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| **Digital Learning Advisory Council (DLAC)****Meeting Minutes** | dese logo |
| **Date:** | September 27, 2023 |
| **Time:** | 12:30 PM – 2:00 PM |
| **Location:** | Remote Participation - online |
| **Attendee Information:** | **DLAC members:** Angela Burke, Daniel Downs, Bill Silver, Elizabeth Tripathi, Sarah Haavind, Scott Morrison, Kate DeMello, Stacy Young. Jared Perrine, Cynthia Yetman, Anna Nolin**Department of Elementary and Secondary Education (DESE) staff:** Alison Bagg, Ruth Hersh, Andrea Cote, Jackie Gantzer, Jacqueline Monterroso, Eileen Belastock |

* **Welcome**
* **Introductions of Remote Participants**

**Chair stats per Open Meeting Law guidance for remote participation, I have to announce all remote participants for this meeting. Because this is a fully remote meeting, I will announce your participation by stating your name.**

* + Dr. Kate DeMello - present
	+ Dr. Daniel Downs - present
	+ Ms. Sarah Haavind - present
	+ Ms. Cindy Yetman - present
	+ Mr. Jared Perrine – late arrival
	+ Mr. Bill Silver - present
	+ Ms. Andrea Wadsworth – not present
	+ Ms. Stacy Young - present
	+ Ms. Angela T. Burke - present
	+ Ms. Elizabeth Tripathi - present
	+ Ms. Allison B. Posey - not present
	+ Dr. Robert Reilly - not present
	+ Dr. Anna Nolin - present
* **Review and Approve Minutes from June 6, 2023, DLAC Meeting (roll call)** Chair states that he hopes everyone had a chance to review the minutes from June 6, 2023, he knows that members received a copy of the minutes on Monday. The Chair gave them a few minutes to review them

now. He asked if there are any changes that are required before we vote to approve them. He asked if there was a *motion to approve the minutes as is.*

* *Motioned by a member.*
* Motion to approve was seconded and approved by all present members
	+ Dr. Kate DeMello - yes
	+ Dr. Daniel Downs - yes
	+ Ms. Sarah Haavind - yes
	+ Ms. Cindy Yetman - yes
	+ Mr. Jared Perrine - na
	+ Mr. Bill Silver - yes
	+ Ms. Andrea Wadsworth - na
	+ Ms. Stacy Young - yes
	+ Ms. Angela T. Burke - yes
	+ Ms. Elizabeth Tripathi - yes
	+ Ms. Allison B. Posey - na
	+ Dr. Robert Reilly - na
	+ Dr. Anna Nolin - yes
* **Advisory Council Orientation**
	+ Committees, subcommittees or working groups and Open Meeting Law (OML)

[Open Meeting Law Guide](https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download), p. 6-7. See also the Attorney General’s [Frequently Asked Questions about the OML: Deliberation and Electronic Communication](https://www.mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-the-open-meeting-law:-deliberation-and-electronic-communication-)

* + **DLAC purpose:**
		- The 2013 virtual schools legislation (Chapter 379 of the Acts of 2012, An Act Establishing Commonwealth Virtual Schools) created a Digital Learning Advisory Council to advise the Board of Elementary and Secondary Education (Board) and the Commissioner of Elementary and Secondary Education (Commissioner) on:• The development of policies guiding virtual schools, supplemental online courses, education technology, and other matters related to virtual education.• The identification of best practices to encourage online education to complement classroom instruction in district schools.• The assessment of the appropriateness of the fee that the DESE may retain for the administration of the virtual school program.
	+ **Open Meeting Law Materials Monday/today**
		- We will send a separate email with all of the materials and a document requiring you to sign and acknowledge that you have received and reviewed Open Meeting Law materials.
		- E-signatures are perfectly acceptable… please review, sign, and return no later than October 25.

**Questions from the DLAC:**

1. **Can the advisory council have a “working group”, rather than a “subcommittee”? And, if so, does it need to comply with the OML?**
* The advisory council may set up one or more committees, subcommittees, or working groups to assist in carrying out its charge. Regardless of whether it is called a committee, subcommittee, or working group, if it includes members of the advisory council (the public body) and it is deliberating on matters that are within the council’s purview, the group needs to comply with the OML. These excerpts from the Attorney General’s [Open Meeting Law Guide](https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download) address the issue.

*What constitutes a public body?*

While there is no comprehensive list of public bodies, any multi-member board, commission, committee, or subcommittee within the executive or legislative branches of state government …, if established to serve a public purpose, is subject to the law. The law includes any multi-member body created to advise or make recommendations to a public body…

Boards of selectmen and school committees (including those of charter schools) are certainly subject to the Open Meeting Law, as are subcommittees of public bodies, regardless of whether their role is decision-making or advisory.

[Open Meeting Law Guide](https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download), pp. 5-6.

1. **Can the advisory council have a shared document where they gather research and store information if it is not used for deliberation?**

Yes, provided that the shared document is not used for deliberation. We recommend that the DESE staff liaison maintain the shared document, rather than an advisory council member doing so. Members could submit research articles or other informational items to the staff liaison to be added to the shared document. It would be a resource that the council could use and discuss in its meetings. To avoid deliberations outside of a properly noticed meeting, members should avoid offering commentary or opinions on these items outside of a properly noticed meeting. These excerpts from the Attorney General’s [Open Meeting Law Guide](https://www.mass.gov/doc/open-meeting-law-guide-and-educational-materials-0/download) address the issue.

*“What constitutes a deliberation?”*

The Open Meeting Law defines deliberation as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction.” Distribution of a meeting agenda, scheduling or procedural information, or reports or documents that may be discussed at a meeting is often helpful to public body members when preparing for upcoming meetings. These types of communications generally will not constitute deliberation, provided that, when these materials are distributed, no member of the public body expresses an opinion on matters within the body’s jurisdiction. …

Note that the expression of an opinion on matters within the body’s jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. For example, if a member of a public body sends an email to a quorum of a public body expressing their opinion on a matter that could come before that body, this communication violates the law even if none of the recipients responds.

* **Consider DESE’s** [Educational Vision](https://www.doe.mass.edu/bese/docs/fy2023/2023-05/item7.1-educational-vision.pdf) and [DESE’s resources](https://www.doe.mass.edu/commissioner/vision/catalog.xlsx)

**DESE staff present the Ed Vision and resources.**

* **DESE’s Updates on Commonwealth Virtual Schools (CMVS) and Single District Virtual Schools (SDVS) (Alison Bagg, Jacqueline Monterroso, Esther Jeong, & Ruth Hersh)**
	+ DESE will Introduce Paula Moore – Digital Literacy Computer Science (DLCS) Content Support Lead
		- * Commissioner considering two applications for new CMVS. Will communicate to applicant groups this week if they are invited to submit a final application by November 3. Thanks to DLAC members and former DLAC members who helped review the two prospectuses.
			* Both existing CMVS will receive an accountability review visit in the current school year (2023-24).
	+ SDVS – running community of practice focusing on instructional quality – RH
		- Two new schools. 6 from last year continuing. Enrollment ranges between 33-320 students in the 8 schools.
	+ FY22 CMVS Legislative Report

DLAC would like a copy of the legislative report when it is final and approved.

* **Education Technology Team Update (Jacqulyn Gantzer, A.J. Cote, Eileen Belastock)**
	+ **EdTech capacity building grant:** Able to run a second year of the grant. This year much more focused on alignment with the EdTech. Awarded 8 recipients this year representing around 23 Local Education Agencies (LEAs) and are excited to get to be on-site in more districts to observe and highlight the unique professional learning programs they’re offering. The awardee list has not been published yet but will be added to the DESE grants page.
	+ **EdTech peer Learning cohort:** 12 districts have signed up to participate in our 2nd cohort focused on strengthening EdTech systems – how we select, implement, and evaluate the use of tech in schools. (1st year: Natick, Uxbridge, Leominster, Sharon, Wrentham, Mount Greylock, Pittsfield, Swampscott, Lynnfield; 2nd year: Chicopee, Mendon-Upton, and Attleboro). As part of the cohort, tech leaders and teams from these districts will get 1:1 monthly coaching on a district-specific problem of practice, and they’ll participate in collaborative team leader meetings, as well as 3 all-cohort meetings throughout the year. Similar to the grant we’re really excited for the opportunity to showcase the approaches they take, learnings, and examples.
		- Last year’s case studies can be found here: <https://www.google.com/url?q=https%3A%2F%2Flearningaccelerator.org%2Fknowledge-networks-tools-for-innovative-learning%2F%2311289&sa=D&sntz=1&usg=AOvVaw0zpZck7CQKe6Lzv63xRRA_>
	+ **Digital Equity Research**: Request for Response (RFR) has been posted and will close tomorrow to select a research partner to engage in this work. Big picture: hope to gather information from a representative sample of schools and districts across MA to determine the extent to which students have access to various technology, digital literacy instruction, and technology-embedded deeper learning experiences. You can read more about the scope of work here: <https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-24-1026-DOE02-DOE01-92875&external=true&parentUrl=close> and we would love to keep this group on the priority stakeholder list to engage once the partner has been selected.
	+ **EdTech Leader Network**: we will be sending out a newsletter next week with updates on this year’s programming. Instead of monthly virtual statewide meetings, we’ll be rotating between in-person regional meetings and a few statewide virtual meetings. Topics will focus on elevating the role of our EdTech leaders, staffing and professional development, as well as any time-sensitive topics the regions highlight. We’re excited to leverage the new National EdTech Plan as we anticipate its release in the coming weeks.
* **Potential items for DLAC discussion**
	+ Chair: “Each September we discuss possible topics to address in the year ahead. I have a few already in the agenda but would like to hear from you. Let us discuss the first two topics first.”
	+ Data Privacy
	+ Artificial Intelligence (AI)
	+ Others?
	+ As a parent representative – I know there is a lot of research around the health effects of students spending a lot of time in front of a computer. What recommendations might we have for our virtual schools. This would also apply to standard districts that use 1-1 devices. Do we have recommendations aligned to the Ed Vision – can they have healthy learning environments?
	+ Member – we talked about picking up a certification conversation.
	+ DESE – we will gather information from our DESE colleagues about the best channel to give feedback about certifications.
	+ Member – subgroup for licensure. In the past, we drafted a vision statement from DLAC related to licensure. We can do that again. what we see as needs in the field since the licensure change. We could take this up in a subcommittee.
* **DLAC 2022-23 Annual Report**
	+ Any feedback?
	+ Member – we just received the annual report today – I have not had time to look at it.
	+ DESE – it goes to the Board in October. DLAC chair did review it. Send any questions by next Wednesday, October 4.
* **2023-24 Meeting Schedule**
	+ DLAC confirmed the following schedule; meetings at 12:30-2pm
	+ Wednesday, September 27th
	+ Wednesday, December 20th
	+ Wednesday, March 20th
	+ Wednesday, June 12th

This is Angela Burke’s last DLAC meeting. Served as chair/co-chair for her last term.

Thank you for all of your service to DLAC.

* **Adjourn**
* **Motion to adjourn. Seconded. Roll call vote, stated by the chair:**

oDr. Kate DeMello - yay

o Dr. Daniel Downs

o Ms. Sarah Haavind - aye

o Ms. Cindy Yetman - aye

o Mr. Jared Perrine- - yay

o Mr. Bill Silver - yes

o Ms. Andrea Wadsworth – not attending

o Ms. Stacy Young - aye

o Ms. Angela T. Burke - aye

o Ms. Elizabeth Tripathi - yes

o Ms. Allison B. Posey – not here

o Dr. Robert Reilly – not here

o Dr. Anna Nolin – had to leave early