



RENTON TECHNOLOGY COORDINATING COUNCIL

May 18, 2017 – Minutes of Meeting

In Attendance: Dr. Seymour Hanfling, Tom Howley, Shari Mann, Lise Lindfors, Jonna Clark, Daniel Lopez, Alexey Kuznetsov, Barbara Folmer, Ellen Dorr, Jason Franklin, Ricardo Garmendia, Pam Teal, Kalisa Amparo, Dr. Karen Soine, Stewart Schusterman

Welcome

Seymour began by welcoming everyone to the meeting today and saying thanks to everyone for coming. This is the last meeting of the 16-17 school year. There will be no June meeting due to historically low attendance at June meetings due to the business of the end of the year.

Updates: Seymour shared that Detta has taken a position with the Port of Seattle. Her last day was Tuesday, May 16th. Brenda Summers will be filling in until a new Confidential Assistant is hired.

Seymour also took a moment to remember Al Talley who was a longtime member of RTCC. RTCC members shared a few special memories of Al and Seymour remarked how much he will be missed.

Review and Approve March 16, 2017 Minutes

Two corrections need to be made to the March 16, 2017 minutes:

- Header at the top of the page says January 19, 2017, please correct to March 16, 2017.
- Kalisa Amparo only has one "s" in her name.

A motion was made by Shari Mann to accept the minutes. Motion was seconded by Jason Franklin. 3/16/17 minutes were approved. Corrections will be made to the March minutes and will be posted.

The Internet Filtering Committee is a sub-committee of RTCC. The Helpdesk has not received any requests for unblocking a filter to date so no discussion was required. Tom remarked that a major unblocking of the filter took place last year for high school students so now high school students have the same level of internet access as staff.

Digital Learning is working with students and teachers around Digital Citizenship. This is incredibly important with the ability of students to use phones and go just about anywhere on the internet.

Laptop Teacher Discussion

We are now at the deployment stage of the teacher laptop replacement project. The project includes upgrading laptops and docking stations for teachers and administrators.

Ricardo outlined the steps in the deployment process. The first step will be to make the deployment schedule public so teachers can plan around when they will receive their new laptop.

Tech Services is looking at June 6th or 7th to begin the swap of old computers for a new computer for early adopters. Early adopters will get the needed equipment to continue to use their document camera, projector, etc. and must have their C drive cleared before they can receive their new laptop.

The installation for the remainder of teaching staff will begin after school is out. The vendor doing the installation plans to finish 2 schools per day/8 schools per week. The vendor will be doing the installation Monday-Thursday. Fridays will be spent fixing any issues that have come up through the week. This is a draft plan and not currently set in stone. Seymour invited members to give feedback about the deployment project.

Kalisa asked if laptops with Windows 7 must be swapped out at the same time as Windows 10 devices as this could be a difficult adjustment for some staff. Ricardo said that yes, we will be doing the swap simultaneously. Tech Services will be providing information with the laptops about known changes between the Windows 7 and Windows 10 systems to hopefully alleviate issues that staff have when working with a new operating system including how to install new print drivers

Question: There seems to be confusion around what drive is needing to be cleared before teachers can receive a new laptop; teachers were under the impression that it is W drive. Tech Services will send out information that will clarify that it is the C drive NOT the W drive that will be removed. The option is for teachers to upload their C drive onto a thumb drive or into OneDrive.

Tom remarked that as we get closer to the end of the school year there will be less bandwidth available as more users start the backup. Users should start the upload process as soon as possible. Microsoft can also limit bandwidth from their side depending on what is going on with their system

Karen asked if the TIS have a role in the deployment process? Ricardo answered that Customer Service will work with Ellen to develop a plan with TIS. Joanna remarked that Cascade had an afterschool tech training led by the Cascade TIS Trang Nguyen to teach staff how to upload their information to OneDrive.

Shari asked if TIS will get early training on the new teacher devices? Ellen answered that DLCs will be receiving the new laptops with the intention of working out any issues and developing information on use. Digital Learning is also sponsoring the Digital Learning Summer Institute which will have four training sessions on the new device and Windows 10 that will be led by trainers from Microsoft. The Digital Learning Summer Institute will take place on June 28th at McKnight Middle School and August 23rd at SLC. Atomic Learning is also available to staff to learn more about Windows 10.

Since teachers have been asked to clear their C drive, Shari asked where people should store their information. Ricardo said the W drive can be used but has limited storage while OneDrive has one terabyte of space. Tech Services is encouraging people to move their files to OneDrive. Seymour did ask Shari to please let him know if she finds that there is a lot of training needed for staff around this process.

Alexey shared that since having OneDrive set up on his computer he has been saving all documents to OneDrive this year. Tom remarked that eventually the default settings for saving documents will be to automatically store in OneDrive.

Question: what is the rationale behind not updating itinerant's computers? This year we are updating instructional computers. Many itinerants already have laptops that are on a different refresh schedule. We always try to make sure that all equipment out in the field is under warranty.

Question from Seymour, “would teachers want to come in and make the switch to the new laptop during the summer?” Joanna felt that some teachers would want to come in and switch. Seymour requested members to please email him if they have any ideas around the deployment process.

Dimmitt One to One Planning Update

Ellen provided an update of the 1:1 pilot at Dimmitt. The goal of the 1:1 pilot is to empower the learning of all students, enhance what is already happening at Dimmitt and the West Hill NOW! work and to connect to the IB program at RHS. Centrally we are thinking about four areas of support: instructional, communication and engagement, technical team - central office and technical team at Dimmitt. The technical team at Dimmitt is working out logistics of how students will check in and out the laptops, storage of devices, lessons for content areas, etc..

Ellen reviewed the information and PowerPoint that she shared at the last RTCC meeting around the work she has been doing with the PLCs and all staff at Dimmitt where they have created plans around shared concerns and solutions.

Ellen shared that Friday, 5/19/17, teacher leaders from Dimmitt will present differentiated sessions to their colleagues during their Green Day time. This event will allow staff members the opportunity to share their experiences about different ways they have used technology in the classroom.

Ellen reviewed the next steps for the 1:1 project. During the 17-18 school year, we will pilot one 1:1 school (Dimmitt), all other schools will sustain their current computer ratios. During the 18-19 school year, we will pilot at one high school, all middle schools will go 1:1, and elementary schools will maintain their current ratio. Finally, during the 19-20 school year there will be no pilots; all secondary schools will be 1:1, elementary schools will sustain current ratios. The pilots being run over the next few years will inform our plan and how we will be moving forward.

Question: Will elementary schools ever go one to one? Elementary schools will probably not go 1:1 but possibly 2:1. The 1:1 model is not currently the type of instruction that we want our youngest learners to use. Ratios of laptops can be reviewed and changed based on need.

Question: Will 1:1 prep happen at all middle schools next year in preparation to go 1:1 the following year? Yes, the integration will be happening at the other middle schools during 17-18 school year.

There will be two school based teams involved with the 1:1 at Dimmitt next year. The technical team and Instructional team. We will also be adding a 6th DLC for full time support at Dimmitt.

Digital Learning will be hosting two days over the summer to support digital learning. June 28th will be a technically focused day for staff learning and August 23rd will be an instructionally focused day. There will be a morning session and afternoon session. Staff are encouraged to sign up on the portal.

Questions: Are there easy or reasonable ways to share amongst teachers digital learning opportunities that they have created for students? Yes, Ellen encouraged staff to come to the TIS Showcase June 1st. This is an opportunity to see digital learning in action. TIS will show ways that they have used technology in the classroom. Digital Learning will also be asking teacher to share their insights at the August session of Digital Learning Summer Institute.

Seymour reiterated that there has been a lot of work that has gone into the 1:1 project this year that will be taken to the middle schools next year. The important thing to remember is that this project is about instruction. It is easy to put out devices, but the important work is how they are being used instructionally.

Telephone System Discussion

Tom reviewed how the new phone system was selected. A Committee came together from across the district. The Committee developed a list of features and specifications they would like in the new system. The committee then sent this list out to vendors. The vendors who replied and met most of the specifications were invited in for a presentation to the Committee. The three systems that were reviewed were Skype for Business, ShoreTel & Cisco. ShoreTel and Cisco were the two companies that were moved forward for further consideration as they met more of the Committee's requirements. ShoreTel and Cisco shared a lot of the same features, but the committee selected the ShoreTel system because it was significantly less expensive than the Cisco system. Tom's team is currently working with ShoreTel to identify the needs of the district. The bid for approval will go to the Board for approval on 5/24. Some of the features include, high quality audio, full color display, messaging that can be sent out in "blasts" and the ability for this system to tie into other systems in the future. There will also be a panic button feature which was a major request. (Please see Tom's handout for full list of features.) Installation will start at KEC so that we can troubleshoot issues. Then it will be installed at Risdon, Transportation and Campbell Hill. Tech Services is reviewing the best approach for installation across the district.

Alexey asked if there is a possibility of conflict between the two systems? Tom's team asked the vendor and they felt that the two systems should be able to tie together.

Tom's team is looking for ways to create efficiencies in the system. A couple of preliminary things that are being looked at is shortening phone numbers to just four digit dialing within the district and to remove the need to dial an 8 or 9. New system will only require an 8 to be selected.

Question: Will scan line still be required? With cell phones, many of our families now have long distance numbers which require a scan line to call. Tom explained that the new system does not include long distance for every line. Tech Services will be looking at risks/rewards to determine how long distance will be figured out.

Features of new system will be released in phases.

Question from Alexey: Is there a way that calling can be done by the computer. Tom believes that there is a client that can be installed on the computer that can make accessing contacts from the phone available on the computer. That is still being investigated.

Budget Update

Seymour presented a tentative budget for next year. The budget is not in its final stage but does give an idea of the projects that will be coming up and what spending looks like for next year.

One major project next year is the update of our network switches. Overall cost will be \$1.5 million dollars; RSD will be responsible for \$500,000.00 of the project, eRate will cover \$1 million.

Budget also includes projections for updating presentation stations across the district as well as new instructional computers. Budget for instructional computing is approximately \$5 million.

Instructional subscriptions and curriculum budget for 17-18 is approx. \$600,000.00

Tech Services salaries comes out to approximately \$5.3 million. Tech Hours are another large chunk of the salary dollars.

The district is looking seriously looking about moving these dollars out of the Tech Levy and into General Fund.

Overall projection is approximately \$14 million for the 17-18 school year.

Question: Will the McCleary decision affect Tech Levy dollars? Not at this time. Tech Levy dollars are not affected by McCleary decision. What we would be able to do is move money into different places that could support technology ongoing. Technology will not need to be supported through external funding measures.

Updates from the field

Ellen asked Kalisa to share about her experience with the NovoPro project. The NovoPro software allows the teacher to have students send their work to the projector and then teacher can project the student work onto the screen. Kalisa's 3rd and 4th graders were easily able to login. She reported that new teacher laptop made the NovoPro experience it even better. Seems to be working very seamlessly. Fun project.

Kalisa also shared her work with Digital Citizenship at her school. Kalisa taught a lesson around plagiarism, Thomas Suttle taught a lesson about online safety to students. Kalisa expressed that because technology is just part of their world, our elementary students are learning citizenship rules and teaching their parents. Kalisa's class created "5 rules that you would share with Kindergarteners." The students could engage in the issues and think critically about what they would share with someone just learning about online citizenship.

Shari shared that at Tiffany Park they held a 2nd grade Technology Day. There were four 2nd grade classrooms that participated. All parents were invited and there was a huge turn out! Students set up a rotation of stations that included the 2nd grade robotics club and code.org demonstration. The feedback the team received from parents was incredibly positive. It was a very successful and a great way for parents to see what their kids are learning and how technology is being utilized.

Lise shared that technology has been integrated into the chess club that allows her to differentiate the learning for her students. Their club is using "Chess is Fun" as a resource for learning. She is finding that chess is reinforcing math skills for students. Also, they are thinking about turning an existing computer lab into a Maker's Space at Renton Park. Next week, Lise will be touring Bellevue schools that have a Maker's Space in place.

Seymour updated members that overall, testing went very well this year. Technology Services received very few call and the process was very smooth.

Team Updates

- Infrastructure
 - Wi-Fi upgrade at Dimmitt this summer. Once done with Dimmitt, Infrastructure will start upgrading the rest of the district.
 - Selecting a single sign on portal.
 - Development of a new SharePoint site – Barbara Folmer is currently working on the Tech Services department page as well as coordinating the site creating across the district.
 - Malware attack – please don't open email from anyone you do not know. Patches have gone out across the district to hopefully prevent any attack on RSD's network. We have not been hit yet. SWIFT was hit by a malware attack.

- Student password reset tool is in development.
- Working on ways to provide internet service to families that don't have internet access at home. Working with vendors to find low and no cost options.

- Customer Service/Print Shop
 - Risdon Middle School: installation of devices at the school
 - Teacher Laptop
 - Service Desk
 - Library projector project
 - Move to a new room at KEC
 - Music room technology modernization
 - Windows 10
 - Teacher classroom projector modernization in 150 classrooms
 - Print shop contract
 - Dimmitt Middle School Chromebooks
 - KEC conference room refresh
 - Technical support for summer school
 - New teacher orientation

- Digital Learning
 - Planning for Summer Digital Learning Institute

Good of the Order

Seymour expressed his thanks to committee members for their valuable service this year. He also expressed his thanks to his colleagues in Technology Services for their hard work.

Adjourn