

**Delaware Center for Educational Technology**  
**Board of Directors Meeting**  
**Minutes of Monday, March 29, 2004**  
**DCET Office Suite**  
**Smyrna, Delaware**

The Board of Directors for the Delaware Center for Educational Technology met on Monday, March 29, 2004 in public session at the Delaware Center for Educational Technology Office Suite in Smyrna, Delaware. The Honorable John Carney called the meeting to order at 1:00 pm.

- Roll call was conducted. Voting Board members: Mr. John Carney, Mr. Ted Ammann, Mr. John Doyle, Dr. Sandy Falatek, Ms. Loretta Martin, Dr. David Robinson, Ms. Geri Williams and Ms. Valerie Woodruff were present. Mr. Jim Decker, Mr. Dean Ivory, Mr. Thomas Jarrett, Mr. David Sechler, and Dr. George Stone were absent. A quorum of voting members was present.
- Ex-officio non-voting members: Ms. Pat Sine and Mr. David Singleton were present. Ms. Annie Norman, Ms. Jennifer Davis, Dr. Charles Fletcher, Mr. Russell Larson and were absent.
- Mr. Steve Ballard, Dr. Wayne Hartschuh, Mr. John McClenny, Ms. Wendy Modzelewski, Mr. Michael Morton, Dr. George Slentz, Ms. Elaine Starkey, Mr. Dan Farley, Mr. Walt Roshon, and Ms. Kim Wheatley were also in attendance.
- A motion was made, seconded, and carried to accept the minutes from the December 1, 2003 meeting with minor modifications.

**Joint Finance Committee Hearing**

The Delaware Center for Educational Technology's Joint Finance Committee Hearing was held on February 24, 2004. The Honorable John Carney and Dr. Wayne Hartschuh reported that the JFC is still looking to DCET to provide input on "total project needs and budgets for statewide education technology projects." The JFC members asked very relevant questions concerning total cost of ownership that included maintenance and support issues and replacement cycles of computers, one-to-one computing, and quality of technical support to the districts. At the conclusion of the hearing, the JFC Co-chairs asked DCET to survey the district technology coordinators concerning the quality of network support services to the districts. The disappointment was that there was no discussion concerning online learning and the Delaware Virtual School.

**Partners in Technology (ParTech)**

The Partners in Technology program was moved from DOE to DCET on July 1, 2004. Steve Ballard and John McClenny presented an overview of the ParTech operation to the Board. This included a discussion concerning refurbished computers, recycling and salvage of electronics, spare parts, 'spring cleaning' with the districts, and small group / individual training activities. This school year, through the ParTech grant process, 1,768 refurbished computers have been placed in 87 schools from 15 districts. In addition, 697 teachers have participated in small group and individual training sessions. Currently, ParTech has a "good problem" of receiving more computer donations than anticipated. This has created a capacity issue so temporary employees have been utilized to help alleviate some of the load.

**LoTi (Level of Technology Implementation)**

Dr. Wayne Hartschuh reviewed the DCET implementation of the LoTi survey and presented a detailed explanation of the process the districts and schools follow to implement the survey and interpret the data received from the survey. Approximately 3,500 Delaware educators in 12 districts have currently taken the LoTi survey. The Honorable John Carney commented that the presentation helped him to clarify his personal understanding of LoTi and the usefulness of the data the survey provides to the state, districts, and schools.

Dr. Hartschuh proceeded to outline DCET's LoTi Project School initiative. The initiative will support four (4) schools in a year-long project to assess the faculty (LoTi survey), develop Next Steps Action Plans for the school and the faculty members at the school (interpret the data), implement the Next Steps Action Plans (provide professional development and develop instructional units utilizing technology), and develop procedures that will sustain the instructional technology practices at the school. The DCET anticipates issuing an RFP in late April or early May for the LoTi Project School initiative and have schools selected by July with implementation beginning in mid-August.

**Delaware Instructional Technology Conference**

Two major changes have been made to the Delaware Instructional Technology Conference this year. The DCET has included the Delaware Library Association as a co-sponsor and the Showcase of Excellence in Instructional Technology has been expanded to include the participants of the I-EARN online project cluster. The Conference will be held at the Sheraton Dover Hotel on April 28-29.

**DCET Vision, Mission, and Path Forward**

LoTi, ParTech, and the Delaware Instructional Technology Conference are the first three components of the DCET Vision, Mission, and Path Forward document. These topics had been presented earlier in the meeting so there was a short discussion centered on Best Practices in Professional Development and Instructional Technology and the Delaware Virtual School. As the discussion progressed, the consensus was that this document should be the DCET Action Plan. A motion was made to approve the plan and change the name of the document to the DCET Action Plan. The motion was seconded and approved.

**Adjournment**

Having no further business, a motion was made, seconded, and approved to adjourn the meeting at 2:45 pm.