Information Technology Advisory Committee
December 12, 2019 4:30 – 6:00 p.m.
Room 2750, John Stanford Center
2445 3rd Avenue South, Seattle, WA 98134

Meeting Notes

Call to Order

JoLynn Berge called the meeting to order at 4:35 p.m. Roll call is as follows:
- Committee Members Present: Roy Zimmerman, Pauline Amell Nash (co-chair), Brian Vance, Avery Wager, James Wager, Nina Arens, Christine Billroth, Carla Rogers, Charnjit Dhoot, Jacob Marzynbski, and Peter Lee.
- Committee Members Absent: TuesD Chambers, Tu Dang, Molly Meck, Josh Caldwell, Marcello Benati.
- Other Staff Present: Executive Director of Technology Carlos Del Valle (chair), Chief Financial Officer JoLynn Berge, Director of Enterprise Applications and Data Services Nancy Petersen, IT Manager Colleen Halverson, and Senior Project Manager Joanne Cobb.

Committee members introduced themselves during roll call.

Committee members unanimously accepted the proposed agenda.

Committee members offered changes to the November meeting minutes.

Review of DoTS Budget
Community Representative Peter Lee asked clarifying questions regarding the budget and staff members offered further insight and clarification to be distributed later about BEX IV/BEX V.

Chief Financial Officer JoLynn Berge spoke about BEX and IT components of the budget that does not show the total costs due to multiple funding streams.

Special Attention Items
Staff member Nancy Petersen provided a presentation regarding the status of the 1:1 student laptop deployment for high school, middle school, and elementary school. Nancy walked the committee through the timeline of the Board Action Report (BAR) and anticipated dates of Board Introduction in January and Board Approval for February.

Nancy spoke through the presentation and explained that in June, there will another deployment of 1:1 student device in schools. Cleveland High School already has a 1:1 student to device ratio as part of their project learning strategies around Science, Technology, Engineering, and Math (STEM). Lincoln High School decided against carts and has also deployed the 1:1 program. Lincoln is also the first pilot site to allow students to bring their own devices. There have been four schools added based on the Equity Tier of Multi-Tier Student Supports (MTSS) needs: Franklin High School, Rainier Beach High School, Seattle World School, and ████. The high school sites that are currently pending include Chief Sealth, West Seattle, and Ballard.

Committee members inquired about what the deployment process looks like. Nancy explained the process and stations that were just held at Rainier Beach High School. The first station is a fiscal clerk that processes each student's $25 fee that will cover repairs throughout the school year. The next station assigns a student a laptop and verifies the inventory number on the laptop along with a charger and case. The following station collects the parent permission form. Students are given skin stickers that cover the top of the laptops for students to express creativity. Students are also provided with lost cost internet information of various carriers for internet access at home.

The remaining high schools are waiting until 2020 for full deployment instead of only the 9th grade class based on feedback from Cleveland High School, building leadership teams (BLT), and the Curriculum and Instruction committee. Nancy clarified that students are assigned a laptop to take with them to and from class and home until the end of the school year. At the end of the school year, students turn in their laptops for maintenance, repair/reimaging, and preparation for the following school year. Middle schools will have a cart model and the students will not take laptops home.

Nancy went on to explain K-2 principals have the choice of two devices and leave the decision to BLT to decide between a mix of iPad laptops. The deadline to submit request was on December 18, 2019. Grades 3-8 will have 16 Windows touchscreen laptops per classroom. Nancy explained that these grades were not given an iPad choice because students need to be using a keyboard and developing keyboard skills.

Nancy explained that Interagency did not want to do 1:1 laptop per student but generally have desktops. There are other schools that have a high rate of transitional students, such as Interagency and World School and have about 20 percent turnover and staying with cart model for now is more ideal.

Marika Wong asked about staff needs for Special Education (SPED) students. Colleen answered that while there is assistive technology for SPED students, it is a case by case basis.

Marika followed up with an additional question regarding SPED classroom staff needs and Colleen answered that there is no specific classroom sets and the technology is tailored to fit the needs of the individual set up for each student. They further discussed resource rooms and access programs. Colleen mentioned about trying to work with each sped but has generally focused on general ed classrooms.

Avery Wager asked about loading software on computers for classes such as Career Technical Education (CTE) and Colleen responded that there would still be desktop computers with more capacity to run such software programs because laptops are not equipped to run robust programs.

Nancy continued the presentation and stated that the elementary and K-8 deployment is currently scheduled for May to October based on the equity tier that considers homelessness, English Language Leaners, Free Reduced Lunch, etc.

Nancy explained that Lincoln High School is currently piloting a "Bring Your Own Device" program that allows students to use their own devices; about 40% of students are participating in bringing their own devices. Nancy explained the process of making sure parents know system requirements for software and how Technology Support Specialists staff (TSS) cannot help with

supporting devices (repairs/damages/diagnostics) or put software on it that was purchased with public funds.

Nancy talked through the timeline of deployment for 2020.

Nancy spoke about the BAR key requests regarding the BEX V funding to accelerate the funding supporting BTA IV. Peter Lee asked about allocating the repair expense funds ($25) and how that total is impacted by the "bring your own device" program at Lincoln since 40% of the students are not participating in the district provided laptops.

Nina asked about partnerships with Seattle Colleges regarding sustainability and new state requirements regarding technology in 2022. Colleen responded there has been some outreach at Seattle Colleges to recruit new TSS staff as entry level staff into the tech world.

Jolynn discussed Policy 6900/6901 regarding technology and how it should not be pushed into facility long term plan. The purpose of the subcommittee will be to look at technology to draft planning policy over the next 6 months. The subcommittee will also look at what are other districts doing (instate and out of state) on broad terms about what tech planning should look like for Seattle Public Schools.

Carlos stated he will connect with Ellie to look at policy development.

The committee also discussed implementing Microsoft TEAMS for communication and link for implicit bias training (the link cannot be shared and only used for SPS purposes).

Open Comments

Pauline spoke about the equity training. She suggested additional ways of introducing equity to ITAC such as reading a recommended book or having Keisha Scarlett and Mia Williams come present to us about equity.

Peter Lee asked if a way that temporary access could be granted. Nancy will work with the team to see if that can be access by more and a team site.

Public Comments

Nina spoke about roadblocks of policy and IEP's with some students. Staff responded that SPED student restrictions for laptop for individualized needs of students with individual educational plans and will explore how to get students and process to be ADA.

James asked about restrictions and Nancy answered questions regarding malware or viruses.

Adjourn

James motioned for the meeting to adjourn.

The meeting adjourned at 6:05 p.m.

Next Meeting

Monday, December 16, 2019