Renton Technology Coordinating Council (RTCC)
Meeting Minutes
May 25, 2021

ATTENDING
Dr. Ellen Dorr (Chair), Director McIrvin, Rahman Abdul, Mike Cruz, Dr. Bob Ettinger, Colin Falk, Barbara Folmer, Thomas Howley, Shari Mann, Keith Peck, Gioia Pitts, Genevieve Ramsey, Kevin Smith, Kevin Takisaki, and Kerrie Thornton

AGENDA
- Welcome and Introductions
- Lessons from the Year
- Updates
- Celebrations

WELCOME AND INTRODUCTIONS
Ellen welcomed the council members and reviewed the agenda. She reminded the council that the role of RTCC is to serve as a forum to review technology decisions and ensure that they meet the needs of students/staff/families and maximize student achievement.

Ellen shared pictures with the council that demonstrated the unique ways students were learning during the 2020-21 school year. She framed the work of the Technology Services (TS) department in terms of how it aligns with the district core values:

- **Service:** Providing a strong foundation.
- **Excellence:** Improving our systems and support.
- **Equity:** Finding the right supports for each and every learner.

Ellen asked everyone to introduce themselves by sharing their name, role, and a short phrase to describe this school year. See addendum for individual responses.

MINUTES REVIEW
Ellen gave the council time to review the minutes and asked for questions, clarifications, or corrections. There were none.

LESSONS FROM THE YEAR
In breakout rooms, the council members discussed the lessons they would take from this year and carry into the next. Each group had a representative that shared some of their thoughts.

Group 1 Feedback, presented by Shari Mann
- There are students that thrive in the in-home learning model. When returning to live instruction, we should strive to recreate a safe and comforting environment for those students, to ensure they feel:
  - safe to share their thoughts and to ask for help.
  - safe physically without the threat of harassment from peers or bullying.
- Provide students opportunities to demonstrate learning in a variety of ways.
- Continue to have the option to engage virtually with staff through Zoom and other online meeting platforms.
  - Allows participation even when offsite.

      o   Helps with time management.
      o   Provides the opportunity to get to know people in a different way because we see them in their natural element.

Group 2 Feedback, presented by Colin Falk

- Continue to use Zoom in the future (even when physical distance isn't required) for things such as: IEP Meetings, staff trainings, family engagement activities, and group meetings.

Group 3 Feedback, presented by Kevin Takisaki

- Continue to be patient and take things slowly.
- Jump in with both feet! We don't need the perfect game plan; we just need to stay flexible, adjust as needed, and explore the possibilities.
- Continue to listen to student and community voice to ensure needs are being met.
- Continue to use Zoom for IEP meetings because of demonstrated increase in attendance.
- Continue to do good work.

Group 4 Feedback, presented by Dr. Bob Ettinger

- Continue to use Zoom as a resource for engagement.
- Learning Management Systems are helpful tools for organizing and housing classroom information.
- Zoom chat created an opportunity for "back channel" communication between teachers and students that there currently isn't an analog for. Moving forward we have to consider how we might balance encouraging students to actively engage -"speak up" - in the classroom, while also offering opportunities to use their voice in different ways that more comfortable to them.

Ellen talked about the silver lining surrounding a less than ideal situation, that was represented in the feedback from all the groups. Out of necessity, has come new learning, which has benefited the district in a lot of ways: from finding new modalities to reach students, to gaining confidence with digital tools, and pushing the district to achieve a 1:1 student-device ratio sooner than anticipated. Dr. McIrvin also shared that the implementation of the Skyward app was a huge help from a parent standpoint.

UPDATES

Ellen shared that TS will be implementing Microsoft Teams (Teams), which will replace Skype on 7/31/2021. Teams has many capabilities similar to Zoom, Skype, and Slack. While Teams does have video meeting capabilities, Zoom will still be the primary video meeting platform used by the district. Teams will primarily be used between staff, but there are some student features that need to be reviewed. Ellen introduced Tom Howley to give a little background.

Tom shared that the Infrastructure Team has been meeting with Microsoft engineers and working on the new system for several months. The Infrastructure Team has compiled all the settings that Microsoft wants them to pick from. Some of the settings require further input because they impact how students will be able to use the platform. Tom introduced Mike Cruz, TS Systems and Network Administrator, to provide RTCC with an overview about the conversion from Skype to Teams, and to walk them through the settings up for review.

Microsoft Teams, presented by Mike Cruz

MS Teams is a replacement for Skype. Skype will reach its end of life on 7/31/21. It includes features such as:

- IM Chat
- Video Chat / Conferencing / Channels / Live Events
- Automation of Channels

Setting 1: IM Chat

This setting allows users to initiate instant messaging (IM).

Current Setting:
- Staff can initiate IM to any user.
- Student cannot initiate IM chat to any user.
- All can reply to a received IM chat

Question:
- Should students be able to initiate unsupervised IM chats?

Clarifications:
- Whatever settings we make for each group will be established for all users in that group. Teachers and staff do not have the option to grant or take away access.
- This kind of IM is for general chat; not in-meeting chat.

RTCC Input:

Table 1 Initiate Unsupervised Chat

	GRADES P-8	GRADES 9-12
YES	2	6
NO	10	6
UNDECIDED / NO PREFERENCE	2	2

Setting 2: Meeting Chat

This setting allows in-meeting IM chat.

Current Setting:
- Staff can initiate chat.
- Students cannot initiate chat.

Question:
- Should students be allowed to initiate a chat during a meeting?

Clarifications:
- Students will be able to respond to a chat, even if they are not allowed to initiate.
- We can only allow all students in a user group to initiate chat, or not allow it. Teachers and staff do not have the option to grant or take away access.
- If students do have chat allowance, the content of their chat will automatically be saved in Sharepoint.

RTCC Input:

Table 2 Initiate Chat in a Meeting

	GRADES P-8	GRADES 9-12
YES	7	12
NO	4	1
UNDECIDED / NO PREFERENCE	3	1

Setting 3: Screen Sharing

This setting allows participants request control of the meeting (screen sharing allowance).

Current Setting:

- Staff can request control from the Organizer.
- Students cannot request control from the Organizer.

Question:

- Should students be able to request screen sharing control?

Clarification

- The Organizer maintains the authority to take away the control from the user if necessary.

RTCC Input:

Table 3 Request Screen Sharing Control

	GRADES P-8	GRADES 9-12
YES	12	13
NO	0	1
UNDECIDED / NO PREFERENCE	2	0

Setting 4: Creating a Meeting

This setting allows participants to schedule/create a meeting.

Current Setting:

- Staff can schedule/create a meeting.
- Students cannot schedule/create a meeting.

Question:

- Should students be allowed to schedule/create meetings?

Clarifications:

- Students do not have this functionality in Zoom now.
- Students in Grades 9-12 do have this ability in Google Meets.

RTCC Input:

Table 4 Create and Schedule Video Meetings

	GRADES P-8	GRADES 9-12
YES	1	9
NO	8	4
UNDECIDED / NO PREFERENCE	5	1

Setting 5: Screen Sharing Options

This setting determines the screen sharing options available in Teams video meetings.

Current Setting:

- Staff can share one window or their whole desktop.
- Students can only share one window.

Questions:

- Should students be allowed to share one window, their whole desktop, or both?

RTCC Input:

Table 5 Allow sharing of desktop

	GRADES P-8	GRADES 9-12
YES	5	6
NO	5	6
UNDECIDED / NO PREFERENCE	4	2

Table 6 Allow sharing of Window

	GRADES P-8	GRADES 9-12
YES	11	12
NO	0	0
UNDECIDED / NO PREFERENCE	3	2

Other Teams Information
- Chats in Teams are automatically saved.
- Staff can call families via Teams and do video conferences.

Discussion about Feedback

After the presentation, RTCC was sent access to a Google Form to provide input regarding these settings. Ellen went over the form briefly, stating there are separate options available for P-8 and 9-12. She noted that students in grades 9-12 currently have the same settings as staff.

RTCC was provided time to complete the form (results listed above). Two RTCC members shared some ideas for consideration as people made their decisions.

- Keith encouraged the council to consider that students will often find a way to chat (especially via email), so it may not be necessary to shy away from the option to allow chat for older students. In addition, especially for his classes, it is helpful for students to be able to share multiple windows because they are frequently in and out of various applications for the work they do.
- Shari advises that it may be valuable to gather more feedback from elementary schools regarding these features.

TS will consider the council responses when making final decisions. Ellen noted that in the future these settings may be adjusted, as feedback is gathered regarding staff and student user experience.

Ellen thanked the council for their participation and emphasized how valuable it is to gather feedback to get a more well-rounded perspective.

She closed the Teams discussion by informing the staff that notification regarding the Teams transition will be sent out in the TS end of year announcement and will also be stated on the TS end of year information page in RSDnet, along with learning resources for staff on how to use and navigate Teams.

Teacher Devices

After piloting the new certificated staff devices, the HP Elitebook was selected for purchase. These items will be on the consent agenda at the next Board Meeting on May 26, 2021.

Tech Levy Priorities for 2021-2022

At the next Board Meeting, TS will also be sharing the major priorities for the department in the coming school year, which include:

- The Renton School District will go 1:1 in all grade levels K-12 (all students will have access to a device at a 1:1 ratio).
  - Grades K-1 will have iPads.
  - Grades 2-12 will have Chromebooks.
- All certificated staff will receive new laptops as their previous devices have reached the end of their life cycle.
- We will continue to build strong infrastructure and provide hotspots to ensure home access.

CELEBRATIONS

Ellen recognized the council members who have completed their membership term with RTCC: Gioia Pitts, Shari Mann, Colin Falk, and Kalisa Amparo. She thanked them for their dedication and contribution to the council over the years.

MEETING ADJOURNED

Ellen closed the meeting by inviting the council members to share something about RTCC that they have found helpful or powerful.

- **Ellen:** Hearing your input/thoughtful conversations around technology decisions and the work you have done to gather feedback from students regarding their experience has been incredibly valuable and informed our work in meaningful ways.
- **Gioia:** The time Kevin Takisaki shared student feedback was so memorable. The innovation and creativity, as well as the desire to meet students where they are, push their learning, and listen to their voices was so powerful.
- **Shari:** I appreciate having a voice as a staff member. I have really felt heard and listened to. I appreciate how the team is so responsive to teachers' needs.
- **Colin: I** found that knowing the direction TS is going, having an opportunity to provide feedback, and then seeing it come to fruition has been really helpful.
- **Kevin T.:** I enjoy the structure of these meetings. It is a cool group because we get to check in with each other consistently, get a diverse perspective, and always return to the most important topics.

ADDENDUM

Council Member	Phrase for the School Year
Dr. Ellen Dorr, *Chief Technology Officer*	Flexible and Positive (regarding people)
Dr. Stefanie McIrvin, *Board of Directors*	Innovation
Rahman Abdul, Technology *Director of Customer Service*	Stay in the game.
Mike Cruz, *Systems Network Analyst, Technology Services*	Unprecedented and unparalleled
Dr. Bob Ettinger, *Director of Curriculum, Instruction & Assessment*	Silver lining
Colin Falk, *Assistant Principal, Lindbergh High School*	Supportive
Barbara Folmer, *District Website Coordinator*	Taking initiative despite barriers; People have grown.
Tom Howley, Technology *Infrastructure Director*	Pushing the limits
Shari Mann, *Librarian, Tiffany Park Elementary*	Resilience (staff and students)
Keith Peck, *Computer Science Teacher, Hazen High School*	Growth and overcoming challenges.
Gioia Pitts, *Principal, Dimmitt Middle School*	Celebrate good times! Come on!
Genevieve Ramsey, *Assistant Principal, Tiffany Park Elementary*	Into the unknown!
Kevin Smith, *Career and Technical Education (CTE) Director*	Creative problem solving
Kevin Takisaki, *Assistant Principal, Talley High School*	Practicing, growing, and patience
Kerrie Thornton, *Administrative Assistant to CTO*	Significant change and adaptability