

Technology Committee

Westlake City School District

Mission:

Promote the seamless & sustainable integration of technology to maximize learning.
(CIP Goal 4)

Vision:

Research, explore and develop technology platforms, best practices and technology rich learning opportunities for all staff and students.

Status:

The Technology Committee is an extension of the District's commitment to continuous improvement. It is advisory in character and not a legislative body. Technology Committee recommendations are made to the Superintendent.

Tenure:

The committee shall exist until dissolved by the Superintendent.

Membership:

The Westlake City School District's Technology Committee will consist of eleven members.

1. Three members from the District's administrative team.
 - a. The Technology Director
 - b. Two building administrators (assigned by the Superintendent)
2. One member representing the District's technology support staff.
3. One member representing classified staff.
4. Six members representing certified staff.
 - a. Two elementary staff (Prek- Grade 4)
 - b. Two intermediate and/or middle school staff (Grades 5-8)
 - c. Two high school staff (Grades 9-12)
 - d. At least one of the certified members should represent Special Education.

If additional membership is desired for a specific purpose a written request must be submitted by the Technology Director to the Superintendent for approval. Whenever appropriate, membership should include student and community stakeholders.

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Meetings:

The Technology Committee will meet once a month or on an as-needed basis as determined by the items on the committee's agenda. Meetings should not last more than 90 minutes.

The Technology Director will preside at the meetings and will be responsible for collecting agenda items from members.

Member Responsibilities and Expectations:

1. Attend meetings.
2. Submit items for the agenda to the Technology Director at least one day prior to a scheduled meeting. Agenda items brought up at the time of the meeting may be addressed if time permits.
3. Conduct meeting business in a courteous and professional manner.
4. Participate in developing committee recommendations.

Procedures:

A process aimed at arriving at a consensus shall be the prevailing procedure.

Committee recommendations will be submitted to the Superintendent in writing. The member(s) responsible for writing each recommendation will be determined by the committee.

Meeting dates and times will be established at the first meeting of each school year.

Meeting minutes will be taken at each meeting and then distributed to all members prior to the next meeting. The member(s) responsible for taking the minutes will be determined at the first meeting of each school year.