



Roles: Timekeeper, Scribe, Chair, Member, Section Lead

- **Timekeeper:** Kim Pollard
- **Scribe:** Matt Hynds
- **Chair:** Shawntee' Cowan
- **Member:** All
- **Section Leads:**
 - Instructional Technology-Catherine McGuinness
 - Cybersecurity: Zack Moericke
 - Network/Infrastructure: Kim Pollard/Jeremy Jameson
 - Endpoints: Jeff Pittman
 - Assets: Jennifer Rooker
 - AV: Jon Stroud

Sample Meeting Norms:

- We will be engaged and present during our time together and limit our use of personal electronic devices to emergencies only.
- If there is a reason we need to be less present, we will communicate that to the group at the beginning of the meeting.
- Problems or negative feedback are discussed directly and privately in a way that promotes discussion and with a focus on solutions.
- We show mutual respect and we understand that all input will be valued.
- We come prepared for the materials and topics outlined on the agenda.

Committee Purpose

The purpose of the committee is to serve the district by reviewing and documenting progress made on our current technology plan. As a member, you will be asked to review technology needs, prioritization and strategic goals. Each of these focus areas are vital to the district's programs and future student success. The committee will provide accountability and guidance as we work towards reaching our goals.

Committee Goals

- The Internal Technology Planning Committee will meet 3-4 times per year to review the progress status of each plan objective and strategy.
- Progress will be documented on the monitoring table documents provided for each objective/strategy.

- At the end of each year, the plan will be inspected to determine if adjustments are to be made.
- Major adjustments, if needed, will be added as an addendum to the plan.
- The committee will review the district's refresh cycle to determine if progress as it pertains to appropriate life cycle replacement and standardization is being made.
- At the end of the plan's life cycle, the plan will be updated to meet the current needs for the district.
- Additional meetings may be called to assist with decision-making as it relates to new department or district-wide implementations.

Committee Meeting Dates

- Friday, September 27, 2024 at 9am
- Friday, November 22, 2024 at 9am
- Friday, February 28, 2024 at 9am
- Friday, May 9, 2024 at 9am

Committee Resources:

- [Technology Planning Resources](#)