

OAK PARK AND RIVER FOREST HIGH SCHOOL
201 N. Scoville
Oak Park, IL 60302

Technology Committee Meeting Minutes
March 11, 2014

A Technology Committee meeting was held on March 11, 2014; Dr. Lee called the meeting to order at 4:08 p.m. in the Board Room. Committee members present were Dr. Steven Gevinson, Dr. Ralph H. Lee, and Mr. Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Michael Carioscio, Chief Information Officer; Amy Hill, Director of Assessment and Learning; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Thomas Cofsky, OPRFHS Board member; Tod Altenburg, Chief Financial Officer (arrived at 4:15 p.m.); Sheila Hardin, Faculty Senate Executive Committee Chair; and Ronald Johnson, OPRFHS Purchasing and Transportation Coordinator (arrived at 4:15 p.m.); and Kevin Hooper, community member.

Data Warehouse Tool

Since the administration had made the recommendation to purchase a product called EdVantage as its data warehouse tool, new information prompted a re-evaluation of the data warehouse options which caused the administration to revise its recommendation. The District originally thought from telephone conversations that EdVantage had more capacity of its product for dynamic cohort updating. This was found not to be the case when the final contract was received. Further communications with the vendor provided the following clarifications:

- The parties had somewhat different working definitions of the term “cohort”. These differing definitions were partly responsible for the miscommunication about the dynamic updating function as it relates to cohorts.
- Much of the functionality OPRFHS seeks for tracking different groups of students does not appear to require dynamically updating cohorts; the administration aims can be achieved using other features that are standard in both of the products being considered.
- If the administration were to identify dynamic updating as critical to the tracking and reporting for a given cohort, EdVantage or OPRFHS staff would need to write custom code to provide that function. Costs for customization would likely require additional spending outside of the terms of the contract, though the extent of those costs cannot be determined at this time.

As the February 18 report to the Technology Committee indicated, the primary reason EdVantage was recommended despite a higher first-year cost than Decision Ed, the second-choice vendor, was because the District believed that the product’s capacity for dynamic cohort updating would provide a significant advantage in the production of data reports. The new understanding—that dynamic updating is neither standard nor required to achieve much of what the administration hopes to achieve with the implementation of a data warehouse—leads to the conclusion that the two products are essentially equivalent with regard to delivering what is sought. Given their equivalence, the data warehouse evaluation committee recommends purchase of the lower-cost product. Dynamic updating would allow an audit trail, i.e., if a student were no longer on Free and Reduced Lunch or were no longer homeless, it would be noted. When asked if one could review 2016 data of students who were FRE students in 2014 to see their present status, the response was yes, but several steps would need to be taken in order to do so. The District believes this software will improve the District’s capabilities or it would

not advocate spending this kind of money. At this time it is difficult to join data sets that are currently disparate. The warehouse will connect data sets in order to do more robust kinds of analysis that currently take much time to conduct.

It is hoped that this product will allow faculty to have access to all of the data. Decision ED meets with teachers to find out what would be useful in dashboards about their own students. It puts actionable data in the teachers' hands in ways that are more coordinated; it includes more comprehensive data sets in a single display and their groups of students, as opposed to going to various data points. The District is trying to leverage all of the pieces it can to make sure students are supported. Dr. Gevinson commented that he remembered having data cards when he was in the English Department and the teachers would use them to reflect on their students and then file them. Their use was discontinued because new teachers did not want to be influenced by that data.

The Committee members recommended approval of the DecisionEd Data Warehouse to the full Board of Education at its March 20 meeting.

Telecommunications Contract Approval

Mr. Carioscio explained that the telecommunications contract would allow increased Internet bandwidth and the District needs to apply for the E-rate Fund in order to get the discounts, which has a deadline of March 2014. As technology usage has increased, the District's Internet bandwidth resources are being drained. The two parts of the proposal are 1) contract for a voice and data and 2) increasing Internet capacity. More information will come forward next month. Consultants will help with the E-rate paperwork and the hard deadline date. The Committee supported bringing this forward for Board approval.

Committee members questioned the placement of agenda items on certain committees. Why did the Technology Committee not see the facilities plan as there were technology issues? Why were textbooks brought to Finance and not to Instruction? One member felt that the Finance Committee should limit itself to legal and financial issues and the other committees should deal with the content.

Technology Plan 2014-2018

Mr. Carioscio presented a plan for technology from 2014 to 2018 in the same format used in previous reiterations. The topics were:

- Alignment with Strategic Plan
- Focus on supporting instruction
- Progress towards goals
- Infrastructure plan -Projects
- Classroom Technology Integration Plan (CTIP)
- Draft 2014-15 Budget

ORPFHS's vision and mission statements were included.

Vision

Oak Park and River Forest High School will become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.

Mission

Oak Park and River Forest High School provides a dynamic, supportive learning environment that cultivates knowledge, skills, and character and strives for equity and excellence for all students.

Technology integration will have immediate impact on the Strategic Plan's stated goals Numbers 2-4.

1. Holistic Community Education
2. Equity
3. Supportive Learning Environment
4. Transformational Teaching and Learning
5. Transformational Leadership
6. Facilities and Finances

In 2014, the focus of the supporting learning environment goal was 1) multi-media access/usage, 2) student access to technology (1:1), and 3) data warehouse. In 2015, the focus will be 1) classroom technology integration including pilots, 2) faculty preparation, 3) infrastructure and improvement, and 4) data warehousing.

The next slide showed the historical progress of the goals/projects by color from 2010-11 to 2013-14 from the technology group's view. Yellow meant in progress, red meant needs improvement and green meant on track. A subsequent slide showed projected progress of the goals from 2014-15 through 2017-18.

The projects from 2010-11 through 2013-14 were listed as follows:

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|---------------------------------|---|
| 1) Blended learning | 8) VoIP |
| 2) Data Reporting | 9) Online Textbooks |
| 3) Online Registration | 10) Wireless |
| 4) Improvement of Family Access | 11) Course recommendation and selection |
| 5) Student Technology | 12) Classroom Technology |
| 6) Teacher Technology | 13) Internet bandwidth |
| 7) Online communications Tools | 14) Network infrastructure |

The projected projects from 2014-15 through 2017-18 were listed as follows:

- | | |
|--|-------------------------------|
| 1) Classroom Tech Integration | 6) Improve Family Access |
| 2) Dedicated Student Tech | 7) Online Enrollment |
| 3) Teacher Technology | 8) Online communication Tools |
| 4) Classroom Technology | 9) Data Reporting |
| 5) Course Recommendation and Selection | 10) Network Infrastructure |

Due to automation some goals can go from red to green in just one year. Some current projects will continue.

2014-15 Infrastructure Plan

The projects under the 2014-15 Infrastructure Plan include:

- A. Infrastructure Strategy, which is the implementation of cost-effective infrastructure to support both the instructional and operational areas of the district. This project includes 1) completion of the next phase of wireless implementation, 2) deployment of technology to support teacher preparation (tablet computers), 3) Classroom technology standardization (Projector mounts; wiring and power; computer setup), 4) Upgrade internet bandwidth and associated technology (routers, firewalls, content filter, etc.), and 5) Update wiring and core electronics in building. Again these were color coded to show their status of completion.
- B. Data Strategy, which provides the appropriate information to support fact-based, decision-making to the District. This project includes: 1) improved navigation on the District's website; 2) data warehouse implementation; 3) improved performance of Student Information System; 4) a

standardized and streamlined recommendation and course selection process; 5) a redesign of internal processes to improve customer service to both internal and external stakeholder groups; and 6) improved accuracy and timeliness of data capture through self-service.

While the timing of replacing technology equipment is known, the timing of the automation of procedures and functions is an educated guess. One member suggested creating a matrix of the tasks that have been, are being, and would be completed rather than using colors. One member asked to see the work plans in order to better understand these projects. One member was more interested in the teaching part, but in terms of understanding the infrastructure and long-term thinking in order to ask intelligent questions, the members need deeper projections. With budgets and facilities plans, the committee sees lots of detail and it can decide how deep to go if they have the detail. If the detail is not there, they do not know what value they can add. Mr. Weissglass may visit with Mr. Carioscio privately about this. One member asked not to give out phone numbers for everything committee members sign up.

2014-15 Classroom Technology Integration Plan (CTIP)

CTIP is a long-term plan to bring technology into the learning environment. It is human, teaching and learning process rather than a one-time procurement of equipment. It includes rethinking the use of time, training/professional development, infrastructure, collaboration, student-centered learning, improved communication, digital citizenship, and culture shift. Its timeline is:

- 1) PHASE 1: Devices in classrooms. How will more accessibility affect teaching and learning? How will this impact PE versus history or English? What will the support look like for that many devices in the building?
- 2) PHASE 2: More devices in classrooms, some devices taken home
- 3) PHASE 3: Every student has a take home device (1:1)

The pilot's scope will entail 10-15 teachers, approximately 450 devices or 17 sets of classroom Chrome book devices, not to be taken-home, 1000-1500 students, and every division. Teachers having fewer than 30 students will share the device with other teachers. The administration has worked with the faculty and ACT in selecting the official pilot participants who will be notified tomorrow.

At the next Technology Committee meeting, a more in-depth conversation about moving forward with the pilots will occur. Unknown issues may be discovered, but the administration is open and committed to changing the schedule for what makes sense for the students, faculty and staff.

Draft Budget

The numbers for the 2014-15 budget are based upon estimates from last year's expenditures and include a placeholder for requests from Faculty and Staff. They are meant to provide some perspective on potential spending. Dedicated student technology costs are included in budget.

The draft budget shows the difference in this year's budget and next year's budget to be \$659,305 due to very large initiatives. Data systems is less by \$114,000, because it is an ongoing expense. While the line for duplicating is \$200,000, as people have moved to tablets and technology in the classroom, the need to print has dropped dramatically. One member asked for an accounting of where money would be saved at the next meeting. Mr. Carioscio reviewed each line item of the budget. He explained that Partnership for the Assessment of Readiness in College and Career (PARCC) is the mandated testing that is supposed to start next year and the District will purchase 600 new devices at a cost of \$331,000 to complete this testing. These devices will then be used in the pilot. Committee members were asked to submit any additional questions to Mr. Carioscio prior to the next meeting.

New Business

None.

Adjournment

At 4:55 p.m., Dr. Lee moved the committee adjourned.