

Information Technology Advisory Committee

August 17, 2026, 4:30 – 6:00 p.m.

Microsoft Teams Meeting



Meeting Notes

Call to Order: 4:35

Present	Seat	Name	Present	Seat	Name
	St1	Gavan Bess		S1	James Brook
x	St2	Rafael Brewer	x	S2	Kendra Beseler
	St3		x	S3	Eric Ramsey
	St4	David Nguyen		S4	Jonathan Fox
x	C1	Wacarra Yeomans	x	S5	Kathleen Daspit
	C2	Kiley Riffell		S6	Timothy Johnson
	C3	Michelle Tanco		S7	Sarah Werner
x	C4	Sarah Ramsay		S8	April Mardock
	C5	Jo Hemmerlein		SA1	
x	C6	Daniel Tobin		SA2	
	C7	Nicole Buckenwolf			
	C8	Clayton Hamilton			
	CA1	Michael Kollins			
	CA2	Brady Dibble			
	Chair			Co-Chair	
		Other Staff: Debra Knickerbocker, Robert Cook, James Rigert			***Key: (C) Community, (St) Student, (S) SPS Staff

There was no quorum. Approval of minutes and agenda will take place at the September 22nd meeting.

Budget

Mr. Del Valle provided a budget update, including recent hiring and ongoing transition, and addressed Rafael Brewer's questions about the possibility of funding teachers through technology or capital funds to alleviate pressure on the general fund. Budget reports are expected to resume in September or October as the new staff member is brought up to speed.

He also explained that while some technology-related positions can be funded through capital funds, general teacher funding from these sources is limited to roles directly tied to technology. Further analysis is needed to determine available capital funds for future budget planning.

Project SAIL: Seattle AI Literacy Initiative

Digital Learning Manager Debra Knickerbocker explained that Project SAIL (Seattle AI Literacy) is designed to ensure students develop AI literacy through consistent instruction, clear expectations, and prepared educators, leveraging a Microsoft Elevate AI grant. The project aims

to address the growing presence of AI in the community and the need for both students and staff to understand, critically assess, and make informed decisions about AI use.

She described the use of a red-yellow-green stoplight system to communicate AI usage guidelines: red for restricted, yellow for caution, and green for allowed. For K-2, the focus is on awareness; for grades 3-5, engagement with guided exposure; and for middle and high school, competency in ethical and effective AI use. Posters and lessons tailored to these levels will be distributed to classrooms. She also introduced the Safe and Purposeful Technology Pledge, a district commitment to align technology policies, tools, training, and communication with national standards, and discussed its five focus areas and ongoing work, with questions from Daniel and Rafael Brewer about software governance and audit processes.

Committee members discussed the nuances of AI use in classrooms, the importance of establishing norms, teacher and student roles, and the evolving nature of district policy and practice.

Microsoft EES Agreement and Licensing

IT Manager for Infrastructure Operations James Rigert updated the group on the Microsoft EES agreement, providing access to the district's pricing list for Microsoft software and answering Rafael Brewer's questions about license counts and costs. He shared that the Microsoft EES agreement pricing list is now available to participants under a non-disclosure agreement. He also clarified that license costs are per user per year, with approximately 49,000 students and 10,500 staff and contractors, totaling around 60,000 licenses.

Open Comments

Committee members discussed the upcoming board work session, which will address both AI literacy and safe technology initiatives, and clarified that some elements are already being implemented while others depend on board direction.

Meeting adjourned at 5:50

