

Information Technology Advisory Committee

January 14, 2019 4:30 – 6:00 p.m.

Library, Mercer Middle School

1600 S. Columbian Way, Seattle, WA 98108



Meeting Notes

Call to Order

Co-Chair John Krull called the meeting to order at 4:36 p.m. Roll call is as follows:

- Committee Members Present: Jacob Marzynski, Avery Wagar, Nina Arens, Troy Hilton, Melissa Westbrook, Brad Shigenaka, Elizabeth Ebersole, Jessica Dorr, Bobbie Manne, Marika Wong.
- Committee Members Absent: Roy Zimmermann, Pauline Amell Nash, Nick Hernandez, TuesD Chambers, Molly Meck, Christine Billroth, Rebecca Spivak, Ahmed Yussuf, Casey Johnson, Margarita Guadalupe, Jason Morrison.
- Other Staff Present: Chief Information Officer John Krull, Prevention and Intervention Manager Lisa Davidson, Library Services and Instructional Materials Manager Marian Royal, DoTS Principle Program Manager Carrie McKenzie, Senior Administrative Assistant Joseph Valenti, Executive Assistant Danielle Johnston.
- Guests of the Committee meeting introduced themselves.

The committee discussed the agenda for the meeting, beginning with Mr. Shigenaka making a motion to remove the Check Yourself survey item from the agenda. He explained that the survey did not seem like a relevant topic for the committee to discuss. Ms. Westbrook offered that because the survey uses technology and student data that the survey is relevant to the committee.

Bobbi Manne arrived at 4:42 p.m.

Mr. Krull then added that Lisa Davidson was in attendance to present about this topic and that this survey is relevant in terms of student data privacy, but that parent engagement is not in purview of committee. Mr. Shigenaka ultimately withdrew his motion, but asked that the record reflect that he had concerns about this committee being the appropriate venue to discuss the topic.

Marika Wong arrived at 4:46 p.m.

Ms. Arens made a motion to shorten the Check Yourself survey item to ten minutes and place it at the beginning of the agenda, which was approved.

Committee members unanimously accepted the proposed agenda with changes.

Committee members unanimously accepted the December 17, 2018 meeting minutes.

Regular Agenda Items

Mr. Krull reviewed the budget with the committee and shared that the department is within normal spending, while continuing to spend down funds in BTA III and BEX IV.

Special Attention Items

Prevention and Intervention Manager Lisa Davidson gave an overview of the Check Yourself survey, which is being administered by the district at Jane Addams, Whitman, and Madison Middle Schools with funding from a local grant and at other middle schools on their own. She explained that administering screening, as part of Screening, Brief Intervention, and Referral to Treatment (SBIRT) is not a new practice to identify struggling students, but that the Check Yourself survey is a new, web-based screening tool, which uses proxy identification for students. She also shared that the survey is voluntary, that students are now able to skip questions in the survey, and that students and parents can opt out of participating in the survey. Ms. Davidson added that results are stored in a secure dashboard, to which only relevant staff has access, no personal identifiable data is used, and only aggregated data shared with King County.

Following a question about how the Protection of Pupil Rights Amendment (PPRA) applies to this tool, Ms. Davidson explained that parental consent is not required because this tool is administered with local funds, not federal funds. Therefore, PPRA, which is covered by Board Policy 3232, does not apply. She confirmed that the district's legal and research departments have confirmed this tool is PPRA compliant.

She then explained that Board Policy 4280 does apply, but that parental consent is only necessary for external research and that because this survey is being administered internally, parental consent is not required. However, she acknowledged that parental engagement is important.

In response to a question about how parents have been notified, Ms. Davidson shared that they have tabled at information events at Jane Addams, Whitman, and Madison Middle Schools and that the information is shared on the schools' websites, the district's website, and that an informational flyer has been distributed.

Mr. Krull added that he would like to bring surveys with data concerns to the committee before they are administered and that he has asked the legal department to include the Department of Technology Services (DoTS) in the implementation process.

Following a question from Ms. Wong about Eckstein administering the survey independently, Ms. Davidson shared that Eckstein is partnering with Children's Hospital and NeighborCare and that, as health care agencies, they are subject to Health Insurance Portability and Accountability Act (HIPAA) guidelines which would protect student data and only allow students 13 or older to consent to participate. Similarly, outside agencies would not have access to the district's student data which follows Family Educational Rights and Privacy Act (FERPA) guidelines.

Mr. Krull then gave the committee an update regarding the Technology Plan, which incorporates the feedback previously received from committee members.

The committee reviewed the draft introduction written by Ms. Ebersole and Ms. Westbrook. Ms. Dorr suggested that the concept of equitable access be included. She also noted that the Technology Plan is not an overview, but an essential element to the Strategic Plan. Ms. Ebersole offered to make edits based on the committee's feedback and share the updated version with the committee.

The committee then spoke about next steps, which Mr. Krull shared would include a data dashboard for the public to see project progress. Ms. Dorr noted that dashboards are useful for both project management and communication and that having an automated program to communicate progress to the community would be helpful.

Mr. Krull said that he will continue working to get support from the district's senior leadership and ensure that the Technology Plan supports the Strategic Plan. He also shared that, following the approval of the Strategic Plan, he would like to get the School Board and then possibly the Office of the Superintendent of Public Instruction (OSPI) to approve the Technology Plan.

Ms. Ebersole asked what might prevent the approval of the Technology Plan, to which Mr. Krull thought that clarifying that the Technology Plan is an operationalized version of the Strategic Plan for technology will be important. Ms. Westbrook noted that the Strategic Plan does not mention technology. Mr. Krull also noted that the projects included in the Technology Plan are based on the BTA IV and BEX V funding proposals that the senior leaders and board members have already approved. Mr. Shigenaka added that it might be helpful to indicate what projects the board has already approved.

Ms. Arens suggested that it be emphasized that the Technology Plan has been developed in collaboration with Curriculum and Instruction. Mr. Hilton added the importance of having the Technology Plan align with Curriculum and Instruction's plan.

Mr. Krull then reviewed the Mobile Device Inventory map, clarifying that the higher the tier, the more resources a school has. He listened to recommendations from the committee about edits for the map, including a key for the equity tiers, Ms. Arens' comment to clearly define what devices are included, and Mr. Wagar's suggestion to add enrollment and number of devices.

Mr. Krull shared that this map only includes devices that are less than five years old because the district is on a four-year life cycle and clarified that the goal of this information is to show what technology is available for everyday instruction in classrooms, apart from computer labs and CTE classrooms. Mr. Shigenaka cautioned against acting on the mobile device data for purchasing new devices without looking at the number of desktops at a school and instruction practices. Mr. Wager added that it would be helpful if more students had access to devices.

Mr. Krull shared that the district is exploring options for a one-to-one program in the high schools to prevent over-buying devices. Ms. Arens suggested rolling out a one-to-one program in the middle schools instead with a bring your own device policy in high schools and funneling the desktops to elementary schools.

Ms. Dorr asked about other layers that could be added to complete the picture and commented that PTAs may look at this data and fund more devices if their school does not appear to have sufficient technology.

Ms. Manne suggested that if a one-to-one program is implemented, so should a standardized curriculum for learning how to use devices at the start of the school year for both students and parents.

Mr. Krull shared that the district is considering doubling the wireless access points, following a question from Mr. Wagar about whether schools had a sufficient number of access points to support the devices.

Mr. Krull reviewed the Board Action Report to support technology purchases for new and remodeled schools and capacity classrooms, which will fund two students per device. He added that a breakdown of the quantities will be added to the report before it goes to the board and that the district is looking into updating the education specifications.

In response to a question from Ms. Manne about students with vision problems working on smaller screens, Mr. Krull clarified that students with 504 and Independent Education Plans would be accommodated. Ms. Wong added that Assistive Technology provides those accommodations as needed.

Following a suggestion from Ms. Wong to allow students to check out devices for home use, Mr. Krull informed the committee that the district is researching check out models. Ms. Manne suggested budgeting for heavy duty cases for devices.

Ms. Arens added that computer with operating systems are integral for students. Mr. Krull shared that Chromebooks may be considered for elementary students. She also added that teachers might be more willing to seek out training if they are first equipped with devices to be successful.

The Start of School agenda item was postponed.

Adjourn

The meeting adjourned at 6:00 p.m.

Next Meeting

Monday, February 11, 2019