RENTON TECHNOLOGY COORDINATING COUNCIL
March 16, 2017 - Minutes of Meeting

INTRODUCTIONS
Seymour welcomed everyone to the meeting and announced absences due to other district obligations.   Members unable to attend upcoming meetings are asked to email Seymour or decline the meeting invite which will allow staff the ability to better estimate the number of handouts.

REVIEW AND APPROVE JANUARY 19, 2017 MINUTES
One correction. Barbara was not in attendance. Motion was made by Shari Mann to accept the minutes as corrected. Seconded by Karen Soine. 01/19/2017 minutes approved as corrected.

TEACHER/ADMINISTRATOR DEVICE SELECTION PROCESS
Seymour outlined the next steps and projected timeline. Customer Services team is planning for staff ability to smoothly move from one computer to another. He thanked RTCC for their input on the laptop survey and mentioned that over 680 responses to the survey were received.   Three events are scheduled allowing teachers and staff an opportunity to look at and test the equipment. First event was held today at McKnight Middle School, and two will be held next week at KEC.   All participants will be able to cast an electronic vote on their favorite type of device, Seymour stated the hope is to have the devices ready for staff that request to take them home over the summer. This will depend on vendor ability to receive the equipment.

FEEDBACK ON CHROMEBOOKS
Kalisa shared that Chromebooks have been distributed at her school and positive feedback is they have good battery life and quick start up. Unfavorable feedback relates to cart cords and ease of access and returning them to the cart. Overall she feels they are rock-solid.

Susan James agreed with Kalisa's comments.

Shari said the quiet carts are great. Important to note that if the devices are not charging, there is no need to have the fan on.

SHARING – EXPERIENCES FROM THE FIELD
Seymour asked for feedback from anyone who has had an opportunity to use the Chromebooks.

Shari has noticed, especially with primary grades, computers are being used more. Everyone is integrating them into more subject areas. Accessibility has made a big difference.

Alexey led ELL testing recently and distributed the laptops. He noted that it took only seconds for the devices to start. Headphones with mics were available. For the most part, the devices were good and have increased usage.   Accessibility has been great.

Susan James talked with her librarian and learned there are so many carts now that teachers aren't visiting the library as frequently. Susan plans to work with the librarian to determine how her time will be used more efficiently now.

Kalisa has enjoyed a positive experience using O365. Students can now do more outline work and create a story. Feedback with partners is great allowing for instant feedback. Portability has been nice. She used the add-on for speech-to-text and it worked well for her report card comments.   Kalisa found the speech-to-text feature was fairly accurate and has enjoyed experimenting with all of the ways you can use the new devices.

Lise is promoting digital citizenship with her 4th and 5th grade students and finds she is now better able to track their progress. Key-word search is effective and helps students to learn how to search properly.   She would like to have something to scan the barcode of books to determine the level of text. Seymour suggests talking with the other librarians and submit a formal request to Curriculum and Instruction. Karen Soine may be able to help determine the solution for this.

Shari Mann will be starting with ELPA testing and foresees using the devices a lot. Testing was previously were done with computers at start of spring.

Karen shared that she and Daniel practiced making a webinar. Daniel explained that there is a Web Conference tool available through K20. They were able to use a new offering called ZOOM, which is a feature rich, interactive, easy to use application. Karen and Daniel worked with it and worked out some issues.   We get two accounts per building and could be used for interviews and remote field trips. Initially, it will likely be a small group that has access to this, although they are working on a plan to get the word out and hope to expand to all schools. Karen feels it has a lot of potential as a staff resource. Susan foresees this being useful using between schools.

Seymour thanked everyone for sharing their comments.

NEW TELEPHONE PROJECT
The district is in need of replacing our telephone system as it is old and no longer supported. A Telephone Selection Committee was created made up of staff from all levels and departments from throughout the district, providing a good representations of needs. Tom briefly reviewed committee requirements. There will be three vendor demonstrations that Technology Services staff will participate in. Telephone Selection Committee members will be welcome to participate as well.

Vendors have been asked to provide preliminary pricing and support options, as well as a timeline for implementing the handsets and equipment throughout the district.
Tom explained unified communications and stated it basically means you have a single inbox for your voice mail, email, text messaging, FAX's, and more. We will be able to have voice messages drop into our email and read the message.

The list of features the Telephone Committee agreed upon included a higher quality speaker phone, a panic button (ability to call for help), 2-way intercom, a presence indicator, higher quality blue tooth accessory that allows staff to walk about, intuitive voice mail system and directions, features that are more user-friendly than the current system.

Vendors presenting their products are Inflow (using ShoreTel equipment), Cerium Networks (using Skype for Business phone system), and Ednetics (using Cisco equipment).

We will likely be able to keep our current telephone numbers. Seymour expects to have a recommendation before the board in late April or May. We are working under a short timeline due to the opening of Risdon Middle School. He emphasized the availability of making calls from our personal phones but having it appear to come from your business line.

Tom stated that we do have the Wi-Fi bandwidth for this project. He noted that new systems are either completely cloud-based (we don't own any of the equipment) or a split system (where part of the equipment is in our data center and part is cloud-based). Seymour reported that Assistant Superintendent Susan Leland understands that we cannot have staff available 24/7 and that moving to some cloud-based services makes sense.

New system will allow us to add in a new phone at the click of a button. Adding a phone in the current system is very labor intensive. The new system will have a look-up tool allowing us to find staff numbers quickly.

The first buildings receiving equipment will likely be Risdon Middle School, KEC and Transportation. An update will be provided at the next meeting.

DIMMIT – ONE TO ONE PROGRAM
Ellen provided an update on the 1:1 implementation at Dimmitt Middle School. She has been meeting with the Dimmitt Admin Leadership Team and also working with the whole staff. They have shown a great deal of excitement and also have many questions regarding technical issues, questions about consequences for damage, and questions on inclusivity. When meeting they are focusing only on the bigger goals, which helps with troubleshooting ahead of issues. Whenever meeting with the teams, they always begin with the vision because they need to know the "why". Staff are always provided a digital agenda to follow along.

Ellen shared an article by Edutopia entitled *Discomfort, Growth, and Innovation*. The article is worth a read and talks about fostering a culture of successful innovation by empathizing with fellow educators who are uncomfortable with risk, modeling a growth mindset, and celebrating effort as well as success. A link to the article was included in the meeting invite and copies were available for those interested.

Ellen shared project planning details and mentioned that plans are to develop two teams (instructional & technical) to think through items specific to Dimmitt. She explained how she models during her time with the Dimmitt team. Ellen mentioned that this is how the Digital Learning Team will work with students.

Kalisa likes seeing modeling in action and delivering the content at the same time. Ellen feels this approach is effective and positive.

Lise talked to a 5th grade teacher and students at her school who use Newsela to choose different reading levels. Feels it is very powerful.

Seymour mentioned Ellen's' efforts with the Curriculum facilitators and how she has changed what tools we are using. He acknowledged that it is emotionally difficult for some teachers to steer away from their comfort level to try something different from what they have done for years.

PRINT AND COPIER SELECTION PROCESS
Ricardo shared that the contract is expired and they are in process of replacing the Print Shop production equipment.   He is working with three vendors (Ricoh, Cannon and Xerox) who have given formal presentations and he is now completing reference checks with other districts. Price is also a top consideration.

He is researching copiers for district buildings at this time as well, and leveraging a new contract on that equipment. Our purchasing office have asked to open up to additional vendors to present proposals. Ricardo is hoping to have documents ready to present at the April 26 Board meeting. He stated this has been a tedious, detail oriented project.   Main goal is to have one-day turnaround on submissions by staff.

Seymour indicates this a doable goal at certain times of the year.   Start of school and mid-October may not be same day service. Ricardo is striving for #1 customer service. He has talked with many school district print shops and has learned what works well for them. He plans to have helpful posters near each copier with "how to" tips.

Shari asked when new copiers will be in schools.   Ricardo said the goal is to deploy toward the end of school year, but acknowledged it is not an easy process.   Seymour said possibly before end of school year, but all replaced by start of 17/18 school year.

INTERNET FILTERING
Alexey asked if there is a way to limit access to YouTube. Seymour deferred to Tom & Ellen since they lead the Internet Filtering Committee. IFC has determined it is an equity issue. YouTube is open because so much content and information is available out there.   Ellen indicated we won't be blocking it. Seymour provided a reminder that the Internet Filtering Committee will soon be joining RTCC meetings periodically throughout the year. More detail shared at May meeting.

TEAM UPDATES
Infrastructure - Tom Howley mentioned that, because of pending 1:1 project work at Dimmitt Middle School, his team will begin replacement of all access points. Process will continue until full implementation is complete. Seymour added that we are waiting for approval of one-million dollar funding from e-Rate. We can complete the access points at DMS with current budget capacity, but will wait for approval of e-Rate funding to complete remaining buildings.
Tom mentioned the $250,000 cable switch project intentionally scheduled to occur during spring break to allow least impact to staff.

Customer Services –
Daniel Lopez has been actively working on the ServiceDesk project (new helpdesk system). He and his team have vetted several vendors and have sent off a preliminary questionnaire to begin the onboarding process. The goal of implementing ServiceDesk is to provide the best support process for the district. He is excited to see this project near completion.

TEAM UPDATES
Customer Services (continued):
Daniel provided an update on the NovoPro pilot in classrooms. He talked about the pilot program and what it means to untether the teachers. A lot of thought has gone in to the pilot and the device is great, we want to ensure works successfully right out of the box. Seymour reiterated the intent of piloting the devices. We want to rollout the devices with minimal issues or impact to staff.

GOOD OF THE ORDER
Ricardo thanked Daniel Lopez and team for organizing the three teacher/administrator device review opportunities.

ADJOURNED
With no further business to conduct, Ricardo moved to adjourn the meeting. Tom Howley seconded. Meeting adjourned at 6:00 PM.

REMAINING 16-17 MEETING DATES (3rd Thursday): May 18

PRESENT

Dr. Seymour Hanfling, Chief Technology Officer	Chairman of RTCC
Al Talley, President	Board of Directors
Pam Teal, Member	Board of Directors
Tom Howley, Director	Technology Infrastructure
Ricardo Garmendia, Manager	Customer Services/Print Shop
Ellen Dorr, Director	Digital Learning
Daniel Lopez, End-User Support Manager	Customer Services
Dr. Karen Soine, Assistant Director	Curriculum and Instruction
Barbara Folmer, Website Development	Technology Services
Stewart Shusterman, Facilities Project Manager	FOMC
Susan James, Assistant Principal	Hazen High School
Shari Mann, Elementary Instruction	Tiffany Park
Alexey Kuznetsov, Secondary Instruction	Renton High School
Lise Lindfors, K-5 Librarian	Renton Park
Kalisa Amparo, Elementary Instruction	Maplewood Heights
Detta Dayton, Confidential Assistant/RTCC Admin. Support	Technology Services

EXCUSED

Dr. Damien Pattenaude. Assistant Superintendent	Dept. of Learning and Teaching
Susan Smith Leland, Assistant Superintendent	Business and Operations
Randy Matheson, Executive Director	Community Relations
Jason Franklin, Executive Director	Business Services
Jerry Sidwell, RHS Area Parent	Community Member
Jay Leviton, Chief	Support Services
Jonna Clark, Occupational Therapist K-9 Special Education	Cascade and Dimmitt
Arneidra Lloyd, Assistant Principal	Tiffany Park
Ron Hansen, Community Partner	City of Renton