

**Information Technology Advisory Committee**  
September 16, 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 4:34 p.m. Roll call is as follows:

- Committee Members Present: Jacob Marzynski, Avery Wagar, Roy Zimmermann, Elizabeth Ebersole, Nina Arens, Marcello Benati, Tu Dang, Charnjit Dhoot, Peter Lee, Molly Meck, James Wagar, Brian Vance, Marika Wong, Christine Billroth, Carla Rogers, TuesD Chambers
- Committee Members Absent: Josh Caldwell, Pauline Amell Nash
- Other Staff Present: Chief Financial Officer JoLynn Berge, Information Security Manager April Mardock, Senior Administrative Assistant Joe Valenti, Executive Assistant Danielle Johnston.

Committee members introduced themselves during roll call.

Committee members unanimously accepted the proposed agenda.

Committee members accepted the June 17, 2019 meeting minutes.

### Committee Establishment

Committee members were asked to review and submit a Conflict of Interest form.

JoLynn Berge reviewed the charge with the committee, noting that the title of Chief Information Officer (CIO) will need to be updated to reflect the title change of the department leader to Executive Director.

Ms. Berge also noted that implicit bias training is required for committee members. A link will be sent to the committee members for review and committee members are asked to let staff know when they have completed the training.

Carla Rogers arrived at 4:42 p.m.

In reviewing the committee member selection laid out in the charge, Nina Arens added that having a staff member from Curriculum and Instruction on the committee would be helpful.

TuesD Chambers arrived at 4:50 p.m.

In response to a question from a committee member about what would be helpful for the committee to focus on, Ms. Berge shared that input on the cell phone policy, laptop rollout, technology in the classroom related to learning, student privacy and data privacy, and an enterprise business system replacement would be of value. She also shared that the committee should be looking at how technology supports the strategic plan and students furthest from

educational justice. Ms. Berge added that she will invite a staff member to give an overview of the strategic plan.

Ms. Berge will have staff edit the charge and bring back to the committee for review.

Positions were confirmed as follows:

- Student 1: Jacob Marzynski – Cleveland HS; Term ends August 2020
- Student 2: Avery Wagar – Ballard HS; Term ends August 2020
- Staff 1: Marika Wong – Special Education; Term ends August 2020
- Staff 2: Christine Billroth – North Beach Elem.; Term ends August 2020
- Staff 3: Brian Vance – West Seattle High School; Term ends August 2021
- Staff 4: Charnjit Dhoot – Health Services; Term ends August 2021
- Staff 5: Molly Meck – Queen Anne Elementary; Term ends August 2020
- Staff 6: Pauline Amell Nash – Communications; Term ends August 2020
- Staff 7: TuesD Chambers – Ballard High School; Term ends August 2020
- Community 1: Liz Ebersole; Term ends August 2020
- Community 2: Nina Arens – Living Computer Museum; Term ends August 2020
- Community 3: Marcello Benati; Term ends August 2021
- Community 4: Josh Caldwell; Term ends August 2021
- Community 5: Tu Dang; Term ends August 2021
- Community 6: Roy Zimmermann – Microsoft; Term ends August 2020
- Community 7: Peter Lee; Term ends August 2021
- Community 8: James Wagar; Term ends August 2021
- Community – Alternate: Carla Rogers; Term ends August 2021

There was not a volunteer for the Co-Chair of the committee. James Wagar volunteered to be Vice-Chair. Pauline Amell-Nash was nominated to be the Co-Chair, but the decision was tabled until the next meeting in her absence.

### **Regular Agenda Items**

Ms. Berge reviewed the budget for the 2018-19 fiscal year, noting that amounts change after the fiscal year closes in August until the remaining bills are paid and that the accounting year closes in October.

She shared that the 2019-20 budget will be available in October for the committee's review before providing an overview of the Capital Levy and General fund budgets and staff and non-staff costs. Peter Lee asked if unspent funds rolled over with Ms. Berge answering yes adding that they roll over to new or existing work.

A suggestion was made to include specific projects listed under each category for the next meeting along with additional details regarding existing balances and an update on current spending for 2018-19'.

Christine Billroth asked if professional development (PD) days were still offered and Ms. Berge responded that they were as part of the Collective Bargaining Agreement for 3 three years.

Liz Ebersole asked if there were there enough funds to cover 32 hours of PD for everyone to which Ms. Berge replied yes and that an updated list of staff and their hours are sent to the union every quarter before adding that general fund dollars don't roll over.

Nina Arens inquired about negative figures under technical services, asking if that was attributed to increased tickets or possibly the rollout of new computers. Ms. Berge replied that she would follow up with more details before stating that the district fiscal year was September 1 to August 31 in response to a question from James Wagar. Mr. Wagar followed up suggesting percentages accompanying each category would be helpful.

Carla Rogers asked if there was any initiative to address unspent general funds to which Ms. Berge replied no before adding that some charges had yet to be applied against the budget.

### **Special Attention Items**

Reorganization of Chief Information Officer to Executive Director.

Ms. Berge stated that the Executive Director of Technology Services would be reporting to her as part of the reorganization and a strong candidate would possess a background in K-12.

Roy Zimmerman asked for additional details regarding what qualities the district was looking for in reviewing candidates and Ms. Berge responded that qualified candidates would have IT backgrounds along with an understanding of K-12 and the politics of Seattle. She continued, adding great communication skills and leadership qualities would be important as the district's current Enterprise Resource Planning tool (SAP) would need to be reviewed as part of the recently passed BEX V levy.

Ms. Arens suggested adding Rafael Gallardo, Digital Learning Manager as an alternate member of ITAC, noting his experience in the 1:1 device rollout and understanding of how technology could be used in the classroom.

### **PowerSchool Assessments**

#### **PowerSchool Performance Matters – Science Standards Assessment Platform**

Ms. Berge provided background that lead to PowerSchool Performance Matters, noting that on May 29, 2019, the Seattle Public School's (SPS) Board approved the adoption of updated SPS science standards aligned with Next Generation Science Standards (NGSS). She continued, mentioning the Board requested the assessment of student work based on the new standards which lead to PowerSchool Performance Matters. Ms. Berge explained that the district did not have an integrated assessment platform available to initiate the assessment process, so a sole source justification form was used based on the requirement of having an integrated platform – and Performance Matters being a plug-in to PowerSchool. Ms. Berge concluded her remarks by mentioning that the measurements were needed to establish a baseline with which to measure future student outcomes against the standards and that the anticipated project starting date was early October, beginning with scoping and chartering.

Ms. Arens asked if the assessment covered all grades, to which Ms. Berge responded yes.

Marika Wong asked if assistive technology needs were considered with Ms. Berge replying no due to the timeline before mentioning the plug-in's familiarity with testing accommodations. Ms. Wong suggested the district consider a district license to SBAC testing for accommodations to ensure accessibility for all, mentioning that OSPI might be able to provide.

### **Reviewing annual report**

Danielle Johnston reviewed the annual report, highlighting the process and providing overview of how it was composed of guest speaker presentations, the technology plan, and past agenda items.

Ms. Berge discussed the future meeting schedule, asking for feedback regarding the possibility of meeting less frequently suggesting quarterly. Christine Billroth inquired about the possibility of dialing into meetings with Mr. Wagar mentioning a virtual meeting could also be a possibility. Charnjit Dhoot mentioned the district did have phone conference lines that could be utilized. April Mardock added that skype or teams meetings could also be used if not everyone could make the future meetings in person. Ms. Arens responded that the type of meeting would also dictate whether calling in to a meeting would be a viable option, with Mr. Zimmerman adding that another factor to consider was how much depth certain topics would require members to provide. Ms. Ebersole ended the discussion by mentioning that often, the committee ran out of time and could benefit from establishing an annual work plan.

Ms. Meck asked that the committee look at how teaching and learning was being improved through digital learning and suggested having staff from Curriculum and Instruction attend future meetings noting a disconnect.

Ms. Berge mentioned a future meeting topic could be a presentation on the district's new strategic plan, along with a presentation from Rafael Gallardo, Digital Learning Manager on integration of technology in the classroom. Ms. Arens mentioned the idea of establishing sub committees before Ms. Rogers expressed liking the idea of attending meetings remotely.

Ms. Johnston spoke about adding an alternate committee member from teaching and learning along with potentially adding a third student representative at the request of the Executive Committee. Ms. Billroth asked if alternates could vote. Ms. Johnston replied they would vote only if they were moved into a fillable role before Ms. Berge asked if adding a third student would require amending the charge. Ms. Johnston replied that she would follow up regarding the appropriate process.

### **Public Comment**

Ms. Billroth suggested adding a volunteer to serve on the committee representing instruction. Ms. Berge suggested Rafael Gallardo and tentatively scheduled him to present at either the October or November meeting. Ms. Arens suggested a future agenda topic of the cell phone policy, 2022 and potentially amending it to include all K-5 devices.

Ms. Billroth brought up the fact that teachers are interested in using technology, but not sure how and are feeling overwhelmed adding that students are not taught keyboarding which adds to inequity. She continued mentioning that great online trainings were available, however in person PD was preferred.

Ms. Meck added that there needed to be more done to illustrate how technology was an integration tool, before answering yes to Ms. Arens question on whether teachers would show up to additional training opportunities. Ms. Arens concluded by suggesting that additional incentives needed to be added in order to get more teacher participation.

Brian Vance suggested addressing how to get additional support to teachers before the meeting concluded at 6:02 p.m.

**Adjourn**

The meeting adjourned at 6:02 p.m.

**Next Meeting**

Monday, October 21, 2019