Renton School District

Renton Technology Coordinating Council (RTCC)
Meeting Minutes
January 16, 2020

ATTENDING
Ellen Dorr, Rahman Abdul, Kalisa Amparo, Dr. Bob Ettinger, Colin Falk, Barbara Folmer, Cathy Gonzalez, Madison Hammond (*Guest*), Shari Mann, Dr. Karen Soine, Kevin Smith, Kevin Takisaki, Kerrie Thornton, and Dominique Tryon *(Conference Call)*

AGENDA
- Welcome and Introductions
- RTCC Projects
  - By-laws
  - Project Updates
  - Input
- Team Updates

WELCOME AND INTRODUCTIONS
Each RTCC member introduced themselves by giving their name, role, and sharing the most fun thing that has happened since school started up again. See addendum for individual responses.

Ellen reviewed the role of RTCC and how Technology Services (TS) aligns to the District Core Values to remind the committee of the purpose for these meetings.

At the December 2, 2019 meeting, Ellen and Bob requested feedback on the Tech Levy Annual Update presentation they were preparing for the Board Meeting on December 11, 2019. Adjustments were made based on RTCC responses and the presentation was a success. The Board was excited to learn more about the digital learning work happening in the district.

MINUTES REVIEW
No clarifications or questions.

RTCC PROJECTS
The RTCC members split into groups to address three primary topics and then presented their thinking and next steps with the whole group. The topics were:
- Review RTCC bylaws (1240P) to increase membership and participation
  - This group was provided a link to the by-laws of neighboring school districts to cross-compare and get ideas.
- Review Technology Leadership Team (TLT) projects (design update protocol)
  - This group was provided templates for formatting updates to consider and build from.
- Gather needs from classrooms/schools/students/families
  - To allow room for creative and open thinking, this group was challenged to come up with ideas for gathering input without a leading resource.

Review RTCC bylaws (1240P) to increase membership and participation
Dr. Bob Ettinger, Barbara Folmer, and Kerrie Thornton

According to the current RTCC bylaws, the committee should be comprised of 18-25 members representing staff and community members. The bylaws also include a detailed list of the positional demographics to be represented, which can be found on the Renton School District (RSD) website under Technology Services, Renton Technology Coordinating Council.

Bob gave a short summary of how other school districts are managing their membership of similar committees. He noted a range from very restrictive to relatively open participation.

The team presented the following considerations:
- How do we democratize participation in RTCC?
  - Would an application process increase participation because it indicates exclusivity?
  - Would an application process decrease participation because it creates a barrier?
- Establish our ideal participation matrix and solicit those groups/demographics that aren't currently represented.
  - For example, do we want representatives from all departments, all grade bands, non-instructional staff, leadership, community, etc.?
- How do we entice people to join?
  - Advertise participation as a resumé builder.
  - Share how participating in RTCC is one way to serve and support the community at large.
  - Share examples of how RTCC has informed decision-making through collaborative recommendation.
- Should we establish terms of service for RTCC members?
  - One option Ellen shared from other districts is the use of a lottery system to determine how long someone serves on RTCC so that new voices are regularly being cycled in.
  - Would having short terms cause issues with continuity?

Review TLT projects (design update protocol)
Kevin Smith, Rahman Abdul, Dr. Karen Soine, and Cathy Gonzalez

After reviewing the templates, the team determined the green Project Status Report template was preferred for project updates because it tied well to how we might address the districtwide survey results for the improvement of timeliness, operations, and communication. In addition, it addresses all the questions they would have for project updates in a format that is visually pleasing and easy to comprehend. The primary aspects of the template the team liked are:
- Project summary
- Listing the tasks and the percent complete
- Risk and issue history

Ellen asked that the team also consider what projects they might want this kind of update for. For example, they may not want an in-depth report on Infrastructure updating the SAN (Storage Area Network), but would want it for projects that impact classrooms, such as the interactive panel installation happening across the district.

Gather needs from classrooms/schools/students/families
Kevin Takisaki, Colin Falk, Sherri Mann, Kalisa Amparo, and Madison Hammond

The team focused on five places they could gather input from school communities. They wanted to steer away from traditional surveying and prioritize strategies that would ensure a broad diversity of voice.

The five areas they focused on were:
- Events/Groups
- Location
- Type of data to gather

- Methods of communication
- Who is gathering the information?

Events/Groups	Location	Type of Data	Communication Methods	Who Gathers
Student Councils	Schools	Tech use at home	Phone Calls	District Tech
Community Cafes	Public Libraries	Accessibility	Texts	RTCC
Cultural Nights	Apartment Complexes	Current obstacles or barriers	Facetime	DILT (District Instruction Leadership Team)
Curriculum Nights	Community Locations	Awareness of services	In-Person	TIS (Technology Integration Specialists)
Meet the Teacher Nights		Utilization of services	Translation/Interpretation services	BTA (Building Technology Assistants)
Open House			Social Media	Student Leadership Groups
			What is a highlight?	ELL Teachers
			What is an obstacle?	IEP Case Managers
				Counselors
				Family Liaisons

Next Steps:
- Ellen suggested RTCC team members do independent work before the March meeting and bring back ideas and feedback to inform how we will re-write our bylaws. The bylaws state that any adjustment can be made if the committee agrees. Ellen will send an email with some ideas for work we can do in the interim.
- The fourth topic RTCC has yet to work on is reviewing the technology plan and the alignment to the strategic framework. The version written in 2016 had specific goals in place designed to allow for digital learning, including getting iPads in primary classes, increasing Elementary school devices to 2:1, and secondary school devices to 1:1. Now that these goals have been accomplished and because all of the work we do should be in service to the strategic framework of the district, Ellen wonders if there is still need for a technology-specific plan. She has talked to Dr. Pattenaude regarding this and noted that multiple districts are moving away from technology-specific plans, and she will inform the committee what decisions are made surrounding this topic.

TECHNOLOGY SERVICES TEAM UPDATES

Overall Project Update

Office of Civil Rights (OCR) Agreement: OCR received a complaint that the RSD website was not compliant in accordance with the American Disabilities Act (ADA). As a result, we moved to a new website platform called Finalsite that has more accessibility tools available to reach compliance. After the launch of the new site, OCR did another review and found some areas that need to be worked on. RSD has entered into an agreement to remediate these accessibility issues over the course of the year. We will send a report in December 2020 about the work done in this area. To date, the following action steps have been taken:
- Launching a new website platform
- Providing training on accessibility
- Updating board documents and accessible templates

Customer Service (CS) – Rahman Abdul
- **Interactive Panel Installation:** The Dimmitt installation is complete, Cascade has just started, and will be followed by Campbell Hill, Bryn Mawr, and Lakeridge.

- o Ellen shared the full installation schedule and details on how schools are being prepared for this transition.
- **Digital Signage:** Digital signage is being added to the common areas and cafeterias in some schools
- **1:1 Device Refresh:** One of the schools that participated in the 1:1 pilot now needs their devices replaced.

Digital Learning (DL) – Dr. Bob Ettinger

- **Creative Communicator:** TIS are incorporating creative communicator experiences into lessons and sharing with their colleagues at the next TIS meeting.
- **Elementary Computer Science**: Three schools are piloting the computer science program (one on each hill). In addition, DL has supported an Hour of Code at all schools.
- **Project Based Learning (PBL):** DL is continuing to support teachers, professional learning communities (PLCs), and schools on PBL.
- **Formative Assessment:** DL is continuing to support school leaders and PLCs.
- **Recent Professional Learning Experiences:** DL has engaged in differentiation, formative assessment, family engagement, digital playground, PBL via Green Day professional learning.

Infrastructure (IN) – Ellen Dorr on behalf of Tom Howley

- **Interactive Panel Installation:** IN continues to support and troubleshoot network issues.
- **SAN Project**: IN has completed this project.
- **Surveillance**: IN continues to partner with the video surveillance project, adding cameras to the outside of all the schools in the district.

CLOSING

There are two RTCC meeting remaining for the year.

- March 10, 2020: Ellen requested that teams come prepared with fleshed out proposals.
- May 14, 2020: RTCC will make recommendations for new bylaws.

Meeting adjourned at 5:35pm

ADDENDUM

Ellen Dorr, *Chief Technology Officer*
During Winter Break, the first installation of the interactive Promethean Panels took place at Dimmitt Middle School. Ellen shared images from Dimmitt showing teachers engaging with the new presentation stations, using them in the classroom and in conjunction with other technology. She shared with the committee that Cascade Elementary School is starting to get their panels which is generating excitement among the teachers.

Kalisa Amparo, *Maplewood Heights 4th Grade Teacher*
Kalisa gave a presentation at the Technology Integration Specialists (TIS) meeting about a collaborative project her students are working on. She received a lot of positive feedback from the other TIS, which in turn made her feel good about her teaching and her students' work.

Shari Mann, *Tiffany Park Teacher/Librarian*
Shari and her students have been doing Makerspace activities in Library - incorporating literature into engineer design. She presented a challenge to a group of students that they thought was impossible, but she encouraged them to try anyways. Even though they thought they couldn't do the work, they were all successful. Afterward, they talked about persistence and how it helps in learning.

Colin Falk, *Assistant Principal at LHS*
Colin recently went to a wrestling match. LHS was down by 5 points. During the last match, in the last round, the LHS wrestler pinned the other wrestler with only 1 second to go beating the other team by 1 point. It was fun to witness.

Kevin Takisaki, *Assistant Principal at THS*
The most fun thing coming up for Kevin is the start of the THS Chill Program, where they take students up the mountain, teach them how to snow board, and do mentoring along the way. This program is primarily focused on at-risk youth.

Madison Hammond, *Student Teacher at Maplewood Heights*
The highlight for Madison has been starting student teaching. Today she got to teach math and it was very successful and fun!

Kevin Smith, *CTE Director*
On the snow day, several members of his team got to work early before the building was closed for inclement weather, and it was fun to have the building to themselves. It was so quiet, and they got a lot of work done. Kevin also shared that CTE is making short videos for all their major programs, and so far, the videos are amazing.

Barbara Folmer, *District Website Coordinator*
The most fun Barbara has had is working on an upcoming accessibility presentation for administrators with Kerrie, because she has such a great attitude and a unique point of view.

Rahman Abdul, *Director of Customer Service*
Rahman also shared about the Promethean Panel Installation. It has been fun to go into classrooms and see teachers get excited about the new technology and participate in the transition from projectors to panels.

Cathy Gonzalez, *Systems Analyst*
Cathy recently hosted a slumber party of 15-year-olds and she was happily surprised how quiet the party was.

Dr. Bob Ettinger, *Director of Digital Learning*
This year TIS have been focusing on the ISTE Creative Communicator standard. Kalisa and Amy presented a way they have been able to make that standard live in their classrooms. The Digital Learning team has asked all the TIS to bring a brief synopsis of a lesson and link it to student work that comes from a creative communicator experience. What is so exciting is to see people really engaging in this work.

Kerrie Thornton, *Administrative Assistant*
Kerrie also shared about the upcoming accessibility training for Administrators. She, Barbara, and Monique just had their final practice today and she feels confident it is going to go well.

Dr. Karen Soine, *Assistant Director of Curriculum, Instruction, and Assessment*
Karen has been working with different PLCs and recently was spending more time with Music and PE teachers. She remarked how exciting it is to see the two communities work together and to collaborate with them.

Dominique Tryon, *Risdon Parent*
Dominique shared that she has a son who is at Risdon and she is looking forward to hearing what we do at RTCC.