

MassCUE Board Meeting  
July 31, 2000  
Holiday Inn, Worcester  
Pre-approval DRAFT

Priscilla Kotyk, Sharon Eempio, Christine Maloof, Laurene Belisle, Marcy Reed, Jim Modena, Steven Olivo, Algot Runeman, Kathy Peloquin, Bev Reber

**Web Design Team Report:**

Software ? Single Server for MassCUE? Currently have semi-fragmented setup.

\$30/month current host cost.

File structure needs work. – Design Guidelines

Blackboard is a company on the Internet that hosts faculty interactive courses. The committee is looking into it.

MLI issues.

Design Guidelines needed

Investigate E-group as an organization.

People to do the work – more are needed

Do we need to look at professional development for teachers in the way the DOE defines it? Does DOE know that higher ed in general, does not appear to know what technology ed at the K12 level is about.

Ideas: Hillary Mochon (on the Web Design committee) has contacted Blackboard.

Asynchronous chats possible with (MIT guy on line and Kathy Schrock) at pre-conference day. On-line workshops to link with the conference. This impacts the way that MassCUE is represented to the public.

Conference brochure interactivity – presenters with links [back to our web site or theirs?] listed in the program.

Consider a small brochure next year with names, but go with on-line detail from the Web site. Put the program on-line with keyword searching.

MLI (Massachusetts Learning Interchange) machine data will be transferred to the main ALI server.

On-line databases are difficult to run and maintain as our experience with MLI has shown.

Fitchburg state college woman will be willing to implement for next year.

Smaller conference brochure with recommend to “see the Web site for more detail.”

Remember that we can’t judge the teachers at large by current tech standards, leaping ahead of our base. Many of MassCUE's target audience are not able to access Web based documents

MLI for the future – how supported and funded.

5:22

Public participation – Debbie Gabriel and Christine Maloof want to consider putting *onCUE* on line? If the publication is only on-line why the \$35.00 membership fee. People don't all know how to write an abstract. Try to keep it in line with the paper version. Ask SIG group if they will participate in developing the Web version of *onCUE*. Minimal Web skills needed. Better model to only start the project with the current committee leaders – passing the job along to supportive volunteers. SIG updates needed specifically. Where is Ron in all of this issue? May have been away in Maine this week. Hand off the job. It is ridiculous. Simplistic job to create database with Filemaker Pro. Ed Biggs [need ID details?] willing to do the online SIG updates. See if he can get the database functional.

Can the Map be redone? It is very out of date. If certain people “own” segments, then the oversight committee need not do all of the job. Bigger team needed. Need doers and trainers from the SIG level.

Need to recognize that about 2/3 of the SIGs are inactive [therefore not being a great source of new workers].

Every piece of our organization needs to restructure itself. Small SIGs popped up in the recent past.

\$1,000 from MassNetworks to help defray mailing costs.

\$10,000 from for project MEET from Springfield school district, which is the fiscal agent of the MEET grant of which MassCUE is part. This is effectively a reimbursement to treasury for Nancy's expenses.

Kathy P.: Remember that the board meeting minutes are a public record. Minutes, once approved, become official. Such approval is needed before individuals from the board should use them to represent board actions. The board all wanted to take care against “slander” from the individual's comments before the May “resignation” minutes were approved on the 21<sup>st</sup>.

The U-Mass Lowell “deal” [one of the initiatives of Nancy Vose] may be done. Instructors and students will develop units of practice for the MLI to help to advance MLI.

VES is holding a number of forums across the state. Initially focus group concept.

We have sent back checks for things that the board has not approved. The money then went to Nancy directly for work she has done.

Earle, attending VES for MassCUE, heard that the attendance at the executive board of VES must be the president of MassCUE, not just a representative that was Laurene's opinion.

Laurene asks Kathy to get the U-Mass Lowell information to Laurene so it can get to the board for approval and implementation (especially if we are committed already).

Please separate the initiatives with which we must deal from any "Nancy issue."

We need to include a routine statement to show how and why we support MEET. Need to develop standards for payment of workers. We need to see how we fit with VES and the other initiatives.

Need to make it clear that MassCUE is continuing as an organization, and that reorganizing under new president may take time.

When a volunteer effort is no longer fun, Kathy would rather not be part of it. Steve Olivo [speaking as a MassCUE member] supports the statements made tonight showing how we are trying to reorganize without recriminations.

Move to accept the minutes

(Jim/Marcy)

Typo on last page “lookking”

Typo “patterining” page 3.

Typo page 2 “acutaly”

“Send minutes to Nancy – once they were approved.”

Approved 7/0

Updates

Laurene will go to the VES meetings esp. if can coordinate a ride.

Project MEET. Connie receptive in conversations with Laurene at the MEET meeting.

Need to give us a sense of what we can do for dissemination. Split MEET article publication and *onCUE* into two documents even if sent together. Sept 6 meeting in Springfield. Steve, can you possibly attend? Steve may have time issues because of his mother’s full-time care. Laurene does not want to make commitments, relative to dissemination of MEET articles, that are not realistic for volunteer, (Steve) to edit. Plan schedule, themes, etc. if Steve can attend. Steve will attempt to go.

Need to put together a proposal for the next \$25,000. MEET should be paying for the costs of dissemination.

President of MassCUE is a position to which power accrues, not just to the individual holding the office – DOE will work with the office holder.

BEST meeting - Earle attended. Every school district gets \$35/student with a one-shot deal some time during the next five years. DOE wants to see if it can be spread over more than one year.

ETIS proposal [MassCUE to be an ETIS vendor] was sent back. Why do we need to be an ETIS vendor?

Marco Polo Proposal [to participate/take lead role in preconference day]– Their company representative got our letter and sent us a box of materials.

MTA conference: MassCUE session cancelled.

Priscilla: Moratorium on new projects until we get ourselves organized.

Bev: Marco Polo (connected to MCI) provides multiple overviews, professionally produced.

Laurene: If this is just another “expert” group without teacher’s experience. Laurene was uncertain about the purposes Nancy had in mind with this concept. We have good trainers. Do we need training for the SIG leaders.

SIG notes from Bev.

What is a SIG – min of an average of 6 members. 3 meeting first year and four annually thereafter. Regional SIG coordinators. SIG leaders need to report to the coordinators. Conference presence 3 easels, facilitators, PowerPoint presentation, what do we do with the signups? Recommend registration on a laptop database. Presentation on videotape instead of leaving a laptop around. More visuals. Need to avoid regional conflicts to allow cross-region attendance.

SIG model. Needs changed with Ed. Reform. Less apt to get SIG participation.

Certificates of attendance to be used as lead in to a school system for study group and IEP connection.

Need to get full list of SIGs that have been active.

What is the minimum requirement for getting MassCUE reimbursement . . . Calendar invitation for sure.

Distribute markers to SIG leaders (many available)

Market next year’s conference with the evaluation “prizes.” Is it useful? Depends on influence of individual.

Models for SIGs, flexible. 1) Support group. 2) specific software focus 3) electric sandbox 4) curriculum integration connecting with kids. (yearlong study group) 5) Web based

Record Keeping to know who is attending.

Change MassCUE accounting system line item 6020 to “doorprizes” instead of “gifts.” Buy in bulk. There was a lot of money left over. Pens, mousepads, etc. also ask vendors for software, etc.

Recommend changing to \$80 per meeting for food. Was once \$25.00 per meeting. Once was \$250 per year. Does the \$250 figure assume a monthly meeting? Are there guidelines from anyone to tell what our proper “educational” cost. Fund only if advertise in calendar. SIG needs to send representative to SIG leader meeting a requirement.

Recommend that there should be more than one SIG leader for each SIG so you can split the work at SIG committee meeting.

Set budget. Let SIG decide how to spend it. Per capita expense? SIG committee should recommend.

Use email contacts from signups at conference to reach out for volunteers.

Is anybody really in charge?

Must look at an efficient meeting schedule.

Board meetings should be Bi-monthly and everyone should show up. That’s only six meetings a year for the board. Do committee meetings in alternate months. Four of six may be practical [expectation of attendance?]. Without a quorum, meetings are pointless.

SIG leader dinner needs to be a thank you for volunteers once again, not a political statement opportunity.

Need active SIG Coordinator

Invite all SIG leaders active in the last year and maybe pick a leader and present a proposal to the board.

Paid trainers at SIG meetings? Small SIG study group said no. Training for SIG leader.

Only one SIG had paid trainer at a meeting last year. SIG leaders offer membership as incentive to present. Consider looking at unexpended SIG budget and think about putting it toward common goal decided at a spring SIG committee meeting.

Main committee Meetings recommended: Sept/Oct – Feb/April and June (SIG leader's dinner)

Sept 22<sup>nd</sup> is the next meeting 5:30 in Worcester.

Two regional meetings splitting Oct and April.

Training for SIG leaders from somebody like TERC or WebQuests.

Recruiting SIG leaders (money??) What is our real limit of capacity.

Family Education Network willing to make presentation.

Resource list [work on it].

Calendar for year, agenda for regional leaders' meeting.

Laurene: Need to string together the good things done.

Board Meeting Dates: Meetings at 4:30 in Holiday Inn, Worcester: Sept 8, Nov 17, Jan 12, March 9, May 11 Kick the meeting to the following Friday if snow problem on a given meeting date.

Conference Report

Brochure at printers.

Vendor area is currently sold out.

Demo room almost sold out (5 demo rooms sold); expect to sell all.

Dave Weneke of MCN will sponsor Pathfinder dinner.

MEC will provide T1 to conference.

Looking for use of Bar area. T-shirt guy? Baseball caps, etc. The area has secure storage.

Registration area will be in different area from last year. Probably in corridor by bar.

Birds of a Feather sessions will be reinstated in the conference schedule.

Next conference committee meeting Oct 13 Friday at Sturbridge Host Hotel at 5:00

Get quick and dirty Conference brochure as PDFs

Everything focused from MassCUE.org Web site.

MassCUE.com page exists as a web page. Check it out.

Preconference

TechCorps connection – stay tuned for next meeting.

Other:

Figure out what we want to become. Mission okay as is, but need to know what we want to build ourselves into. Do we try to work alone as a board. Do we hire a facilitator who is local for continuing planning? Nancy may have been pushing for a MESPA model with a training center. SIG Central concept? Still rely on volunteer contributors. What will we need to create to handle hiring people to do specific jobs we want to do?

Finance committee, bylaws committee, executive director, etc. make sense once we establish our direction.

Guided Exploration.

Need to ask 25 key people from the MassCUE directory. Ask them a set of specific guidance questions "Essential Questions" 5-10 of them. Come back together as the board to set direction.

Kathy: Run good conference, good SIG structure.

Laurene: Set up our definition of what we need when we interact with other organizations like DOE.

Money: MassCUE is not in financial trouble overall. The \$2500 expense to Nancy was causing a cash flow problem around the timing of payment for the Sturbridge conference.

Let us know what you feel VES and MassCUE can do together. MassCUE will then define what we will and can do so VES will benefit us.

Finish the small version so it really works before launching the large scale.

Spring Election

ByLaws match. At-Large and Vice President fill if legal. Officers in 2002. Stability.

Try to think about MassCUE while next you clean your litter box. Figure out what we should look ahead to do.

May General Business meeting with a presenter

Announce General Business Meeting at Conference in September Calendar.

Retreat – Rejuvenate the technology leaders (not the coordinators). Think lofty thoughts. Not necessarily to get the concrete tasks done. Visionary event. Laugh a little. Not plan every minute. Hospitality component needed. Good shot in the arm and therapy.

Move to Adjourn (Algot, Priscilla)

Adjourn 8:17