SCHOOL BOARD ACTION REPORT

DATE: March 8, 2018
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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 formation and charge of the Information Technology Advisory Committee with any minor additions, deletions, and modifications deemed necessary by the Superintendent.

4. BACKGROUND INFORMATION

a. **Background** The Department of Technology Services (DoTS) oversees and implements a range of technology projects for Seattle Public Schools. These projects are grouped in three categories: classroom education technology (EdTech), for enterprise applications and data systems, and infrastructure. Most funding for these projects comes from capital levies which rely on broad engagement and input to define project scope and budget. The purpose of (ITAC) will be to serve as an advisory committee in planning for future funding as well as to provide ongoing expertise and community input for key technology initiatives and decisions.

b. **Alternatives** Do not approve ITAC. This is not recommended. Seattle Public Schools values the input of the community and experts 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. Guidance and feedback from this committee has the long-term potential to reduce financial risk to the district.

The revenue source for this motion is a combination of BTA and BEX funds.

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 Oversite 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, Board, and staff, to issues of importance to the community. The process for selecting committee members will be inclusive, fair, consistent, and transparent. Creating the charge, recruiting and selecting members, and operation of the committee has followed and will continue to follow the guidelines of the district's Community Engagement Framework and Equity Toolkit.

Three discrete community engagement phases are related to this action.
  1) Identifying the need for the committee, and creating the charge and associated BAR has been largely at the Tier 1 (Inform) level, including a small community engagement process.
  2) Formation of the committee, including outreach and selection of membership will be a Tier 2 (Consult/Involve) process following approval of the BAR.
  3) The actual operation of the committee following selection of membership will be a Tier 3 (Collaborate) process.

Development of the ITAC concept, committee charge, and BAR was discussed at the Board Executive Committee on March 15, 2018, introduced to the full Board on March 21, 2018, and included outreach to the following organizations and groups:
  • City of Seattle Community Technology Advisor Board (CTAB)
  • Seattle Education Association Leadership
  • Southeast Seattle Education Coalition (SESEC)
  • NAACP Seattle

- SPS BEX Oversight Committee

The recruiting of committee members will include outreach support from the SPS communications department to leverage established channels of community engagement and CBO relationships to expand awareness of the committee formation and to reach a broad range of potential members.

The committee will consist of eighteen members total. Eight community members and leaders in technology representing the community-at-large will be on the committee along with two students as at-large voting members. The remaining eight representatives will be made up of employee members including but not limited to the following groups: Principals Association of Seattle Schools (PASS), Seattle Education Association (SEA) Paraprofessionals, SEA Seattle Association of Educational Office Professionals (SAEOP), and non-represented employees with the goal of diverse membership.

Once formed, the committee will be trained on the Community Engagement Framework to support ongoing decision-making processes. ITAC will also include a learning component to build community awareness and knowledge related to the technology initiatives in Seattle Public Schools.

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 Community Engagement Framework and Equity Tool Kit.

Selection of committee members will follow an objective scoring process overseen by the Executive Committee, Deputy Superintendent, and Chief Information Officer. This process 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, along with subject matter and specific topic expertise (EdTech, data privacy, enterprise business systems, online/blended learning, etc.).

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 with a central focus on students. The committee will be asked to make recommendations on the identification, scope, and priority of projects to be included in future levies to provide long-term technology for students.

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 oversite 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 starting May 21, 2018.

13.   ATTACHMENTS

- ITAC Charge
- ITAC Application
- Community Engagement Plan
- Racial Equity Toolkit