



Technology Advisory Committee
District Office, Board Room

January 11, 2017
 4:30 PM – 6:00 PM

Present: Allen Culp, Bianca Ibarra, Brad Pierce, Brandon Feist, Brian Runnalls, Emilie Reynolds, Emily Lehnhoff, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Sally Wheeler, Seth Seastrum

Absent: Caitlyn Zwang, Derrick Pete, Jennifer Verkuyl, Lanna Duncan, Michelle Serdina, Tina Daniel

○ **Tech Levy Budget Overview**

- Tech Levy and the IT department have two separate budgets.
 - Tech Levy has restrictions on how the money can be spent.
 - There are 2 Tech Levy collections each year in October and April.
 - Tech Levy is spent on things such as printers, document cameras, WiDi's, RAM upgrades, network infrastructure, security cameras, new computers for staff and students, admin technology upgrades, Fiber, VoIP, technology utilities, bell and clock systems and Learning Walls to name a few.
 - Bell and Clock – is the IP-Based Bell and Clocks that are currently at Keithley, ELC and the cafeteria at Ford. Ford will be getting the system throughout the campus sometime this summer.
 - Phase 1 of the N23 deployment was a success completing all seven elementary schools from 1st grade through 5th grade total of 2100 laptops by the first week of January.
 - The next focus will be on SPED classrooms district-wide. Next year we will be able to start deployments to the secondaries.
- As we start to look at the budgets for next year, we need the help of the TAC in prioritizing our needs/wants in the classrooms. Please work with your schools to come up with suggestions as to what you would like to see implemented at your school in the coming year when it comes to technology. Bring those ideas to the next TAC meeting so that we can all discuss them. Be prepared to talk about the items, what they are and how they would be beneficial.

2016-2017 SY	September	October	November
Beginning Balance	\$ 184,699	\$ 545,397	\$ 645,796
Expenditures Total	\$ 127,506	\$ 156,219	\$ 527,360

Expenditures Items	
Main Account	Printers, Bulbs, Document Cameras, RAM, WiDi's and other miscellaneous technology items
Network Infrastructure	Switches, cabling, data center, other misc.
Security Cameras	Hardware, licenses
New Computers	Students and staff
Admin Tech Equipment	Admin tech upgrade
Fiber	Fiber lease and services
VoIP	VoIP lease and services

Cell	Service
Software	Software licenses
Utilities	Technology utilities
Bell and Clocks system	FMS, ELC, and KMS
Learning Wall	Phase 1-3

○ **Canvas User Conference -**

- www.canvaslms.com/news/instructurecon/
- Canvas offers a conference in Keystone, Colorado July 25th-27th.
- This conference will include anything and everything you might want to know or learn about Canvas.
- This will be a great opportunity to network with teachers, find out how they have successfully implemented Canvas in their schools
- IT can send two members of TAC to the conference this year. Those who attend will be tasked with bringing back the information and helping to bring more teachers on board with Canvas throughout the district.
- If you are interested in attending, please send Liza an email answering the following questions:
 - Why do you want to go?
 - How are you going to use the information from the conference in your classroom?
 - How are you going to get more teachers to use Canvas?

○ **WASWUG Conference**

- <http://spring.waswug.org>
- Put on by WSIPC and is a Skyward based conference that is attended by Office Managers, Teachers, Principals, and Administrators.
- The conference is March 12th-14th, in Bellevue.
- Areas covered will include but are not limited to discipline, attendance, and finance.
- There is not a list available for the sessions yet, but you can look at the last conference to see an example of the types of sessions offered.
[http://fallconnect.waswug.org/meetings?classes\[\]=Groups%3A%3AMeetings%3A%3AMeeting](http://fallconnect.waswug.org/meetings?classes[]=Groups%3A%3AMeetings%3A%3AMeeting)
- You do not have to attend all days, you can attend just one day.
- This is another great opportunity to network.
- IT can send 2-3 staff from TAC this year and will pay registration and the sub. If you are interested in attending, please email Liza.

○ **Family Access**

- Skyward offers many modules that can be added to give families additional access.
- Currently Nutrition Services offers the food service module at 3 schools.
- This spring we will be adding four more modules including attendance, schedules, and student information.
 - Attendance – ability to see their student’s attendance records.
 - Schedules – ability to see their students schedule.
 - Student Information – ability to verify current information as well as make changes to their information.

- In March the district will be sending out communications about the new features as well as the parent's username and password.
- April will be the soft launch; parents can start going in and reviewing their information and making changes.
- In August, it will become mandatory – We will open Returning Students -instead of sending out all the forms at the beginning of the year via paper and the students, parents will go to Family Access and digitally fill out the forms.
- We will not be using the grades module, but there is a way to link items within the portal, and Online Grades could be one of those.

- **Chalkschools update**
 - Online form system that has workflow built-in.
 - Working with the company right now on implementation.
 - Three departments will be using the system to start with – HR, K12 and IT.
 - Once a form has been created a link can be posted to the form, or a form can be prepopulated and then sent to the recipient for signature.
 - The digital signature has two options – type your name in the box or use a stylus to sign the page. Both are legally binding documents.

- **Translation Services**
 - The district will soon be offering translation services.
 - The service will be able to recognize the language spoken and will be able to help translate via phone.
 - More information will be coming.

- **TAC Communications**
 - One of the important components of TAC is to be a liaison between IT and the buildings. Not only communicating what is going on with IT to the buildings but by bringing the buildings concerns to the TAC meeting to be discussed and shared with the decision makers.
 - It is suggested that after the meeting you go back to your Principals – discuss the meeting and decide what should be communicated with all staff.
 - Allen has been communicating the information from the TAC meetings by sending out a summary of the meeting to all staff the day after the meeting.

- **Monthly Staff Technical Trainings**
 - We are trying to provide as many avenues of support as possible; we have the Help Desk (1234) the Technical Training, and Atomic Learning.
 - On the 2nd Tuesday and Thursday of each month, IT is offering 30-minute technical training.
 - Currently, we are offering them from 8-8:30 am and 3-3:30 pm on Tuesdays and Thursdays.
 - Each month the topic is different and is announced in the Team Review.
 - It has been brought to our attention that some schools cannot attend the training due to the times offered, we are going to look at adjusting this.
 - We tried to do the training a couple of years ago, unsuccessfully and while we have had a handful of staff show up to the new training, we still are not getting a good turnout.

Engage Their Minds

- What are some ideas to increase attendance?
- Create a way for staff to ask for help finding a link to a specific tutorial in Atomic Learning. The staff doesn't always know what to put in the search to find what they need or have the time to find the link but they do have the time to watch a couple of minute tutorial.
- Review the Survey Monkey results from last year's TAC training committee to find topic ideas and ways to communicate the training.
- Send out another Survey Monkey to gather topics and times.
- TAC members go back to their schools and find out what the biggest needs are for training and work with the Principals to find some time to offer a short training.
- During the training offer a Skype option as well, so staff can jump on from their location if they don't have the time to make it to the training.