Information Technology Advisory Committee
May 18, 2020 4:30 – 6:00 p.m.
Microsoft Teams Meeting

Meeting Notes

Call to Order

Carlos Del Valle called the meeting to order at 4:31 p.m. Roll call is as follows:
- Committee Members Present: Nina Arens, Christine Billroth, Carla Rogers, Peter Lee. Avery Wagar, James Wagar, TuesD Chambers, Roy Zimmerman, Marcello Benati, Tu Dang, Pauline Amell Nash (co-chair).
- Committee Members Absent: Molly Meck, Josh Caldwell, Brian Vance, Charnjit Dhoot, Jacob Marzynbski.
- Other Staff Present: Executive Director of Technology Carlos Del Valle (chair), Digital Learning Manager Rafael Gallardo, Director of Enterprise Applications and Data Services Nancy Petersen, Information Security Manager April Mardock.

Committee members introduced themselves during roll call.

James move to accept the proposed agenda, Carla seconded. This item passed unanimously.

Carla move to accept the minutes from the February meeting. James seconded. This item passed unanimously.

Technical Plan Policy Update
Carlos walked through the policy. April Nancy and Carlos spent a few days going through it. The policy must be presented to the Operations committee for comments. The board wants to create Technology Master Plan that covers enrollment projections and how demographics are driving the technology provided to the district, and how is the money managed. Also, is it feasible to bring in new technology and to keep an eye on how technology will change over the years and how will we address those changes. The plan will also address racial equity and environmental policies.

Carlos wants to meet with the ITAC subcommittee this week to put final touches on the Technology Plan. The meeting will be held on Wednesday, May 20th at 2:00 PM.

Review of DoTS Budget
Carlos discussed classroom technology budgets. Some projects slowed down or came to a halt during COVID-19. The budget is representative of the past few months. Some of the line items are within the spending. Under BEX V – the 91% for computer purchasing is because of the 1-to-1 laptop deployment. Under the general fund, we stopped traveling and that number came to a halt. The budget doesn't represent the month of April. As we move into online learning, they expect it to come in under budget. Money will be repurposed for or a foreseeable increase for professional development.

Carla asks if the budget shortfalls will impact Technology. Carlos says we haven't had any cuts that haven't trickled down to Technology.

Special Attention Items

Staff member Rafael Gallardo provided a Digital Learning/Instructional Technology update. Rafael gave an update on the ET (Educational Technologist) effort and briefing. There's a timeline to start recruitment before end of the first week of June. The priorities have been supporting Powerteacher Pro and the Elementary progress reports. They'll be shifting their focus to align with continuous remote learning and teaching. Rafael opened the floor for feedback on what things to focus on during this time.

Nina says she's heard, there's a need for leadership within schools to come together to decide the minimum and maximum amount of virtual coursework. Being consistent with the amount of work will allow people to plan better. Rafael will make some recommendations but it's outside of his control. The focus will be around professional learning time with staff. They're meeting with the current ETs on the 27th to get feedback and they're planning for in-person and virtual meeting for professional learning.

Pauline ask is Rafael's team works on the interface of Schoology and can they do some testing to help with the process. Rafael answered that they don't work on the interface of Schoology. There aren't any modifications or changes they can make. You can only change the interface into five languages. Rafael and his team don't have much control over the interface.

Marika ask if the technologist have any input in the programs they use for teaching. Rafael says the district doesn't have input. They do a lot of training on how to leverage the tools for teaching, especially for language functions. PowerPoint, Word, and other tools are built for that. They do trainings and there's currently one available. Currently, there's no formal process for endorsing specific tools. The advantage staff has is being an advocate for specific tools that we have.

Brian ask, as it relates to ET positions, is a stipend for a full-time teacher adequate. An FTE (Full-time Employee) as opposed to a stipend. Rafael says that would be up to Carlos and JoLynn in a budget conversation.

Roy ask what the top priorities for the ETs heading into the summer if we're still locked down in the Fall. Rafael says the highest need is in K-5. Up until a few weeks ago, they haven't been leveraging tools in Schoology. Moving into MS and HS, there's a need for more enhanced interactive engagement and communication with students. Helping educators use Teams and Zoom for meetings with Schoology being an extension of learning. E-mail is going to be the next learning curve for teachers. Rafael is helping educators use remote teaching and learning. They'll be learning how to conduct a virtual instruction class. Rafael and his team trained over 600 teachers a week and they train for 4 days. They've been adjusting the content and subjects of the training to reflect the needs of the educators.

TuesD ask what kind of surveys are being workshopped to learn from teachers. TuesD mentions there's also broken feedback loop with the students. A lot of the work they've been doing is for individual 1-1 with students. TuesD ask how do you do that online and where are they going to create space to develop answers to those questions. Rafael says he doesn't know if that work has started. They're in the process with working with a consulting group. They'll be surveys that go directly to community, students, principals, and educators. The survey is to help inform digital

and remote learning practices. TuesD suggest having someone at the table that's experienced to give insight. Rafael says the challenge is having too many committees and subcommittees and they don't want to over committee things.

Nina ask can the committee be proactive about vetting some of the tools that are provided. Rafael says creating a process for vetting is step 1 and they want to continue to be an advocate for standardization. Currently, there is a process for educators to put in a request. The next step to take this process further is to make an instructional recommendation.

Peter ask how the Microsoft Teams adoption is going. Rafael says Teams is being leveraged at schools. A lot of schools have accepted Teams and there's a certain level of classroom management that's necessary. At some point, we'll be able to support Zoom and Teams. Rafael clarifies that it's important for schools to standardize what they use and that's up to the principal and the schools.

Open Comments
Marika - What's the process for the 1-1 distribution now? Nancy replied that we've been handing out devices for all the students that want them. They started with students furthest from education justice and broadened it. After high school and middle school, we'll be working on elementary schools. Families don't have to get a laptop if they don't want one. They accelerated the purchase and rollout that was scheduled for September 2020. The laptops will be stored at schools that have the capability to lock them or they'll be stored at the warehouse.

Pauline ask how we can utilize user research and bring it into our technology space. Nancy says there is a panel of teachers that select the technology. For larger technology curriculum adoption, we use a large group of teachers. They vet the programs in DoTS and get a broader review from the academic side. Right now, it is teacher requested. Carlos says we can start to incorporate more vetting once we have the policy in place and have users and families involved.

April - Thank you to James and Avery for assisting with the testing phase of zoom, teams and e-mail. Carlos thanks everyone for their kind words and for all the help. Nancy thanked James and Avery for using their 3D printer to make mask and face shields for hospitals.

Public Comments

There were no public comments.

Adjourn

Peter motioned for the meeting to adjourn. Marcello seconded.

The meeting adjourned at 6:03 p.m.

Next Meeting

Tuesday, June 8, 2020