**Information Technology Advisory Committee**
May 21, 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 4:31 p.m. Roll call is as follows:
- Committee Members Present: Jacob Marzynski, Avery Wagar, Nina Arens, Jessica Dorr, Margarita Guadalupe, Troy Hilton, Srilatha (Bobbie) Manne, Jason Morrison, Rebecca Spivak, Melissa Westbrook, Roy Zimmermann, Pauline Amell Nash, Christine Billroth, TuesD Chambers, Elizabeth Ebersole, Nick Hernandez, Molly Meck, Brad Shigenaka, Marika Wong, Ahmed Yussuf
- Committee Members Absent: Burke Fewel, Casey Johnson
- Board Attendees: Director Rick Burke, Director Leslie Harris
- Staff Present: Chief Information Officer John Krull, Carrie McKenzie, DoTS Principal Project Manager, Director of Enterprise Applications and Data Services Nancy Petersen, Instructional Support Resource Teacher Gary Cranston, Information Security Manager April Mardock, Administrative Assistant Joe Valenti, Executive Assistant Danielle Johnston.
- Guests of the Committee meeting introduced themselves.

Mr. Krull requested to switch the order of the Committee Establishment items three and four. Committee members unanimously accepted the proposed agenda.

## Committee Establishment

Chief Information Officer introduced Director Burke who expressed his gratitude to the committee members for their commitment as well as highlighting the diversity in thought and perspective each member brings.

Members Nick Hernandez and Ahmed Yussuf arrived at 4:37 p.m.

Members introduced themselves, sharing their connection to Seattle Public Schools, and professional affiliation.

Director Harris arrived at 4:38 p.m.

Members Avery Wagar and Rebecca Spivak arrived at 4:43 p.m.

Chief Information Officer introduced Director Harris who welcomed the committee members and expressed her gratitude to the committee members for their commitment.

Mr. Krull's assistant will follow up with members to request a short biography and picture for the website.

Next, Mr. Krull reviewed the Committee Charge. He noted that the Committee will receive periodic briefings to give input on projects. Staff will present to allow the Committee to give recommendations. Members will be trained in implicit bias and the equity toolkit and be expected to look at issues with an equity lens. Members will also review the DoTS budget regularly and explore technology in relation to the district goals and the Formula for Success. Ms. Westbrook clarified that the Co-Chair will lead an annual report to the School Board.

Mr. Krull asked the participants to review and complete a Conflict of Interest form today or after members have a chance to review.

Brad Shigenaka was selected as the committee Co-Chair and Melissa Westbrook was selected as the Vice Chair by lot.

Positions were selected by lot as follows:
- Community Position 1: Jessica Dorr
- Community Position 2: Nina Arens
- Community Position 3: Jason Morrison
- Community Position 4: Troy Hilton
- Community Position 5: Melissa Westbrook
- Community Position 6: Roy Zimmermann
- Community Position 7: Srilatha Manne
- Community Position 8: Margarita Guadalupe
- Community Position 9 – Alternate 1: Rebecca Spivak
- Community Position 10 – Alternate 2: Burke Fewel
- Staff Position 1: Marika Wong
- Staff Position 2: Christine Billroth
- Staff Position 3: Liz Ebersole
- Staff Position 4: Casey Johnson
- Staff Position 5: Brad Shigenaka
- Staff Position 6: Pauline Amell Nash
- Staff Position 7: Nick Hernandez
- Staff Position 8: Ahmed Yussuf
- Staff Position 9 – Alternate 1: Molly Meck
- Staff Position 10 – Alternate 2: TuesD Chambers

Members in odd numbered positions will be on the committee for one year and members in even number positions will be on the committee for two years. Positions were chosen by lot.

**Regular Agenda Items**

Mr. Krull reviewed the DoTS budget, highlighting that DoTS has a $104,000,000 budget for operations and capital projects. Answering a question regarding the levy cycle, Mr. Krull shared

with the committee about the last Buildings, Technology and Academics Levy (BTA IV), which passed in February 2016 and provides funding from September 1, 2017 for three years.

In response to a question from Mr. Roy Zimmerman regarding what happens to funds that are not entirely spent, Mr. Krull responded that the money "rolls" forward. Mr. Krull also agreed to provide the top three lines under each spending category and budget-to-actuals for the next meeting. Mr. Krull went on to highlight the similarities between the district quarters and traditional business quarters in response to a question from the audience before asking for feedback regarding the DoTS Winter Program Report. Program reports are published quarterly and shared with the CFO, as part of a regular budget meeting.

**Special Attention Items**

Mr. Krull asked for feedback on the program report. Jessica Dorr asked if the Program Report was public facing to which Mr. Krull replied it was and is published quarterly, before Pauline Amell Nash expressed the need for providing Key Performance Indicators (KPI's) and timelines for each project listed. Jason Morrison expanded on earlier remarks, adding the criteria used to determine priority would be helpful along with an added timeline section. Bobbie Manne added that bigger font and an executive summary page would also be helpful with Christine Billroth mentioning more visuals would help as well. Aaron Jones suggested adding an explanation of interdependencies in the department by using something like a Gantt chart.

In response to a question from Rebecca Spivak asking if the Department of Technology Services teaches technology to students, Mr. Krull replied that the Career Technical Education (CTE) department does and the technology department serves more of a supporting role to Teaching and Learning. Melissa Westbrook expressed the need to make sure the projects happening were aligning with the Office of Superintendent of Public Instruction (OSPI) with Molly Meck adding the need for teachers to have a voice in the systems that are being implemented. Mr. Krull explained that the Department of Technology has Instructional Technology Support Specialists, who show teachers how to use systems in learning and Technology Support Specialists to make sure systems work.

Ms. Spivak expressed a concern that there is little follow up after surveys are sent out to teachers and staff. Liz Ebersole agreed with the remarks made by Ms. Meck and Ms. Spivak, noting there was not any professional technology learning happening at her school.

Avery Wagar, one of the student representatives noted it was difficult to take professional technology courses since most of them are electives and difficult to fit into a regular schedule. Nina Arens expressed the need to ensure department goals aligned with other departments. Jacob Marzynski suggested adding Office 365 capability to iPads, along with a shared calendar system. In addition to Mr. Marzynski's comments, Mr. Wagar expressed challenges students face with Learning Management Systems, including Schoology.

Brad Shigenaka noted the experiences students are having on devices need to be authentic before Christine Billroth spoke about the inequity students face when being asked to online testing before having had the opportunity to learn skills such as typing.

Mr. Krull shared that technology standards were recently adopted at state level and will be added to the agenda in an upcoming ITAC meeting.

Srilatha Manne suggested having teachers come to the committee to present how technology does or does not work for their classroom with Troy Hilton adding potentially shadowing students in the classroom.

April Mardock pointed out that students do have systems to communicate online with teachers. However, Mr. Marzynski shared that signing in can sometimes be difficult. Mr. Morrison added that a two-factor authentication might be helpful to reduce data security risk. He also commented that having a history of the current projections would be helpful as the committee moves forward.

Ms. Amell Nash expressed the need for a documented user flow and user personification to demonstrate how useful certain applications are. Ms. Spivak adding how beneficial it would be to have technology introduced at an earlier age.

Mr. Krull noted the feedback, mentioning the changes and additions be added as a future agenda item. He also shared that we will be setting up an email list for discussions.

Next, Mr. Krull provided an overview of the upcoming Building Excellence (BEX) levy highlighting areas needing investment. Mr. Krull asked for the committee to review the BEX presentation from March 2018 and think about where we should be investing in technology. Ms. Westbrook emphasized that BEX is a capital levy, which includes technology as the smallest part. She shared that the Family and Education levy from the City in November and that the BEX ask will be in February 2019. DoTS is 85% funded by levies.

**Board Policies and Procedures**

Mr. Krull asked that the committee members review the policies before the next meeting and focus on 2022. For the next meeting, the committee will review a draft of 2022, which will be a combination of the district policy and WSSDA policy.

**Other Items**

Mr. Marzynski spoke to the need for assistive technology to be included before a question came from the audience regarding how technology is divided up to schools and how pilots are determined. Additionally, a request was made for breakdowns of income and race which would help in determining the equity issues facing the district. Ms. Arens asked for a breakdown of schools piloting next generation science curriculum. Ms. Spivak asked to discuss at a future meeting the possibilities of private funding and volunteer opportunities related technology. Mr. Morrison would like to explore options to communicate as a committee with Ms. Billroth adding that having a place to ask a question to the group could be beneficial.

Ms. Arens asked for clarification on the role of sub-committees. Mr. Krull suggested this be added to the next meeting agenda.

**<u>Adjourn</u>**

The meeting adjourned at 6:03 p.m.

**<u>Next Meeting</u>**

Monday, June 18, 2018

Three Year BTA IV Technology Budget

| DoTS Department Overview | Budget | Life-to-date Expenditures | Balance |
|---|---|---|---|
| Business Systems | $9,046,155.00 | $2,981,119.48 | $6,065,035.52 |
| Student Information Systems | $7,636,000.00 | $1,458,937.73 | $6,177,062.27 |
| Business Intelligence Systems | $4,800,000.00 | $1,237,253.10 | $3,562,746.90 |
| Collaboration | $1,878,845.00 | $487,236.92 | $1,391,608.08 |
| Client Systems and Education Technology | $48,086,448.00 | $11,599,165.08 | $36,487,282.92 |
| Infrastructure | $19,143,552.00 | $1,557,165.50 | $17,586,386.50 |
| Information Security | $3,900,000.00 | $283,360.37 | $3,616,639.63 |
| Administration | $10,184,000.00 | $2,678,282.45 | $7,505,717.55 |
| **Totals** | **$104,675,000** | **$22,282,520.63** | **$82,392,479.37** |