**Information Technology Advisory Committee**
March 18, 2019 4:30 – 6:00 p.m.
Library, Robert Eagle Staff Middle School
1330 N. 90th Street, Seattle, WA 98103

## Meeting Notes

## Call to Order

Co-Chair John Krull called the meeting to order at 4:41 p.m. Roll call is as follows:
- Committee Members Present: Jacob Marzynski, Nina Arens, Melissa Westbrook, Roy Zimmermann, Molly Meck, Pauline Amell Nash.
- Committee Members Absent: Marika Wong, Jessica Dorr, Troy Hilton, TuesD Chambers, Avery Wagar, Brad Shigenaka, Elizabeth Ebersole, Bobbie Manne, Nick Hernandez, Christine Billroth, Rebecca Spivak, Ahmed Yussuf, Casey Johnson, Margarita Guadalupe, Jason Morrison.
- Other Staff Present: Chief Information Officer John Krull, Senior Assistant General Counsel Nazik Youssef, Information Security Manager April Mardock, Director of Enterprise Applications and Data Services Nancy Petersen, Library Services and Instructional Materials Manager Marian Royal, Executive Assistant Danielle Johnston.
- Guests of the Committee meeting introduced themselves.

Committee members unanimously accepted the proposed agenda.

The committee discussed member Nick Hernandez's status, as he is no longer an employee of the district and was serving on the committee as a staff representative. The committee will consider his transfer to a community representative position based on where he is now working. Mr. Krull said that he would follow up with Mr. Hernandez.

Ms. Arens requested a minor change to the draft minutes. Committee members unanimously accepted the January 14, 2019 meeting minutes as amended.

## Regular Agenda Items

Mr. Krull reviewed the current budget with the committee, noting regularly occurring payroll and software and maintenance costs as well as expected project costs. He noted that teachers have been submitting their time for the allocated technology training days.

Responding to a question from Mr. Zimmermann asked about the spending forecast for the rest of this year, Mr. Krull said that spending is on target and that he is looking at what will be spent during the rest of this year and what needs to be allocated for next year.

Ms. Westbrook commented that while BEX V funding was approved in February, cuts are still coming to the district and shared her interest in discussing if there is funding available in the technology funding for other expenses.

Mr. Krull also reviewed the proposed 2019-20 budget which was presented to the School Board Operations Committee last week and is broken down into three categories: Student Learning, District Systems, and Infrastructure. In Student Learning, he noted that this budget includes

audio/visual upgrades for classrooms not on the capital projects list and student devices. He also pointed out that there are ongoing software and maintenance and staffing costs for each category.

Following a question about staff roles from Ms. Arens, Mr. Krull shared that the staffing costs in the Student Learning section are for Technology Support Specialists and Digital Learning Specialists and that there is no plan to increase staff.

Mr. Krull then shared that the District Systems budget includes digital transformation projects, a board meeting management system, data dashboards, and PowerSchool upgrades. In the Infrastructure budget, Mr. Krull noted that there will be upgrades to the data centers, firewall, and MAN/WAN. This budget is moving forward for approval.

**Special Attention Items**

The committee reviewed draft norms for meetings and unanimously approved the norms.

Mr. Krull then discussed Start of School, which he began by sharing that the Board Action Report for technology in the new and updated schools was approved last week. He shared plans with the committee to improve the Start of School experience, which includes ordering technology earlier and Capital finishing the construction of portables and new classrooms earlier to allow the time needed to install wiring and technology. He also told the committee that the district is looking into the possibility of schools choosing when class schedules can be posted.

Ms. Meck asked to have a clear contact for who can help and when help can be available to access technology. She shared that she has experienced computers locked away and old technology not being removed.

Ms. Arens suggested that enrollment forms include space for two addresses for students who live at two addresses.

Next, Mr. Krull gave an update on the Technology Plan and acknowledged that the finalized introduction from the committee has been included.

Mr. Krull then reviewed a draft dashboard that will track projects in the Technology Plan and be available online for the public. A community member suggested adding a longer description for each project. Ms. Arens added that having an introduction to the dashboard would be helpful. Mr. Zimmermann suggested that the dashboard be linked to the Technology Plan and that contact information be provided for comments and questions on projects. Mr. Krull finished by sharing that the next step is to publish the Technology Plan in April.

Senior Assistant General Counsel Nazik Youssef provided an overview of the 2014 ADA accessibility consent decree. She shared that the district's Accessibility Coordinator conducted a district-wide of public facing educational software that students, parents, or community members use and developed a Corrective Action Plan. The district has phased out all programs that were inaccessible and has a new intake process to vet new software and applications for accessibility and security concerns.

Mr. Krull introduced a draft Board Action Report for student technology purchases for $11,000,000, which would bring all of the schools to standard with computers in every classroom based on an

inventory conducted by staff. The plan is to get K-8 students up to standard this summer and then establish a regular upgrade annually for $2,000,000.

Mr. Krull requested that committee members review the draft Board Action Report and email input to him.

He further explained that the rollout would be staged over the course of the school year and that different grade levels will get different device models. He added that this purchase would be for the baseline technology and that grants would be available to schools to buy other products to support teaching and learning.

After a question about enrollment numbers, Mr. Krull shared that the enrollment projection numbers will be updated closer to the purchase. Ms. Petersen added that the costs are still estimates.

Responding to a question about insurance from Ms. Westbrook, Mr. Krull explained that the plan is to replicate what Cleveland High School does, which is $25/student and scholarships for those who cannot afford to pay the expense.

Mr. Krull added that the Board Action Report is aligned with the Technology Plan. The district is surveying neighboring districts on their student device programs and surveying principals to gauge interest in a one-to-one program at high schools to support teaching and learning tied to curriculum. South Lake High School expressed their interest in continuing with the cart model based on their student population.

Responding to a question about the professional development plan from Mr. Zimmermann, Mr. Krull confirmed that ninth grade teachers would receive professional development first and then teachers of subsequent grades.

Ms. Arens inquired about whether accessories and maintenance were included in the budget. Mr. Krull clarified that accessories are not included, but that the district will consider adding the budget for headphones because the school budgets cannot afford the added expense. He also shared that Dell has released a rugged laptop for student use.

There was a discussion about whether or not to invest in touchscreen devices. Mr. Krull said that, at this time, the district is not considering touchscreen devices because fixing a touchscreen device is cost prohibitive. Ms. Arens concurred and shared about problems she has seen with touchscreen devices. Mr. Marzynski added that there is an option to select a touchscreen device as part of an IEP.

Responding to a question from Ms. Amell Nash about the out of school technology support, Mr. Krull shared that most districts seem to collect devices at the end of the school year for maintenance and that the district would probably consider this option. He also added that there is budget for 1,000 hotspots to be loaned to students. Ms. Arens suggested a partnership with the City of Seattle to provide hotspots.

Mr. Marzynski departed at 5:45 p.m.

Responding to a question about the status of student email addresses, Mr. Krull shared that the district is moving toward enabling student email addresses after the gradebook and PowerSchool updates and that the district would be using cybersecurity training as part of the email rollout plan.

Following a suggestion from Mr. Zimmermann about using students to serve as Technology Support Specialists, Mr. Krull added that Ms. Petersen in the Department of Technology would be looking into this option and working on getting students to intern. Ms. Arens added that computer science teachers might be able to work part-time as support specialists.

Ms. Arens suggested partnering with Parent Teacher Associations to engage parents and train students as part of the device rollout plan. A community member added that, as a parent, he stumbled onto Schoology and would have appreciated a tutorial on Schoology. Ms. Westbrook noted that not all schools have Parent Teacher Associations.

Mr. Krull noted that the district is exploring options to provide an education technologist at each building with a small stipend to support technology in their building.

Ms. Meck expressed the need for more on-site digital learning support. Mr. Krull said that the district will look into the possibility of having dedicated technology staff consistently assigned to schools on particular days. Ms. Meck shared that support needs include both technical support and digital learning support. Mr. Krull added that grants will be available for schools to use on technology or support depending on the needs of the school.

Mr. Krull noted that the Board Action Report will be amended to clearly explain what the existing support is for technology and what other options are available. Ms. Arens added that neighboring districts allow other staff in schools to provide support.

**<u>Board Policies and Procedure</u>**

Ms. Mardock provided a brief overview of School Board Policy 6501, which currently only covers employee data and needs to be amended to cover student data and credit card data. She requested that committee members review the policy and email any feedback to her.

**<u>Public Comment</u>**

Mr. Zimmermann suggested that committee members might be able to bring a device to future meetings in an effort to reduce paper.
Mr. Krull asked the committee members to start thinking about recruiting new members for next year.

Mr. Krull also noted that the City of Seattle's Technology Access Study is available now and can be reviewed at a future meeting.

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

The meeting adjourned at 6:03 p.m.

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

Monday, April 15, 2019