

Information Technology Advisory Committee

November 19, 2018 4:30 – 6:00 p.m.

Room 2750, John Stanford Center

2445 3rd Avenue South, Seattle, WA 98134



Meeting Notes

Call to Order

Co-Chair John Krull called the meeting to order at 4:35 p.m. Roll call is as follows:

- Committee Members Present: Jacob Marzynski, Avery Wagar, Pauline Amell Nash, Jessica Dorr, Melissa Westbrook, Nina Arens, Brad Shigenaka, Nick Hernandez.
- Committee Members Absent: TuesD Chambers, Molly Meck, Elizabeth Ebersole, Roy Zimmermann, Bobbie Manne, Christine Billroth, Rebecca Spivak, Troy Hilton, Ahmed Yussuf, Casey Johnson, Marika Wong, Margarita Guadalupe, Jason Morrison.
- Other Staff Present: Chief Information Officer John Krull, Chief of Curriculum, Assessment and Instruction Kyle Kinoshita, Director of Enterprise Applications and Data Services Nancy Petersen, IT Manager – Business Systems and Applications Phil Sayles, Library Services and Instructional Materials Manager Marian Royal, DoTS Principle Program Manager Carrie McKenzie, Executive Assistant Danielle Johnston.
- Guests of the Committee meeting introduced themselves.

Committee members unanimously accepted the proposed agenda.

Committee members unanimously accepted the October 15, 2018 meeting minutes.

Mr. John Krull added that, following up from the previous meeting, the Department of Technology Services (DoTS) is continuing to work on updating its computer inventory for presentation to the committee.

Ms. Melissa Westbrook asked that the committee also look at successes and lessons learned from schools, such as Cleveland High School, which have received and implemented more devices than other schools.

Regular Agenda Items

Mr. Krull reviewed the budget, which he noted has been updated for the 2018-2019 fiscal year. He reminded the committee that the Student Learning category has a high balance, which is reserved for classroom technology. He also pointed out that most of the BEX IV and BTA III funds are being reserved for teacher technology professional development as part of the 2018-19 Collective Bargaining Agreement requirement.

Special Attention Items

Ms. Nancy Petersen and Mr. Phil Sayles provided the committee with an overview of SAP, the district's primary business system and the Board Action Report for annual renewal of SAP. She noted that the annual renewal invoice is slightly higher this year due to growth in staff licensing. This contract includes support for SAP including bug fixes and major upgrades as well as tax and

end-of-year updates. SAP supports payroll, ordering supplies, ordering meals, furniture procurement, accounts payable, and other services for the district.

Christine Billroth arrived at 4:51 p.m.

Ms. Westbrook inquired about the team's work with internal auditor to which Ms. Petersen responded that the team works with the internal auditor as needed.

Next, Ms. Pauline Amell Nash reviewed the website user experience research project, which was recently conducted with the Advanced Learning department. She reviewed the user experience research process, which included discovery, exploration, testing, and listening.

Ms. Amell Nash reported that, following the improvement process, the bounce rate and exit rates have decreased on the Advanced Learning pages. The web team is continuing to improve the website and connecting with other departments, including Special Education and Enrollment, to improve the user experience.

After a question from Ms. Westbrook, Ms. Amell Nash explained that departments and schools create their own content and that while the website platform has more functionality, the website is designed to direct people to the links and information they want.

Ms. Christine Billroth expressed the need for improved communication with teachers about when the Advanced Learning enrollment open window is.

In response to an inquiry about the district's app, Ms. Amell Nash said that the app mirrors the website's most popular pages and was developed with the same user experience research activities as the website. She shared that on a phone, the app provides a better user experience.

Mr. Jacob Marzynski suggested that the website and app be customizable for users. Ms. Amell Nash shared that users can subscribe to specific school sites on the app.

Mr. Krull noted that the district is continually looking at how to make collaboration better for staff and suggested that looking at stats on how people are using the Office 365 tools and how people are clicking around might provide insight on how to improve the internal staff experience.

Ms. Arens asked about the future PowerSchool upgrade and whether apps will be integrated. Ms. Petersen responded that the district is looking at Unified Classroom, which would include apps. Mr. Marzynski added that mobile apps would be helpful.

Mr. Nick Hernandez shared that DoTS and Community Partnerships have been working together to provide training for parents and community-based organizations. He added that as systems get simpler and more integrated, training users will become easier.

Ms. Amell Nash finished by asking for feedback on the web governance structure, which will provide policies and standards for the district's web editors. She asked for committee members to provide feedback about what the top priority for the website should be.

Mr. Krull spoke briefly about the most recent edits to the Technology Plan and shared that projects included in the plan were included in the BEX V proposal. He then asked the committee for feedback and how the plan could be moved forward.

Ms. Westbrook expressed the need for the district to define equity and racial equity.

Ms. Arens suggested that the plan provide an explanation about the chosen computer and device standards and why the district has chosen to go with devices that include an operating system instead of Chromebooks and why choosing a device with operating system is important. She also suggested a more expansive definition of science. Ms. Arens also encouraged the district to adopt the ISTE standards.

Ms. Westbrook encouraged the district to look at how much technology is being used. Mr. Brad Shigenaka explained that every teacher is expected to engage with instructional technology.

Mr. Krull explained that the standards shared in the plan are the current standards and that new technologies will be explored while also looking at how technology is being used. He clarified that every classroom has some audio/visual equipment and that projectors in classrooms are used almost universally.

Ms. Billroth added that the teacher laptops with the projectors are working well in classrooms, but that professional development is still needed because technology is only as good as the teachers using it. She also said that being able to teach to a classroom where every student has a device is huge. She acknowledged that the School Board has expressed that they do not want the district to provide one-to-one computers, but asked the committee how to advocate for a one-to-one program as other districts are able to have devices for all of their students. Ms. Westbrook suggested that the committee might be able to recommend a one-to-one program.

Mr. Krull explained that the district will provide a baseline for all schools and then provide grants to schools for more flexible technology implementation. Following a question about school accountability, guidelines for implementation, and expectations, Mr. Krull said that in future years, schools will need to be held accountable for achievement as a result of the technology grant, tied to Continuous School Improvement Plans (CSIPs).

Mr. Hernandez suggested that the committee establish a governance structure for purchasing and implementation guidelines that fit into district-wide shifts.

In response to a question from Ms. Westbrook regarding upgrading to SAP S/4 Hana this year, Mr. Sayles explained that the district is already implementing some upgrades this year and plans on implementing Fiori in future years to improve user experience.

Mr. Krull shared that the district is currently developing the new strategic plan.

After a question from Mr. Avery Wagar regarding how technology standards are currently taught, Mr. Krull said that the district currently uses the Common Sense Media curriculum.

Mr. Krull clarified that the Technology Plan will be a public facing document and serve as a guide for internal staff. He also added that the goal is to have the Superintendent approve the plan and to align it to the new strategic plan.

Ms. Jessica Dorr suggested that because the plan is so comprehensive that a one-page summary or dashboard might help convey the status of projects. Ms. Carrie McKenzie added the district will use Service Now for project dashboards tied to KPIs in the future. Ms. Billroth also indicated that a dashboard would be helpful for CSIP planning.

Ms. Dorr also suggested that the plan include an articulation of risks that have been identified.

Mr. Krull requested that committee members provide additional feedback via email.

Board Policies and Procedures

Dr. Kyle Kinoshita provided an updated on School Board Policy 2022, which the state has mandated be reviewed by staff, parents, and community members. Dr. Kinoshita shared that a board member recently asked if the district should ban personal electronic devices in schools for students in eighth grade and younger.

Ms. Westbrook asked about a School Board policy regarding social media, to which Ms. Amell Nash responded that the Public Affairs department is reviewing the social media policy.

Dr. Kinoshita requested that the committee provide feedback regarding a possible ban on personal electronic devices For students in eighth grade and younger. Mr. Krull indicated that the policy and feedback form would be sent to committee members via email and asked that feedback sent to Dr. Kinoshita by November 30th.

Open Comment

Mr. Krull informed the committee that the meeting agendas will be emailed two weeks ahead of meetings for input. Ms. Dorr asked that the agendas provide additional context of whether agenda items are being brought forward to inform to committee, for a decision by the committee, or if feedback is needed.

Mr. Krull added that he would like to invite staff from the City of Seattle to present the results of the digital equity survey results at a future meeting as the committee thinks about how to address digital inequities if the district does not adopt a one-to-one program for students.

A community member mentioned that with 504 plans, students are encouraged to bring their own devices and those students would be impacted by a ban on personal devices.

Adjourn

The meeting adjourned at 6:13 p.m.

Next Meeting

Monday, December 17, 2018