



## Technology Advisory Committee

Board Room, District Office

March 8, 2017

4:30 PM – 6:00 PM

**Present:** Bianca Ibarra, Brad, Pierce, Brandon Feist, Brian Runnalls, Carolyn Treleven, Dr. Frank Hewins, Emilie Reynolds, Emily Lehnhoff, Joy Hara, Lance Goodpaster, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Lynne Mackey-Moseley, Zack Sjoden, Don Brown, Willie Painter

**Absent:** Allen Culp, Caitlyn Zwang, Derrick Pete, Dr. Shaun Carey, Jennifer Verkuyl, Lanna Duncan, Sally Wheeler, Seth Seastrum, Tina Daniels

### ○ IT Newsletter Discussion

- At the last February TAC meeting the idea of a IT Newsletter was talked about.
  - The idea of the newsletter is to have a one-page document that went out monthly outlining relevant information, help tips and tricks as well as upcoming projects.
  - There would be links to more in-depth information within the newsletter
- Reasons for wanting an IT Newsletter separate from the Team Review
  - The IT information is typically towards the end so it is often overlooked or not seen
  - A way to get more information out to more people.
  - We continually hear, I never heard about that, when did that start, what is that, even though it is in the Team Review
- Lindsey gathered some information from the past Team Reviews.
  - From September 2015 until March 2017, IT has been in 16 of the 17 Team Reviews
  - 52 items were included
  - Top topics
    - Canvas – mentioned 6 times since September 2015
    - Staff Technical Training – mentioned 6 times since October 2015
    - IT Work Order System – mentioned 4 times since March 2016
    - Best Practices – mentioned 4 times since October 2015
    - Help Desk – mentioned 3 times since November 2016
  - 8 Team Reviews were randomly pulled, they average 8.5 pages each and the IT portion is typically on page 6 or later
- Each department is needing to put out more and more information each month resulting in the Team Review getting longer. How do we get the information out in the best way possible in a way that is easy to navigate?
- Emily brought up that as new employees the Team Review is not something they are told about. She has been in the district for 4-years and did not realize it was something different than the District newsletter that is mailed out.
- Thru discussion it was brought up that a shorter Team Review that had a table of content with clickable hyperlinks to more information would be beneficial along with an archive on the website of the Team Reviews.
  - In the table of content have under each departments category a list of what is new
  - Other departments could add to this as well, such as AT, Support Services or Transportation
  - Have a spotlight section where the district highlights a staff member, or department/school

- Constant contact is the company we currently use to create the Team Review, if district emails are uploaded into Constant Contact and Willie sends out the newsletter through Constant Contact the we would be able to track the clicks on hyperlinks, opens and more.
- Other possible options could be a Canvas type environment or an Intranet setup.
- Willie will work to create a mockup of the new format by the end of day on Monday March 13<sup>th</sup> to the TAC team to review.
  - The TAC team will provide feedback to Willie
  - The goal is to have the first round of the new format go out in April
- **Badging**
  - One way that some companies/organization are recognizing staff are through badges.
  - It is a way to show fellow staff that you were recognized or have completed additional training to become an expert in an area
  - Keithley is doing this with their AVID program, they have small stickers that they give out for students and adults to add to their binders when they accomplish steps
  - The badges could be electronic so staff could add them to their email signature blocks.
  - Similar concept as the football player who gets a sticker for their helmet for a tackle.
  - Information Technology and Teaching and Learning will work on the first set of badges that can be earned and what the criteria will be for earning the different badges
    - Canvas, laptops, learning walls
- **Learning Wall Phase 3 Update**
  - The walk throughs of the instructional rooms at Ford, Keithley, Franklin Pierce and Washington have been completed by IT, Support Services and an architect.
  - The instructional spaces were surveyed to figure out the best configuration options for that style of room based on the GATES pilot program.
  - The architect is now drawing up the different configurations before the project goes out to RFP.
- **James Sales Canvas Training**
  - The 5<sup>th</sup> grade teachers at James Sales wanted to have a training on how to use Canvas in the classroom
  - Last week some of the IT team met with the three 5<sup>th</sup> grade teachers to create a work flow
  - Friday, the IT staff went back over and worked with the three teachers and their classes on the work flow process.
    - The students used Canvas to submit online assignments.
    - The processed was demoed to the students and then they could practice the work flow
    - The kids picked it up very quickly, what was a 2-hour training for the teachers was a 5-10-minute training with the kids.
    - Within 10 minutes the kids were helping each other and showing the teachers things
  - From the teachers side the work flow process helped to alleviate the stress of the process, all the student's work was on one page and they could easily scroll through and grade all the papers in a matter of minutes.
  - Canvas Trainings
    - IT is willing to do a small group training with anyone on Canvas
    - The training works best with small groups as it is more focused

- A list of 5 items the group wants to accomplish is needed so the training can be tailored to the group
- **Canvas Updates**
  - Brandon Feist
    - Canvas never loses papers
    - He showed the students once how to upload assignments and has not had to revisit the topic
    - His students have picked it up very quickly and have had lots of great experiences with it.
    - He uses it almost daily
  - Emily Lehnhoff
    - Students have been mainly using it to upload their essays
    - Her UW Tacoma Intern has experience with Canvas
      - She created a power point that the students could then go in and collaborate on
      - The students loved this!
    - Saves a lot of time grading
    -
- Carolyn asked the question, when is Canvas better and when is ConnectED better for assignments?
  - ConnectED worksheets can be downloaded to Canvas
  - Both have work flow
  - Both are content based
  - James Sales is going to be piloting two apps that are work flow for the 1<sup>st</sup> through 3<sup>rd</sup> grades
- **Student Laptops**
  - Carolyn mentioned that the laptops in the elementary schools has provided the schools much more flexibility.
  - A whole grade can test all at once
  - The laptops for the kindergarten classrooms have arrived and are being set up and deployed
  - Secondary School N23's
    - We are in the process of finalizing with Admin and the secondary Principals the deployment of N23 laptops to Ford, Keithley, Franklin Pierce and Washing.
    - GATES will be done later
    - The computer labs will be staying
    - Instead of each grade getting X number of computers we will have a ratio of approximately 2 students to every 1 laptop.
    - The Principals are working on creating a plan for the laptops and how they will be distributed throughout their buildings
    - IT, Teaching and Learning and the Principals are working on the Professional Development side of things
    - IT will be training staff of care of the laptops
    - The deployment should be happening this summer.