

Information Technology Advisory Committee

April 15, 2019 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 4:34 p.m. Roll call is as follows:

- Committee Members Present: Jacob Marzynski, Avery Wagar, Melissa Westbrook, Molly Meck, Elizabeth Ebersole, Pauline Amell Nash, Troy Hilton, Jessica Dorr, Nick Hernandez, Marika Wong, Nina Arens, TuesD Chambers.
- Committee Members Absent: Roy Zimmermann, Bobbie Manne, Christine Billroth, Rebecca Spivak, Ahmed Yussuf, Casey Johnson, Margarita Guadalupe, Jason Morrison.
- Other Staff Present: Chief Information Officer John Krull, Information Security Manager April Mardock, Director of Enterprise Applications and Data Services Nancy Petersen, IT Manager of Student Systems William Drake, Executive Director of Curriculum, Assessment, and Instruction Kyle Kinoshita, Senior Administrative Assistant Joe Valenti, Executive Assistant Danielle Johnston.
- Guests of the Committee meeting introduced themselves.

Mr. John Krull began by sharing that during spring break, the Technology Plan and Technology Report was published, and two Board Action Reports were drafted.

Ms. Westbrook noted that the school year was coming to an end and asked that everyone let John know if they intended to continue serving on the committee. Mr. Krull added that a survey was sent out to gauge current and continued membership interest and mentioned that it may be possible to renew members with one year terms for another term.

Committee members unanimously accepted the proposed agenda.

Ms. Amell Nash noted that the footer on the March minutes displayed the wrong date. Committee members unanimously accepted the March 18, 2019 meeting minutes with the minor correction.

Regular Agenda Items

Mr. Krull reviewed the current budget with the committee, sharing that spending is within budget.

Ms. Westbrook asked about the overall spend of the general fund and BTA IV funding asking if the remaining funds would be spent or rolled forward. Mr. Krull responded that most technology was planned over three years, and unspent funds this year would be rolled over. Ms. Westbrook followed up and wondered if there were any additional funds that could go to schools in order to support teaching and learning.

Special Attention Items

Mr. Krull reviewed the Winter 2018-19 Technology Report, which he noted is now aligned to the Technology Plan. The first project to highlight was Student Technology to support Teaching and Learning. He continued by saying that more robust laptops have been tested at high schools to ensure students would have an adequate device to help prepare them for STEM, CTE, and college and career. Mr. Krull added that Chromebooks are also being tested at elementary schools to save money and would be easier to support.

Ms. Westbrook asked if 300 iPads that were purchased for assistive technology meant they were for Special Education to which Mr. Krull replied they were.

Ms. Westbrook followed up and asked if the baseline inventory of technology referenced was available to which Mr. Krull responded, the inventory will be an attachment in the upcoming Board Action Report, which would detail how the proposed purchase would be spread across each school.

Ms. Westbrook then asked if any company locally was helping supply hot spots to which Mr. Krull replied that T-Mobile provided \$200,000 will pay for hot spots and two years of usage while also mentioning discussions were ongoing with Sprint for additional coverage.

Mr. Marzynski commented that partnering with both Sprint and T-Mobile made sense to allow the district to leverage both GSM and CDMA networks.

Mr. Wagar asked if the hot spots were for those who did not want to bring a laptop home or who did not have wireless Internet access at home. Mr. Krull responded the hot spots would be for both.

TuesD Chambers arrived at 4:43 p.m.

Mr. Krull then discussed the classroom audio visual project, which he said was in the early planning and RFP stages. He added that there may be cuts to the capital budget to continue funding certificated staff technology pay days which had not been planned for beyond this year. The classroom audio visual may be postponed until BTA V.

Mr. Krull continued highlighting projects noting the ADA Application Onboarding process replacing certain programs that were not fully accessible with fully compliant applications. Other projects highlighted included the Finance System with an improved web interface, Budget Management System, and Online Payments. Regarding the Online Payments project, Ms. Mardock added that a Payment Card Industry Audit was conducted which resulted in a recommendation for encrypted devices to be used. As a result, the deployment of devices has been delayed, but a vendor has been identified along with a device. Ms. Mardock added that deployment was still on schedule for the eleven comprehensive schools for the Start of School.

Mr. Krull then shared that the district will have new Gradebook and Elementary Report Card systems. Additionally, Mr. Krull noted that Naviance (College and Career Planning tool) and the nursing replacement system were almost complete.

Mr. Krull then spoke about the Microsoft Teams pilot, sharing that using Teams at schools has been slow, but Teams is proving to be a great tool for adult collaboration. Following an inquiry from Ms. Westbrook about what Google Classroom is, Mr. Krull explained that Google Classroom is a learning management system in the Google environment, which is being piloted at John Stanford. Ms. Westbrook asked for additional details about Microsoft Teams, to which Mr. Krull responded that Teams is another collaborative space, similar to Slack.

In response to a question from Ms. Westbrook about why Teams has not been successful in schools, Ms. Petersen commented that the district already had a Learning Management System, Schoology, and that while Teams offered some nice collaboration features, Teams does not allow for as much teacher control. Ms. Chambers shared that she has tried to use Teams, but has been unsuccessful. Ms. Ebersole added that she has used both Teams and Google Classroom, but that the district should be careful not to add duplicative systems.

Mr. Wagar added that students need a way to collaborate and shared that access seems to be a problem, specifically at Ballard, noting that Slack works well. Mr. Krull responded that Microsoft had been supportive over the years and that the feedback was useful along with the pilots at a small number of schools as the district looks at different platforms. Ms. Ebersole added that having the platforms integrated would be helpful.

Nina Arens arrived at 4:59 p.m.

Mr. Krull then noted that NeoGov, the district's hiring system for HR, will soon be integrated with SAP to improve and automate the new hires process, making the new hire process much simpler and efficient. Ms. Westbrook asked about Labor and Employee Relations Tracking to which Mr. Krull responded that employee issues would be tracked electronically where historically they were recorded and stored as hard copies. Before concluding, Mr. Krull noted that most of the infrastructure projects including the telephone upgrade were starting to kick-off and were on budget and on time.

Mr. Krull then reviewed the upcoming Board Action Report for student device purchases and shared some background information regarding past purchases and funding, noting that 15,000 devices are currently over five years old.

Ms. Westbrook inquired about how this purchase would make teaching easier on staff, asking if the example used in the Board Action Report regarding ending the practice of using libraries and computer labs for testing resonated with the staff committee members. Ms. Ebersole confirmed this would be a benefit teaching and learning and noted that libraries do not always have enough computers to support a whole class. Ms. Chambers added that libraries should not be used for testing. Mr. Marzynski added that when testing takes place in a library, the library is closed to other students and not welcoming.

Ms. Westbrook asked if a baseline for technology for all schools had been established. Mr. Krull responded by showing a table within the Board Action Report displaying the baseline according to the latest Weighted Staffing Standards and current Ed Specs. Mr. Krull reminded the committee that the 2016 High School Ed specs called for one to one ratio in high schools.

Mr. Krull reviewed the four-year plan to phase in devices at high schools to support teaching and learning and curriculum. Ms. Meck expressed confusing that a distinction was being made

regarding ratios. Mr. Krull responded that teaching and learning takes priority with devices purchased in support of the teaching and learning plans. Ms. Meck noted that professional development was key and could serve as a powerful message to convey the importance of technology and value of a one-to-one program. Ms. Westbrook noted that the Superintendent has a youth advisory committee that could potentially be leveraged for feedback.

Mr. Dorr agreed with Ms. Meck, noting that positioning the message as a positive for students is key and the message should convey the importance of ensuring every student has equitable access to tools that enable success and that staff has the tools necessary to support student learning. She added that the message should also include that Seattle has looked at other districts' experiences with student devices rollouts and that Seattle is now able to provide students and staff with the technology they need to be successful. Ms. Dorr added that a positive message would be the best way to approach this item as opposed to answering a negative. She continued that it would be most useful to convey how the rollout and plan would be done in a positive and coordinated way being led with results.

Ms. Ebersole added that access to technology is key in getting more people to buy into teaching with technology. She continued explaining that vacuums of digital teaching experience are being created because there are gaps in access to technology. Ms. Ebersole added that new instructional materials have digital components that classes will not be able to utilize if we don't have devices.

Mr. Wagar agreed with other committee members about a one-to-one program and explained that the lack of access to technology was negatively impacting some students. He suggested focusing on the positive results that a one-to-one program would have by eliminating equity issues. Mr. Krull replied that an equity lens was added to the most recent version of the report, which resulted in an accelerated rollout plan for select schools. Ms. Ebersole suggested listing the equity tier in the report.

Ms. Chambers suggested that students speak at the upcoming Board Meeting with Mr. Krull. Ms. Westbrook added that a written letter of support to the board would also be helpful.

The committee voted unanimously to support the student device purchase Board Action Report with minor additions to move forward to the School Board.

Ms. Dorr added that a FAQ could also be useful to ensure a clear and consistent positive message is being communicated across the district. Ms. Chambers added that using student messaging would be positive and suggested Twitter as a useful channel. Ms. Arens added that it was important that the message not be misguided or misconstrued.

Mr. Krull then gave a brief overview of PowerSchool, noting that PowerSchool is the district's Student Information System. He shared that the goal was to switch from one-year renewals to a three-year commitment to save money and provide stability in our system.

Mr. William Drake explained that, by switching to a three-year renewal, the PowerSchool contract would be consolidated for savings and the district can make a commitment to ensure collaboration and the strategic plan within the PowerSchool product was aligned with the district's own plans.

Mr. Drake then gave an overview of PowerSchool, which is where the district stores all student records for compliance, school information and processes, and parent portals. The parent portal contains student schedules, attendance, school pay, learning management, health management, and college and career planning. Mr. Drake shared that the district is in the process of replacing the existing gradebook to PowerSchool's gradebook module.

Mr. Marzynski noted that PowerSchool has its own Learning Management System as well. Mr. Drake responded that there are new capabilities in PowerSchool that allow for external systems to be plugged in, allowing for seamless integration for students and teachers going forward. Mr. Marzynski suggested using PowerSchool's Learning Management System to have one system with single sign-on. Mr. Drake shared that the district is looking into this option for a seamless user experience. Mr. Marzynski added that having one system would be useful to make the PowerSchool application more effective.

Ms. Westbrook asked if all of the components previously discussed made up the student record to which Mr. Drake responded yes before also adding that PowerSchool is good on protecting student privacy and that all of the data is currently hosted on-site.

Ms. Arens asked if the contract would include upgrades, to which Mr. Drake responded that the contract does include upgrades and that the district upgrades every year and would be able to take advantage of those yearly enhancements. Mr. Marzynski asked when the Unified classroom would be rolled out with Mr. Drake responding that the team is still in the planning process.

Mr. Drake continued to provide highlights of modules within PowerSchool including Discipline Management for state reporting purposes and PowerScheduler. Online Registration rolled out and saves the district \$100,000 annually. The 504 module has been rolled out this year, making this process paperless. He shared that course registration allows students to request classes and those requests get incorporated into the scheduling process.

Mr. Hernandez asked if the Elementary Progress Reports would feed into the data warehouse, which Mr. Drake replied yes. Mr. Hernandez followed up by asked about how Homeroom fits in with interventions and program enrollment tracking. Mr. Krull replied that the district is looking at the advantages and disadvantages of integrating all student information systems into PowerSchool.

Ms. Wong asked if all of the previously mentioned modules and programs were ADA complaint and if IEP Online could be integrated. Mr. Drake responded that PowerSchool and all of its programs within the parent portal were ADA complaint. He also added that it is possible to add IEPs to PowerSchool, but there are other features on the roadmap ahead of the IEP feature, which would need further evaluation. Ms. Wong added that now everyone has access to IEPs which can make instructional support challenging. Ms. Ebersole noted that IEPs have strict permissions to protect student privacy. Mr. Hernandez added that there is a need for a collaborative space for staff.

The committee voted unanimously to support a three-year contract with PowerSchool Board Action Report with minor additions move forward to the School Board.

Mr. Krull asked that the Annual Report agenda item be moved to the end of the meeting to allow the policy items.

Board Policies and Procedure

Dr. Kinoshita provided an update on School Board Policy 2022. He reminded the committee that during the process of revising this policy, a board member advised that K-8 student use of personal electronic devices be looked at. Dr. Kinoshita has since been conducting engagement with various stakeholders. His engagement has demonstrated that major concerns about allowing personal electronic devices are disruption and inappropriate use and that major concerns about banning personal electronic devices are schools are responsible for teaching digital citizenship, various uses for personal devices, and racial bias in punishment for use. The recommendation of the Superintendent is to have that decision to allow personal electronic devices be made at the school level instead of the district level, based on need.

Ms. Westbrook noted that France banned personal electronic devices in K-8 schools. She also expressed concern about the impact on students without devices when asked to use a device in schools.

Responding to a question from Mr. Wagar about whether students have been surveyed, Dr. Kinoshita shared that students have not yet been surveyed.

Mr. Drake asked about the consideration of students have personal electronic devices as a matter of safety and security, to which Dr. Kinoshita explained that there would be a distinction between use and possession.

Ms. Mardock provided an update of the revisions to Superintendent Procedure 6501, which was shared with the committee last month and is moving forward for review by district leaders. She shared that the current policy does not address student data or credit card data. Ms. Mardock shared the summary of changes, including changing the word “personnel” to “personal” and/or “sensitive” as appropriate, adding biometric data, adding requirement to shred printed reports, prohibiting leaving data-containing devices in vehicles, addition of credit card handling language, changes to make most restrictions apply to both staff and student data, and adding student records and contracts board policy links.

Public Comment

Mr. Krull inquired about how the committee would like to handle the annual report to the board. The committee decided that 30 minutes at the next meeting will be dedicated to collaborative work time.

Mr. Krull added that staff from the City of Seattle will attend the next meeting to present the results of their Digital Equity survey.

Adjourn

The meeting adjourned at 6:00 p.m.

Next Meeting

Monday, May 20, 2019