Information Technology Advisory Committee
December 17, 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 4:36 p.m. Roll call is as follows:
- Committee Members Present: Jacob Marzynski, Melissa Westbrook, Molly Meck, Elizabeth Ebersole, Troy Hilton, Bobbie Manne, Nina Arens, Pauline Amell Nash, Marika Wong, Jessica Dorr.
- Committee Members Absent: TuesD Chambers, Roy Zimmermann, Avery Wagar, Brad Shigenaka, Nick Hernandez, Christine Billroth, Rebecca Spivak, Ahmed Yussuf, Casey Johnson, 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, Information Security Manager April Mardock, Library Services and Instructional Materials Manager Marian Royal, DoTS Principle Program Manager Carrie McKenzie, Administrative Assistant Joe Valenti, Executive Assistant Danielle Johnston.
- Eric Kinzel, Chris Eastman, Devin Miller, Carrie McKenzie, Rafael Gallardo
- Guests of the Committee meeting introduced themselves.

Ms. Melissa Westbrook requested to add a student survey topic to the end of the special attention item section of the agenda. Mr. Krull also asked for an additional five minutes for the infrastructure special attention item.

Christine Billroth arrived at 4:38 p.m.

Committee members unanimously accepted the proposed agenda as amended.

Committee members unanimously accepted the November 19, 2018 meeting minutes.

Regular Agenda Items

Mr. Krull reviewed the budget, pointing out the comparison between the previous meetings and this month's report and noting that slight shifts were made to adjust minor overspends.

Under BTA IV, student learning focused primarily on devices, not staff. Mr. Krull continued that DoTS rolled out devices to secondary schools through grants and to replace unsupported devices.

Mr. Krull explained that some funds from BTA III and BEX IV had been reallocated to support teacher professional development. Ms. Billroth asked if a portion of the teacher salary increases were coming out of the technology budget, which Mr. Krull affirmed.

Special Attention Items

Mr. Krull introduced two Board Action Reports related to the firewall and the metropolitan and wide area network (MAN/WAN) replacement projects which are scheduled to go to the board in February. He asked for the committee's input and support to move these projects forward, explaining that these are key network upgrades and were approved by voters as part of BTA IV.

Mr. Krull reviewed the Board Action Report (BAR) process to the committee. He provided a brief background on the current firewall, which was installed in 2005, and the Request for Proposal results. He shared that this purchase is e-rate eligible and that we are expecting a $300,000 discount, which should be approved in January. Ms. Westbrook asked if the amount in the BAR is with or without the anticipated e-rate discount, to which Mr. Krull responded that the amount does not take into account the discount.

Mr. Krull reviewed the planned setup and hardware details for the firewall project, which will cost $1,700,000 over five years. Xiologix was selected based on technical requirements and cost.

Jessica Dorr arrived at 4:50 p.m.

Ms. Westbrook asked about process for selecting vendor. Ms. April Mardock reviewed the Request for Proposal process.

Following a question by Ms. Arens regarding the effect of this upgrade to support a BYOD (Bring Your Own Device) network, Ms. Mardock explained that this infrastructure would increase the ability for students bring devices to school.

Ms. Manne suggested to include in the presentation what district would pay with current system to illustrate difference in price and to highlight new features included with new system and what attacks it would address. Ms. Arens added that it might be helpful to include a risk assessment in the BAR.

After a question about threats to the current system, Ms. Mardock shared that there have been attacks to our system.

Following a question regarding approval of this project, Mr. Krull clarified that the board has not approved this purchase, but that it was approved by voters as part of the levy. The Request for Proposal has been approved in accordance with purchasing guidelines. Director Patu was only current board member to get broader background explanation regarding levy funds being allocated to Infrastructure when the levy was approved.

Ms. Ebersole suggested including recommended refresh rates compared to where we are.

A guest asked if the district is legally obligated to report data breaches. Ms. Mardock confirmed that we are required to report any breaches. Minor notifications have been sent regarding attacks against Office 365 accounts. FERPA requires that parents are alerted if student data is compromised, as well as our own legal department.

Mr. Krull then discussed our current MAN/WAN network hardware, which was installed in 2001, and gave an overview of the plan to update the network. He explained that the MAN/WAN connects the schools to the data centers at John Stanford Center and Roosevelt High School. The district is part of a consortium with City of Seattle where the district gets access to fiber strands but has to provide our own hardware.

Following a question from Ms. Westbrook about the cost for phase two of the project to increase bandwidth to elementary schools, Mr. Chris Eastman shared that the cost is estimated at an additional $1,000,000. Ms. Meck asked about the different in network speeds between elementary and secondary school, to which Ms. Mardock explained that elementary schools are smaller and have fewer devices.

Ms. Manne suggested a chart to illustrate growth.

Ms. Ebersole suggested using stories to share how students will be impacted. Ms. Mardock added that the current network is congestion and results in delays.

After a question from Ms. Arens about whether the budget is inclusive of hardware costs needs for new schools, Ms. Mardock explained that new schools will buy their own parts which would then fit into current network.

Committee members unanimously voted to move the Firewall and MAN/WAN Board Action Reports forward with comments to the board.

Mr. Krull then asked that the committee review the updated Technology Plan, which would be sent to the committee following the meeting. The version sent to the committee will be a redlined version that includes feedback from ITAC. Mr. Krull then shared that the goal is to align the Technology with the district's strategic plan and gain the support of the Superintendent and school board. He pointed out that some of the changes include an introduction from the district's leadership.

Mr. Krull asked for volunteers from the committee to write up a short introduction to the plan from the committee. Ms. Westbrook and Ms. Ebersole volunteered and will present at January or February's meeting.

Mr. Krull then presented the Fall Program Report, which is the fifth edition of this report. Mr. Krull asked the committee to review the report and shared that highlights can be found in the executive summary of the report. Start of School will be added as a project in the Winter report. Mr. Krull went on to highlight the Budget Management project, which is behind schedule for this year's budgeting. However, position control is now in place. He also shared that the Online Payment system is now rolled out to all schools and that Technology Services is in process of supporting online payments system with a card reader that is encrypted.

Ms. Arens suggested that it may be helpful to note the risk and potential effects on both board items as it relates to securing personal information.

Mr. Krull then highlighted the Power Teacher Pro and Elementary Gradebook projects, as well as the progress monitoring dashboard which he noted shows data as it changes throughout the year compared to the Formula for Success dashboard which was an annual report.

After a question from Ms. Billroth about the Seattle Ready in the strategic plan, Mr. Krull clarified that technology supports the district goals. Ms. Westbrook added that the district is developing a new strategic plan.

Next, Mr. Krull shared a map that shows the current inventory of mobile devices in classrooms. The current standard is two students/device or a half cart/classroom. Some schools exceed the standard while others are lower than the standard. Mr. Krull shared that while he could not see a reason, he did see an inequity. The data is based on an electronic inventory. Ms. Ebersole clarified that the standard is based on new schools. The next edition of the map will include a list of the school abbreviations and the data used to create the map.

Jacob Marzynski departed at 5:35 p.m.

Mr. Krull clarified that this map represents only devices that are less than five years old. The map and data will be used to be sure that schools that meet the standard do not receive additional devices.

Mr. Krull also shared that he is planning to propose a one to one to high school to prevent overbuying. Ms. Wong added that if the district goes to a one to one program, students should be able to take devices home, which they cannot do with the cart model.

Ms. Arens added that with the firewall and network upgrades, a bring your own device program might be easier to implement. Mr. Krull shared that the district is exploring this model at Lincoln.

Ms. Meck emphasized the importance of looking at how devices are being used in schools to be most effective and the need for professional development for how to integrate technology into classrooms is different.

Mr. Krull explained that certificated staff are offered 32 paid hours of self-directed technology-related professional development this year, which can be done individually or as a larger group. The committee can provide direction for teachers related to this professional development.

Ms. Amell Nash questioned the inequity in some of the more affluent areas in the city, especially the northeast. Mr. Krull shared that technology is not always a priority at some of the schools. He also added that the district wants to use data to drive device purchases going forward. Ms. Amell Nash suggested community engagement around devices.

Mr. Krull said that the data can be present to the schools and shared with the principals for feedback.

Ms. Wong added that schools in wealthy areas are sometimes overlooked.

Ms. Dorr suggested including the higher level meta story and summary data.

Mr. Krull said that the committee would revisit the map and data at the next meeting.

Board Policies and Procedures

Dr. Kyle Kinoshita provided an update on School Board Policy 2022, which went to the Curriculum and Instruction committee last week. Dr. Kinoshita has been asked to continue to engagement regarding the allowance of personal electronic devices for students.

Open Comment

Ms. Westbrook shared there is a current survey for middle school students which is asking highly personal questions and collecting personally identifiable data.

Ms. Westbrook offered to write up information she has found about the survey to send to the committee and then discuss at the next meeting. She clarified that the survey is called "Check Yourself" and is produced by UW researchers.

Ms. Ebersole asked if the survey is violating a district policy, Ms. Westbrook responded that the survey does violate policy and she has notified the school board.

Mr. Krull said that he would follow up with district staff to get more information and schedule this topic for next meeting and invite a district representative.

Mr. Krull noted that the next meeting will be held at Mercer Middle School and will include a tour and discussion with the principal.

Adjourn

The meeting adjourned at 6:05 p.m.

Next Meeting

Monday, January 14, 2018, Mercer Middle School