

Renton Technology Coordinating Council (RTCC)

Meeting Minutes
September 29, 2020

ATTENDING

Ellen Dorr, Avanti Bergquist, Bob Ettinger, Colin Falk, Barbara Folmer, Tom Howley, Fred Maiocco, Shari Mann, Keith Peck, Gioia Pitts, Genevieve Ramsey, Kevin Smith, Kevin Takisaki, and Kerrie Thornton

AGENDA

- [Welcome and Introductions](#)
- [Celebrations and Feedback](#)
- [RTCC Project Review and Implementation](#)
 - [By-Laws](#)
 - [Input](#)
- [TLT Updates](#)

WELCOME AND INTRODUCTIONS

Ellen opened the meeting by sharing the agenda and then asking everyone to share their Name, Role, and one example of something they are most proud of or excited about regarding the start of the school year. See [addendum](#) for individual responses.

Ellen reminds the council members that the role of RTCC is to review the technology plan and provide a forum for discussion to ensure that we are making smart decisions as a school district regarding the use of technology. She shared images of teachers and students working from home at the start of the school year.

As a department, Technology Services (TS) continues to consider how the work they do is in alignment with the District Core Values:

- **Service:** Providing a strong foundation via access, resources, etc.
- **Excellence:** Improving our systems and support.
- **Equity:** Ensuring we have the right supports for every learner.

MINUTES REVIEW

The council reviewed the minutes and Ellen asked for any questions, changes, or clarifications. There were none.

CELEBRATIONS AND FEEDBACK

Ellen asked the council to reflect on two questions with a specific focus on technology.

- What went well?
- What could have gone better?

The council shared in breakout rooms for 5 minutes and then had an opportunity to share as a group via Padlet (a digital bulletin board). See [all Padlet Responses](#).

Discussion

- The decision to reset student passwords was a necessary one, but multiple council members noted that it was one of the things that could have gone better. The primary issue was in the communication of this change.

Though the information was shared in multiple ways, a significant number of students/families did not receive that message, which resulted in a lot of issues leading up to and on the first day of school.

- Ellen shared that in the future, one strategy could be to set up a hotline managed by multiple parties to address questions when there is a big change such as this.
- Genevieve noted a positive aspect of the password change; the consistent format of the reset passwords made it easier for any staff member to assist families who needed support.
- Ellen responded to the team members questions and comments about devices for students and staff that appeared on the Padlet.
 - The Acer computers are having audio issues, so TS is testing microphones for those devices.
 - Half of the district Chromebook order has been delayed and will not arrive until November.
 - Para-Educators can check out Chromebooks in order to assist in the classroom. A process is in place for checking out those devices.
 - The hotspot connections have been challenging, and as a result TS has created an informational public-facing webpage to help troubleshoot hotspot connectivity in addition to the handouts given to families and internal communication through schools.
 - TS is now in the process of planning going fully 1:1 in K-12.
 - Kevin T. gave a shout out to TS for creating a technology troubleshooting page to direct families to. It has been very helpful ([Technology for Student Learning](#)).

RTCC PROJECT REVIEW AND IMPLEMENTATION

RTCC returned to the projects started during the 2019-2020 school year. The goals of the council were to:

- Look at the By-Laws in order to increase membership and participation.
- Determine how TLT projects should be reviewed at meetings.
 - RTCC selected a project template that will be used for this purpose.
- Gather needs from schools/classrooms/students/families.
- Review the Technology Plan.
 - This project will be addressed at a later meeting.

By-Laws

According to the By-Laws, RTCC should be comprised of 18-25 members meeting a certain standard for representation (see [RTCC webpage](#) for details). The By-Laws also state: “The Office of Superintendent/Designee will appoint members.”

As the designee, Ellen has appointed Keith Peck at the recommendation of Mark Sabo, who will not be participating this year. In addition, she has appointed Genevieve Ramsey to replace Emrie Hollander. Moving forward, Ellen would like the team to continue to think about who might be interested in participating and add an Interest Form as a part of the appointment process. Ellen shared the content of the form with the council.

- Ellen proposed that members be appointed and that we use the Interest Form as part of that process.
- RTCC members demonstrated consensus by giving a “thumbs up”.

The second item of consideration is the Term of Office. According to the current by-laws, the term is 3 years, except for individuals who maintain membership by virtue of their position (i.e. CTO, Assistant Superintendents, Managers, Directors, etc.).

- Ellen proposed that RTCC members who have exceeded or met this term continue to participate this year, and then end their term officially in June 2021. Moving forward, we will honor the 3-year term. In addition, she would like to add on a couple more school-based people to the RTCC representation.

- RTCC members demonstrated consensus by giving a “thumbs up”.

Input

The council continues to think about how to gather feedback from students, families, and schools. Last year, Kevin Takisaki brought in feedback from his school that was organized by students. For the next RTCC meeting on December 1st, RTCC members are tasked to interview 5 individuals with questions agreed upon by the council. These individuals can be teachers, students, families, colleagues, etc. These will be informal interviews and provide more narrative and qualitative feedback for us to consider.

The council reviews the questions and gives suggestions for changes. Ellen uses this information to settle on the final questions. Ellen will send the final questions to the council members after revision.

RTCC Project Questions

Gioia asks how Ellen will appoint new members. Ellen shares that she will review the list in the RTCC By-Laws that identifies what roles should be represented on the council and compare it with our current membership. Then she will consider who (in those vacant roles) has the capacity and interest to participate.

TLT UPDATES

Reorganization in Curriculum, Instruction, and Assessment – Bob Ettinger

To more fully integrate digital learning into curriculum and instruction (and in response to budget cuts), we will no longer have 6 Digital Learning Coaches, but instead all 24 Facilitators will support digital learning as a part of their work. These individuals will also be involved in supporting the Technology Integration Specialists at each school. Bob’s role has also expanded. In addition to Digital Learning and Libraries, he now supports K-12 Math, K-5 Science, and Professional Learning.

Interactive Panel Installation Update - Ellen Dorr

Last year, RTCC selected a project template to be used by TLT when giving project updates. Ellen uses this template to give an update regarding the Interactive Panel Installation. See full [Project Status Report](#).

- **Status Summary:** This project is designed to provide classrooms with a replacement for projectors that is more interactive, has more features and options, and allows for engaging demonstrations of learning along with improved visibility. This project is halfway through a two-phase installation of interactive panels into classrooms.
- **Tasks:** Every other week, representatives from TS (Rahman Abdul) and Facilities & Operations (Traci Rogstad) meet with the installer to discuss the project status and what is next. The team does a walk-through of the school and creates a map for how they will approach installation. This approach is sent to the school admin for approval. Once approved, an email is sent to the rest of the school staff letting them know what to expect. Once panels are installed, the Education Consultant, Xan Roberti, will go onsite to work with teachers on using their panels.
- **Budget Overview:** TS is on track with budget and CTE is contributing funds in order to compensate for the purchase of larger panels in CTE classrooms.
- **Risk and Issue History:**
 - Installation was put on hold at the start of the school closure while the installers put health and safety protocols in place. Once installation resumed, they were able to do more at a faster pace because schools were empty.
 - As buildings re-opened, installation had to be moved back to the evening hours.
 - TS was contacted by an Elementary PE Teacher due to a miscommunication that schools were receiving one panel for every teacher. However, the panels are not assigned to teachers, but to classrooms.

Panels are not appropriate for gymnasiums as they are not designed to take impact (such as a basketball or volleyball hitting them). This was clarified with PE teachers and met with understanding.

Project Update Questions

Shari asked what training is available via the Education Consultant. Ellen shared that Xan will be available onsite for coaching, but also has online tutorials, holds school sessions, and is available for additional 1:1 support.

MEETING ADJOURNED

Ellen gives one final chat-based question: What are you excited for the rest of the evening? The group shared in the chat as they exited the meeting.

Meeting adjourned at 5:41pm

ADDENDUM

Ellen Dorr, Chief Technology Officer

Ellen is proud of how much everyone figured out and accomplished *together*. We launched a remote school year! It required collaboration and problem solving. It wasn't perfect, but it was successful.

Gioia Pitts, Principal, Dimmitt Middle School

At the closure last year, Gioia's staff was using Google Classroom. As a school, they decided to launch CANVAS this Fall instead, and Gioia is proud of how successful they have been at managing that launch.

Dr. Bob Ettinger, Director of Digital Learning

Bob was pleased that the launch of the school year went so much better than he anticipated.

Kevin Takisaki, Assistant Principal, Talley High School

Kevin was proud to see how people have been ready and willing to help. He was particularly grateful for his Attendance Secretary.

Dr. Fred Maiocco, Chief Financial Officer and Assistant Superintendent

Fred was proud of how his support team worked together to prepare the start of the school year; getting the health & safety protocols in place for people to return to buildings.

Colin Falk, Assistant Principal, Lindbergh High School

For Colin, it has been great to visit classrooms via Zoom and see the high attendance rate. He was happy to see the various ways teachers have been using Zoom to make the class feel very natural. Everyone has been learning from each other.

Kerrie Thornton, Administrative Assistant to the Chief Technology Officer

Kerrie is excited about how everyone has been working together: how flexible schools have been and how they worked with TS to make things happen. In general, she is impressed by the way people are adapting and responding in this ever-changing environment.

Genevieve Ramsey, Assistant Principal, Tiffany Park Elementary

Genevieve is proud of and excited about the extent to which everyone has engaged to triage problems together. She has been seeing a lot of tenacity from her staff to make sure that families and students have what they need.

Shari Mann, Librarian, Tiffany Park Elementary

As a teacher, Shari is proud of all the extra tech she has learned and for being able to help families troubleshoot it without necessarily being an expert. People have been really understanding and working together to troubleshoot.

Barbara Folmer, *District Website Coordinator*

Barbara is always proud of her superstar webmasters, but also about seeing growing sophistication among a larger number of people who are interested and eager to try new applications and elements, as well as demonstrating a greater awareness of accessibility.

Kevin Smith, *CTE Director*

Kevin echoed what he has been hearing from the group about how everyone has come together to make this happen. It is outstanding the way that the buildings and departments have opened the system. He is proud to share that CTE has been sending home supplies to students for their classes and expressed his gratitude to everyone for all they do.

Keith Peck, *Computer Science Teacher, Hazen High School*

Keith is excited for the programming classes this year and being able to differentiate for different levels of programmers. He is also excited that his team got the Care Team spreadsheet working so that people can track students that are missing school or have low grades and keep track of what conversations have been had with those students.

Tom Howley, *Technology Infrastructure Director*

Tom is really excited this year because he has been able to fill a position that has been vacant for nearly a year. The responsibility of the person in this role is to integrate web-based applications and make it easier for students to access them. His new team member has been hitting the ground running and getting things set up quickly. He is really impressed with her and happy to have her on board.

Dr. Avanti Bergquist, *Board of Directors*

Dr. Bergquist is excited to be joining a RTCC meeting. She is proud of how everybody in all the roles of the district have come together to do what we need to do to help students and families get the education they need. As a parent, it is great to see the way her children are enjoying their online learning and are excited to go to their classes. It's been amazing!