

SCHOOL BOARD ACTION REPORT



DATE: March 8, 2018
FROM: Rick Burke, Vice President, Board of Directors,
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LEAD STAFF: John Krull, Chief Information Officer, jckrull@seattleschools.org
For Introduction: March 21, 2018
For Action: April 4, 2018

1. TITLE

Approval of Information Technology Advisory Committee

2. PURPOSE

This Board Action Report is for the review and approval of an Information Technology Advisory Committee (iTAC).

3. RECOMMENDED MOTION

I move that the School Board authorize and approve the charge of the Information Technology Advisory Committee with any minor additions, deletions, and modifications deemed necessary by the Superintendent.

4. BACKGROUND INFORMATION

- a. **Background** Most funding for information technology (IT), whether for the classroom (education technology or "EdTech"), for enterprise applications and data systems, or for infrastructure, comes from capital levies that need engagement and input. The purpose of (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.
- b. **Alternatives** Do not approve iTAC. This is not recommended. Seattle Public Schools values the input of the community and views the establishment of this committee as an opportunity to leverage the knowledge and expertise of its members.
- c. **Research** N/A

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be limited to the investment of staff time. Any minimal supply and meeting costs will be covered by the Department of Technology Services (DoTS) budget.

The revenue source for this motion is N/A

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Per Board Policy No. 4110, Family and Community Advisory and Oversight Committees, it is Board policy to facilitate engagement of those families and community members who have not historically been active or represented in decision-making by the district on Advisory and Oversight Committees. Families and community members can provide the Board and staff with valuable expertise, critical thinking and new perspectives, and can help alert the Superintendent and Board to issues of importance to the community. The process for selecting committee members will be inclusive, fair, consistent, and transparent.

In creating the charge, recruiting and selecting members, and the operation of the committee has followed and follow the guidelines of the district's Community Engagement Framework and Equity Toolkit. The committee formation and operation will be at Tier 3: Collaborate in the Community Engagement Framework.

All sectors of the impacted community including teachers and internal staff will be engaged. This includes meeting with all identified community-based partners (CBO's), communication with all employee groups and families are part of creating the charge, recruiting members, and the operation of the committee.

The Chief Information Officer (CIO) met the community with CBO's including the city's Community Technology Advisor Board (CTAB), and community, district, and business leaders early in the planning and decision-making process to utilize community partnerships and expertise in updating the charge, gaining awareness, and recruiting potential members.

The committee will consist of eighteen members total, including community members and members belonging to employee groups. Eight community members and leaders in technology representing the community-at-large will be on the committee along with one student as an at-large voting member. The goal is to have community representation from each School Board Director district. The remaining nine representatives will be made up of three non-supervisory members and one member from each of the following groups: Principals Association of Seattle Schools (PASS), Seattle Education Association (SEA) Paraprofessionals, SEA Seattle Association of Educational Office Professionals (SAEOP), 609, Teamsters, and non-represented employees.

7. EQUITY ANALYSIS

A goal of the committee is to look at information technology through an equity lens. In creating the charge, recruiting and selecting members, and the operation of the committee will follow the guidelines of the district's Equity Toolkit. These three areas will involve all sectors of the impacted community including teachers and internal staff. This includes meeting with all identified CBO's and communication to all employee groups and families.

The CIO met with CBO's including the city's Community Technology Advisor early in the planning and decision-making process to utilize community partnerships and expertise in updating the charge, gaining awareness, and recruiting potential members.

In the formation of the charge, selection of the members, and in the committee meetings themselves the district and board sponsors are using and plan to continue to employ clear, open, and consistent communication.

Throughout the process sponsors have strived to engage on important questions and acknowledge stakeholder and community views, aspirations, and contributions.

Final selection of committee members by the Superintendent or Designee will consider those community members and employees who have not historically been active or represented in district engagement, as well as representation by individuals of differing gender, ethnicity, race, age, geography and stakeholder interest groups.

Finally, iTAC has had and will have a learning component that helps build community awareness and knowledge around the subject at hand and will make changes, with Board approval, as necessary.

8. STUDENT BENEFIT

The committee will be asked to advise on the planning, prioritization and implementation of current and future information and education technology projects. The committee will be asked to make recommendations on the identification, scope, and priority of projects to be included in future levies. Moreover, the committee will be asked to give input on the implementation of projects, project alignment with goals, priorities, scope, budget, schedule, privacy, security, alignment with curriculum and instruction, and other significant factors.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. 4110, Family & Community Advisory and Oversight Committees, provides the Board shall approve this item

10. POLICY IMPLICATION

Per policy No. 4110, Family & Community Advisory and Oversight Committees, participation by members of the community to advise Superintendent and Board in school district decision-making processes is encouraged.

Per policy No. 1010, Board Oversight of Management, the school board is responsible for the governance and oversight of all departments and major program areas of the district.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Executive Committee meeting on March 15, 2018. The Committee reviewed the motion and moved it forward for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, iTAC will meet regularly on the third Monday of each month from 4:30-6:00pm.

13. ATTACHMENTS

- iTAC Charge (Current draft for further input and approval)
- iTAC Application



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 need 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 eighteen (18) members with overlapping terms to provide continuity. The committee will consist of community members and members from employee groups. The focus will be to advise the Superintendent or designee in support of the district's strategic goals as designated by the Board. The committee is ongoing but 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. The committee will be asked to advise on the planning, prioritization and implementation of current and future information and education technology projects. The committee will be asked to make recommendations on the identification, scope, and priority of projects to be included in future levies. The committee will be asked to give input on the implementation of projects, project alignment with goals, priorities, scope, budget, schedule, privacy, security, alignment with curriculum and instruction, and other significant factors.

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

1. At each meeting, review budget and status of major DoTS projects
2. Act as advisors on the state of IT and edtech within the district
3. Review IT recommendations including current use of technology within the district and future technology needs of the district
4. Complete annual cyber safety engagement activities per SB 5449
5. Review and advise on edtech projects
6. Provide advice on data-focused projects
7. Review and advise on technology and data initiatives to support the district strategic goals
8. Review the semi-annual Department of Technology Services (DoTS) Program Report
9. Communicate recommendations and efforts to the Superintendent or designee and annually to the Board
10. Serve as an ongoing working committee or appoint 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 have members from the public or district who are not sitting iTAC members.

Information Technology Advisory Committee

Current Subcommittees: Classroom Technology & Ed Tech, Enterprise Systems & Data, and Infrastructure & Security. These committees are currently needed for BEX V planning.

Meeting Schedule: Monthly, the third Monday of each month, 4:30 - 6pm

Manner and timing of expected work product: Regular comments and recommendations to Chief Information Officer, semi-annual report to Board Executive Committee, and an annual report to the Board. iTAC will report to other board committees as necessary and will be referenced as important community engagement for Board Action Reports (BAR's) that include technology, computers, data, EdTech, security, privacy, etc.

Term of Committee: Ongoing

Length of term of individual members: One (1) year; members may reapply

Staff support required: Regular attendance by Chief Information Officer or Senior IT Management, with additional staff attendance as necessary

Reporting relationship: To Board (Executive Committee)

Staff Contact: Regular contact is the Chief Information Officer.

III. Member Selection and Duties

Number and Qualifications of committee members:

Community Members: Eight (8) community members and leaders in technology representing the community-at-large selected by the Superintendent or designee. A goal of a diverse representation of the community is desired with a representative from each School Board Director district. One (1) student will be included as an at-large voting member. To that end, parents of students attending district schools, as well as leaders of industry, are strongly encouraged to apply. The community-based membership will include nine (9) members total. Representation from city districts is a goal but not required.

Employee Organization Members: Nine (9) employee representatives shall be appointed. The Superintendent, or designee, will coordinate with employee bargaining units to get participation. The selection process will strive to get the following participation: SEA Certificated Non-supervisory (3 members), and one (1) member from each of PASS, SEA Paraprofessionals, SEA SAEOP, 609, Teamsters, 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.

Information Technology Advisory Committee

Selection Process: Members from each category will serve a term of one (1) year. Members are eligible to serve more than one (1) term. Upon formation of the committee, up to 4 members in each category can be selected to 2-year terms chosen by lot.

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 April 2018, will serve from inception through the following school year. Otherwise, annual selection will be in September.

The Chief Information Officer and Board sponsor will jointly select committee members. The final selection will consider those community members and employees who have not historically been active or represented in district engagement, as well as representation by individuals of differing gender, ethnicity, race, age, geography and stakeholder interest groups. The goal is to have a committee of 18 with a balance of district and community membership.

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. 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 Chief Information Officer or designee shall serve as an ex officio member. The role of this member is to provide advice and facilitation to the Committee and to serve as co-chair with the elected chair from community and staff. The ex officio member shall have no voting rights. The Chief Information Officer may add an outside facilitator who may be asked to assist in facilitation. The Chief Information Officer or designees 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 either the community members or the employee members. The group identified each year will be the group which is not represented by the newly elected Chair. The Vice Chair shall fill in the roles and responsibilities of a Chair in the elected Chair's absence.

The Secretary shall be elected as the official record keeper for the Committee. The District will provide a note taker at each monthly meeting. The Secretary shall also be responsible for such

Information Technology Advisory Committee

duties as may be assigned by the Chair as well as those normally ascribed to in Robert's Rules of Order Newly Revised.

IV. Meetings

A. The Committee will meet regularly on the third Monday of each month during a Seattle Public Schools' calendar year unless otherwise scheduled. Meetings will run from 4:30 - 6:00 p.m. A calendar of these meetings shall be adopted at the annual final meeting in June.

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 and the minutes of the previous meeting shall be posted on the district website not less than five (5) days prior to a scheduled regular meeting.

E. 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.

F. 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.

G. 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.

H. 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.

I. The committee will be trained in the district Community Engagement and Equity toolkits to help ensure broad engagement and 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.

Information Technology Advisory Committee

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: New appointment openings will be advertised to:

- District website
- Seattle Council of PTSAs (to forward to all PTAs)
- All principals (to forward to all site councils and building leadership teams)
- Interested community organizations
- District stakeholder contact lists, as appropriate

Committee Orientation: The Superintendent or designee will provide for appropriate orientation to new committee members regarding functions of the committee, as well as information about the district organizational structure, resources available, terminology, and needed assistance.



Application for Membership Information Technology Advisory Committee

Thank you for your interest in serving on the Information Technology Advisory Committee. To learn more about the Information Technology Advisory Committee, please visit www.seattleschools.org/dots. The application is also available online: <http://bit.ly/iTACapp>

How to Apply

Please complete the following application form and submit it to John Krull, Chief Information Officer, by April 11, 2018. Applicants will be notified by email, if possible, or by phone by April 11, 2018. First meeting is April 16, 2018 at the District Office, pending Board approval on April 4, 2014.

Name	
Employer and Title (if applicable)	
Home Address	
Email	
Mobile Phone	

1. Please check which position you are applying to represent as outlined in the advisory committee charge. If more than one applies, please check all that apply.

<input type="checkbox"/>	Seattle Public Schools Student
<input type="checkbox"/>	Seattle Public Schools Parent/Guardian
<input type="checkbox"/>	Community Member – School Board District One
<input type="checkbox"/>	Community Member – School Board District Two
<input type="checkbox"/>	Community Member – School Board District Three
<input type="checkbox"/>	Community Member – School Board District Four
<input type="checkbox"/>	Community Member – School Board District Five
<input type="checkbox"/>	Community Member – School Board District Six
<input type="checkbox"/>	Community Member – School Board District Seven
<input type="checkbox"/>	Industry Expert, Current Employer:
<input type="checkbox"/>	SEA Certificated non-supervisory
<input type="checkbox"/>	PASS
<input type="checkbox"/>	SEA Paraprofessionals
<input type="checkbox"/>	SEA SAEOP
<input type="checkbox"/>	609
<input type="checkbox"/>	Teamsters
<input type="checkbox"/>	Non-Represented



2. Do you currently live in the boundaries of Seattle Public Schools?

Yes No

3. Do you currently work in the boundaries of Seattle Public Schools?

Yes No

4. Please explain why you are interested in serving on this advisory committee. (500 characters)

5. Please describe any perspectives or experiences you could bring to the advisory committee such as cultural, racial, socio-economical, etc., which promote a diverse range of perspectives. (500 characters)

6. Do you have any other relevant information you would like to share? (500 characters)

Please return this form by April 11, 2018 to jckrull@seattleschools.org or mail to:

Seattle Public Schools
John Krull, Chief Information Officer
MS 21-350
PO Box 34165
Seattle, WA 98124-1165