the "Progress on IT Leadership Strategy" to be lacking. Gabriela agreed.

The committee discussed obtaining a basic template plan from another district so there is at least something in place for basic resource planning, procedures and support.

Adalia discussed the need to add coding to the curriculum. Jessica and Brian agreed, and suggested that the age and duration be carefully considered.

### **F. Formulation of next meeting agenda**

Adalia formulated an agenda for the Dec 1 meeting to include the following "Old Business:"

1. Revisit draft tech plans shared by boardmember O'Connor-Ratcliff;
2. Board president Beatty report on the answers to the tech questions
3. Finalize the Working Groups

Adalia moved to adopt the agenda for December and Gabriela seconded. All voted yes.

## **VI. Adjournment**

The meeting adjourned at 8:40 pm.