



Information Technology Advisory Committee Charge

I. Authorization

Appointing Authority: Board

II. Overview

Rationale: Most funding for information technology (IT), whether for the classroom (education technology "EdTech"), for enterprise applications and data systems, or for infrastructure, comes from capital levies that relay on engagement and input. The purpose of the Information Technology Advisory Committee (ITAC) will be to serve as an advisory committee in planning for future funding as well as to provide expertise and community input on an ongoing basis. It will be a standing committee of nineteen (19) members with overlapping terms to provide continuity. The committee will consist of community members and members from employee groups, and students. The focus will be to advise the Superintendent, Board, Staff and community in support of the district's strategic goals as designated by the Board. The committee is ongoing and serves at the discretion of the Board.

Responsibilities and Scope of Review: The committee will receive periodic briefings and be asked to comment, to make recommendations, and/or to give input. Its minutes and agendas will be published on the SPS website. The committee will be asked to advise on the strategic alignment, planning, prioritization and implementation of current and future information and education technology projects. Key projects for possible consideration by the committee include (but are not limited to):

- Identification, scope, and priority of projects for future levies
- Best practices for use of technology in the classroom
- Adaptive technology and accessibility for our differently abled students and community
- Student data privacy/security
- Online and blended learning models
- Cloud and technology-based curriculum
- Best practices for enterprise IT systems

Committee members will review implicit bias training by SPS, and disclose any potential conflicts of interests to the Internal Auditor.

To achieve this purpose, the Information Technology Advisory Committee (ITAC) shall:

1. At each meeting, review budget and status of major DoTS projects
2. Review and advise on technology and data initiatives to support the district strategic and SMART Goals
3. Act as advisors on the state of IT and EdTech within the district

Information Technology Advisory Committee

4. Review IT recommendations including current district technology use and future technology needs of the district, including adaptive technology and accessibility
5. Complete annual cyber safety engagement activities per SB 5449
6. Review and advise on individual EdTech, enterprise/data, and infrastructure projects
7. Review the semi-annual Department of Technology Services (DoTS) Program Report
8. Communicate recommendations to the Superintendent or designee as-completed and via annual compilation to the Board
9. Apply objective benchmarking strategies using comparable district or related organizational data
10. Serve as an ongoing working committee and/or form subcommittees, as necessary, to study needed technology-related programs and services of the district, and serve as an active participant regarding district technology plans. Subcommittees may invite members from the public or district who are not sitting ITAC members as non-voting guest subject matter experts.

Meeting Schedule: Monthly, the third Monday of each month, 4:30 – 6 pm at the John Stanford Center or other locations as determined by the committee and noticed to the public.

Manner and timing of expected work product: Committee work will include regular comments and recommendations to Executive Director of Technology Services, topic-specific reports to Board Executive Committee as requested, and an annual report to the Board. ITAC will be a resource to support the Equity Analysis and Community Engagement sections for Board Action Reports (BARs) relating to technology, including computer procurement, data systems, EdTech, security, privacy, online learning, blended learning, and adaptive technology.

Term of Committee: Ongoing

Length of term of individual members: Half of the ITAC Committee terms will be for one (1) year term and half will be two (2) year terms to be drawn by lots. Members may reapply

Staff support required: Regular attendance by Executive Director of Technology Services or Senior IT Management, with additional staff attendance as necessary. Administrative support from DoTS staff will include meeting scheduling, coordination of meeting location(s), taking and posting minutes to the district website.

Reporting relationship: To Board (Executive Committee)

Staff Contact: Regular contacts are the Executive Director of Technology Services and Director of Policy and Board Relations

III. Member Selection and Duties

Number and Qualifications of committee members:

Information Technology Advisory Committee

Community Members: Eight (8) community members and leaders in technology representing the community-at-large shall be identified through the selection process below with the option to allow up to two (2) additional alternate spots. A goal of a diverse representation of the community is desired. Three (3) students will be included as at-large voting members. Parents of students attending district schools, as well as leaders of industry, are strongly encouraged to apply.

Employee Organization Members: Eight (8) employee representatives shall be identified through the selection process below with the option to allow up to two (2) additional alternate spots. The Superintendent, or designee, will coordinate with employee bargaining units to generate participation. The selection process will strive to have participation from at minimum: SEA Certificated Non-supervisory, PASS, SEA Paraprofessionals, SEA SAEOP, and non-represented employees. **The goal is to ensure each is given an opportunity to provide one (1) or more representative, but it is not required to have each group on the committee.**

Selection Process: Members are eligible to serve more than one (1) term.

Students, family members, members of the community, experts, and representatives of employee organizations should submit the application posted on the district website advertising annual selection of members. The inaugural committee, which will commence in May 2018, will serve from inception and after half the committee draws lots, will serve for either one (1) or two (2) year terms through the following school year, the initial “one year” term to end June 2019. Otherwise, annual selection will be in September.

The Executive Director of Technology Services and **Board Executive Committee** will jointly review committee applicants using an objective scoring rubric. The final selection will consider those community members, students, and employees who have not historically been active or represented in district engagement, as well as representation by individuals of differing special or adaptive needs, gender, ethnicity, race, age, geography and stakeholder interest groups.

By agreeing to serve on the committee, a person acknowledges his or her acceptance of the requirements of board policy and the charge of the committee as well as conflict disclosures. The district, in accordance with approved Board policy, shall indemnify committee members acting in good faith in the course of their responsibilities.

Membership on the Information Technology Advisory Committee is not transferable. Mid-year vacancies will be filled at the annual selection process.

Ex Officio Members: The Executive Director of Technology Services or designee shall serve as an ex officio member. The role of the Executive Director is to provide advice and facilitation to the Committee and to serve as co-chair with the elected chair

Information Technology Advisory Committee

from community and staff. The ex officio Executive Director shall have no voting rights. The Executive Director together with input from the Executive Committee may add an outside facilitator to assist in facilitation. The Executive Director or designee may also serve as an ex officio member of all subcommittees.

Duties of the Officers: A Co-chair shall be elected from either the community members or the employee members. The one-year position will be selected from each group on alternating years. The Co-chair shall be elected before other officers. The Co-chair shall facilitate the meetings of the Committee with the other co-chair. All other duties of this office shall be the same as those normally ascribed to in Robert's Rules of Order - Newly Revised. A Vice Chair shall be elected from the opposite group who has chosen the Chair.

The Vice Chair shall fill in the roles and responsibilities of a Chair in the elected Chair's absence.

IV. Meetings

- A. The Committee will meet regularly on the third Monday of each month during the Seattle Public Schools' calendar year unless otherwise scheduled. Meetings will run from 4:30 - 6:00 PM.
- B. Special or emergency meetings may be called by the co-chairs or upon vote of the committee.
- C. The Committee shall normally hold its meetings at the district office and be readily accessible by all members of the public, including those with special needs. The committee may also hold meetings at other district facilities, public spaces, or businesses as part of engagement and learning.
- D. The preliminary agenda shall be posted on the district website not less than five (5) days prior to a scheduled regular meeting.
- E. Prior meeting minutes shall be posted to the district website within five (5) days following their formal approval by the committee.
- F. All meetings of the committee shall generally be open meetings. However, because the Open Public Meeting Act (OPMA) does not apply to these meetings, they may close on occasion to deal with sensitive material and be noticed as such.
- G. A quorum shall consist of at least 51% of seated members. A quorum is only required for votes. If someone leaves prior to the end of the meeting that reduces the number below 51%, the meeting may continue but no formal recommendations may be adopted.
- H. The committee may make reasonable and limited data requests to district staff but may need to proceed in the absence of all requested data given the districts' limited resources. Where

Information Technology Advisory Committee

applicable, committee recommendations shall state assumptions and potential limitations arising from limited data.

- I. All recommendations of the committee shall be made either by consensus or by a voting process, provided that a quorum is present. If a consensus is not reached, if so requested, meeting minutes, reports and/or recommendations shall contain both majority and minority opinions.
- J. The committee will be trained in the district Community Engagement and Equity tool kits to help ensure broad engagement and that an equity lens is used.

V. Ethics and Governance

Members shall not have any direct or indirect financial interest, except a remote interest, in any contract, purchase of materials, or activity financed from school district capital funds. Members shall decline to vote on or participate in official district business in which the individual has a remote interest as defined by state statute, as amended from time to time. Conflicts shall be disclosed to the Internal Auditor.

All governance shall be conducted in accordance with the governance documents. These are as follows, in order of their rank and precedence:

1. Board Policy and Superintendent Procedure - This committee is bound by Board Policy No. 4110 and Superintendent Procedure 4110SP.
2. Bylaws - The Bylaws shall be the blueprint for operations of the committee but cannot replace or contradict board policy or this charge. Before adoption of Bylaws, this charge serves as such. Committee meetings will be aligned with Robert's Rules of Order-Newly Revised or some modification thereof.

Governance documents and minutes shall be accessible through the district web site.

Public Notice: SPS Communications Department will oversee outreach to community engagement network contacts, including but not limited to the following:

- District website
- Seattle Council of PTSAs (to forward to all PTAs)
- SpED PTSA, SEAAC
- HCC Advisory Committee
- ELL Advisory
- All principals (with instructions to forward to all site councils and building leadership teams)

Committee Orientation: The Chair of the ITAC and Executive Director will provide for appropriate orientation to new committee members regarding functions of the committee, as well

Information Technology Advisory Committee

as information about the district organizational structure, resources available, terminology, and needed assistance.