

Renton Technology Coordinating Council (RTCC)

Meeting Minutes

June 6, 2023

ATTENDING

Dr. Ellen Dorr, Dr. Bob Ettinger, Barbara Folmer, Jason Franklin, Amy Frey, Cathleen Gonzales, Jay Gray, Keith Peck, Woody Sobey, Kerrie Thornton, Carlito Umali, and Melinda Van De Sompele.

AGENDA

- [Welcome and Introductions](#)
- [Minutes Review](#)
- [Project Updates](#)
- [Celebration and Artifacts](#)

WELCOME AND INTRODUCTIONS

Ellen welcomed the council and thanked them for attending the meeting in person. She reminded them that the role of RTCC is to serve as a forum to review technology decisions and ensure they maximize student performance and achievement.

Ellen shared the agenda and then invited everyone to introduce themselves by sharing their name, role, and something they are doing to have a strong close to the school year. See [addendum](#) for individual responses.

Minutes Review

Ellen gave the council time to review the [April 4, 2023 minutes](#), and asked for any questions, clarifications or additions. There were none.

Core Values and Strategic Framework

Ellen grounded the meeting with a reminder that our work is in service of students and to ensure they have the resources they need for learning. She noted that all departments in the district are working in alignment with the [District Core Values and Strategic Framework](#) and outlined how Technology Services (TS) aligns with them:

- **Service:** providing a strong foundation
- **Excellence:** improving systems and support
- **Equity:** right support for each and every learner

Ellen noted that she will be presenting the Tech Levy Budget at the board meeting and part of that presentation is demonstrating how the projects TS is undertaking align with each of these values.

PROJECT UPDATES

- **Zoom Rooms Deployed:** We have started the deployment of Zoom Rooms for hybrid meetings in school buildings: setting up the Zoom Room at each school location and getting the technology installed.

- **Zoom Phones Approved:** The School Board approved the phone system refresh: replacing all Mitel phones with Zoom Phones. TS will be moving forward with migrating to the new phone system over the summer. These new phones can be used flexibly, allowing staff to make and receive phone calls from different devices (desktop, desk phone, mobile device) and easily move from a phone call to a full Zoom meeting. The biggest reason we went to Mitel originally was for the desktop app, but it didn't work. With the Zoom Phones, we will have that functionality.
- **Continuous Improvement (CIP) Task Force Review:** In TS, we created a CIP Task Force. They are currently reviewing help ticket data so we can see how to improve our level of service and to build a knowledge base so we can more quickly get to resolution on help tickets.

Ellen opened the floor for questions regarding project updates. There were none.

CELEBRATIONS

In advance of the meeting, Ellen asked the council members to prepare artifacts from the school year to share with the council.

Description	Slide
Melinda: During our discussions about multilingual (ML) learners and after reviewing the data, we found that it is hard for ML students to access the programs. One of the things I found really helpful for my ML learners was having them write in English and then record themselves reading what they wrote so they could hear themselves. The image on the right is one of my students who went from not being able to speak any English when she came into the classroom to being able to have a conversation with me two months later. I had a few other newcomers join my class and I did the same thing with them. Then I went even further, and I talked to the staff about how hard it is to navigate the tools for these students, especially when they get into Clever. I started using my own face to mark different tools we use frequently, and it worked so well that eventually not only did all my ML learners start using it, but my whole class as well. I will talk to staff about it again and show them how well it worked. • Ellen: That is so cool. Does the video play? • Melinda: Yes, it does play. You can hear her speaking in the video. This student now likes to watch herself because she can see how well she pronounces.	

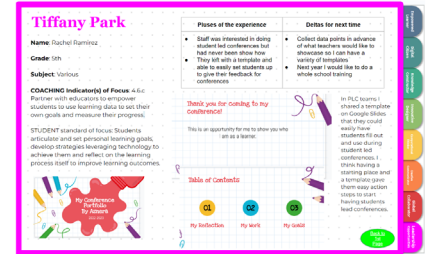
Bob

This year, the Technology Integration Specialists (TIS) have been focusing on how to use technology to impact student learning. In addition, we have been working on how TIS engage in leadership to share that learning with their colleagues. We have been alternating each month sharing examples from their classroom and examples of leadership with their colleagues.

The example on this slide is from Rachel Ramirez at Tiffany Park. It is for student goal setting in student-led conferences. She is demonstrating how she shared this with her professional learning community (PLC) colleagues. Sometimes we push our practice most in small groups and professional learning.

Dr. Bob Ettinger

Focusing on **leadership** of Technology Integration Specialists in service of our Vision of Instruction



Barbara

The biggest thing that happened for us was resolving the Office of Civil Rights (OCR) complaint. It went really well. We resolved it.

- **Ellen:** Barbara, do you remember if the complaint was filed in 2018?
- **Barbara:** I think it was.
- **Ellen:** And then we submitted our report in December 2020, but had not heard back for a long time.

Barbara: The mass filers filed 2000 complaints against school districts for inaccessible digital content. It was so overwhelming that the Secretary of Education had to put a pause on it for a while. Once they resumed, COVID started. So, it took even longer for OCR to get back to us. However, they were really happy with our improvements. Though maintaining accessibility will be an ongoing process, it felt good to have it resolved.

Barbara Folmer

Resolution of the Office of Civil rights complaint and continued support of district webmasters and RSDNet owners.



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Cathy

My focus was primarily on Customer Service and our goals:

- courteous, timely, and professional customer service
- reliable access to stable and robust district technology resources

Cathy Gonzales

CUSTOMER SERVICE

TEAM GOALS:

The Customer Service team is dedicated to providing students, staff, and families with:

- courteous, timely, and professional customer service
- reliable access to stable and robust district technology resources
- technology aligned with P/K-12 Achievement indicators designed to improve student learning outcomes.



Second year District wide 1 to 1!



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- This is our second year at 1:1 in all grade levels (all students have devices assigned to them), and we have seen a lot of improvements. We have a great Customer Service team that keeps everything running smoothly.

What I am sharing, is work we have done in Computer Science (CS) at the high school and elementary levels.

- At the bottom of the slide is a couple pages of a report the Robotics Team put together to talk about what they do as a club.



What I wanted to share is a continuation of what we have been working on for ML Learners. Something Melinda said really stuck with me regarding helping students identify tools specifically for them. I have created a little character that will be used for all ML resources. They will also be featured in the videos I am composing, which will serve as visual demonstrations on how to use different tools.

Kerrie Thornton



1st Learner Feedback Form - 2016
 Date: 10/10/16
 Teacher: Kerrie Thornton

The Teacher Technology Skills Progress are assessed as follows:

Category	Level 1	Level 2	Level 3	Level 4	Level 5
Computer Skills	1.0	2.0	3.0	4.0	5.0
Internet Skills	1.0	2.0	3.0	4.0	5.0
Software Skills	1.0	2.0	3.0	4.0	5.0
Mobile Skills	1.0	2.0	3.0	4.0	5.0
Overall Score	1.0	2.0	3.0	4.0	5.0

The information provided on these resources is intended to be used as a guide only. It is not intended to be used as a checklist or a list of requirements. It is intended to be used as a guide to help you understand the requirements and to help you plan your instruction and assessment.

INDEPENDENT PRACTICES AND TIPS

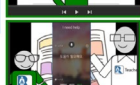












Carlito

This year we talked about SPED students and accessibility through Technology. I wanted to show you a real example, so on the left are images of our Adult Transition Program (ATP) students going into Safeway with their assistive technology to do things they would have to do out in the real world.

- One of the students, Selina, has a device that can say “yes” or “no.” She also has a device that she can nudge it to say: “I need help.”
- Daniel is using his iPad to communicate and doing his own grocery shopping.

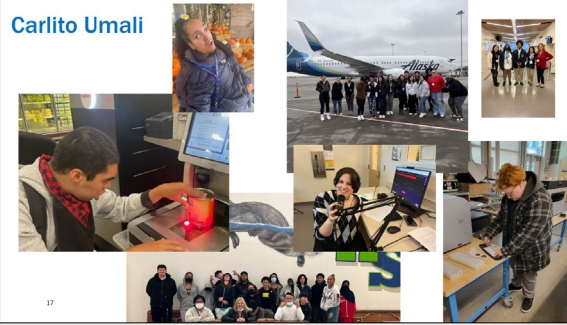
On the right you see students going on Career & Technical Education (CTE) and Distributive Education Clubs of America (DECA) field trips, making a podcast, and cutting vinyl strips that were ordered through the district.

We are continuing to think about what opportunities we can provide students to give them real-world experience and get them prepared for their future careers.

What you will see is that the kids accessing these tools and resources, and across campus, can all speak English. So, we need to consider how we achieve that same level of access for our ML students who do not.

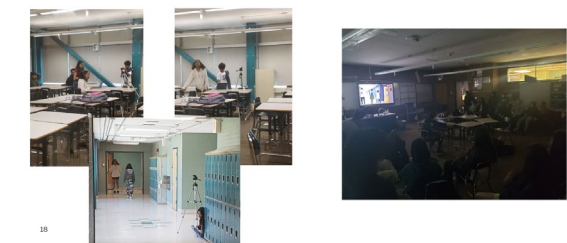
On the bottom is a picture of our juniors who took the PSAT this year. Most of the students in this picture do not speak English as their first language. Taking this test was a benchmark for them and a testament to how they connect with technology to get them prepared.

Carlito Umali



Amy Frey

Students in Mr. Pfaff's classes planned, filmed, edited, and screened movies as final projects for their trimester long study skills classes.



to share their work. I think this is an impactful and creative way for a teacher to use technology to reinforce cross-curricular study.

Jay

I don't have anything connected directly to learning, but I am involved with projects that indirectly support learning.

The second picture from the left is of the Lindbergh remodel. They are remodeling the girls' locker room and we will put in the infrastructure to make the space functional (including wireless access points, switches, etc.).

The third image is of the brand-new science area that we equipped with wireless access points.

- **Melinda:** One note about the Lindbergh remodel. My daughter went there and was really impressed with the work that has been done.

The third image is of the Family First Community Center, which isn't really a part of the Renton School District, but we have a Maker Space inside of it. We are building a small network there that will be connected to Cascade.

The first image I didn't intend to leave on this slide, but what it is are values that I live by. I used to have it written on a piece of paper and my assistant, Dara, gave it to me on a plaque for my birthday. It was very touching.

Jay Gray

RSD Makerspace located in the Family First Community Center, LHS remodel and additions, Hilltop Heritage ES, and other various projects throughout the year.



Kelly, Shared by Ellen

When we did the empathy interview, Kelly was really impacted. She pulled out some of the most salient comments the students made. She told me that she wants her leadership team to do more empathy interviews with students to really understand their experience, because it is so valuable.

Kelly Jones

ML Student Empathy Interviews

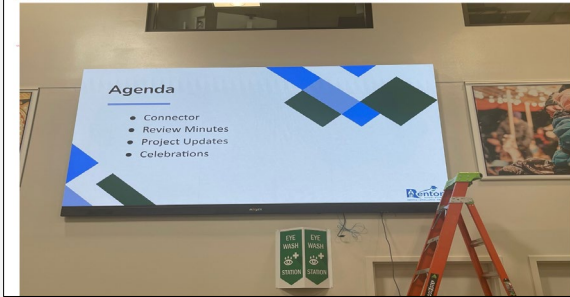
- "Sometimes with the computer it is always in computer- it is more helpful to have it in English, Canvas is too limiting and doesn't translate."
- "When you are a Newcomer student Google Translate is the biggest help- it really helps- there are a lot of videos- especially in math the Spanish can get really hard to understand so YouTube can help a lot."
- It is really hard because some students do not have empathy. They don't understand what is going on in our lives- it is really hard to work with them- what I usually do is to ask to do my work separately. If it has to be group work, I will do my part separately- use a Google document to share with the group- it has gotten better but it still happens now



Rahman, Shared by Ellen

Before we worked on Phase I of the Gym/Commons Display Project and installed panels and sounds systems in half of our elementary schools, we wanted to complete a pilot to ensure the solution met our needs/expectations. The product ended up not being satisfactory, as the screen was very blurry. We talked with our vendors to re-assess the project and come up with solutions. The team went out to look at some other panel options and Rahman found this one, which he was really excited about.

Rahman Abdul Gym Display Pilot: Absen 138" LED Display



Ellen

Our Customer Service team got together to play with and explore Zoom Rooms in preparation to support school teams with the use of them.

Dr. Ellen Dorr

Zoom Room technology for hybrid meetings: being installed in all schools, can be used for ANet coaching, IEP meetings with families, etc.



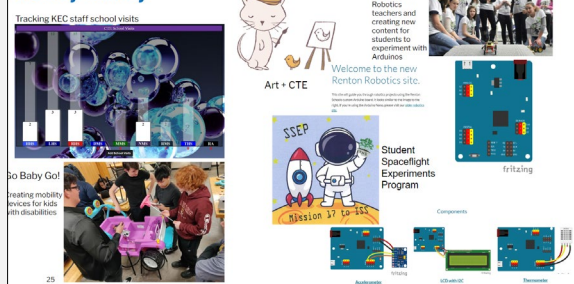
Woody

This year we had two new Robotics teachers who never taught Robotics before, which was exciting. So, we developed a new Robotics website with custom built Arduino Leonardo Boards and tried to build curriculum around it for these new teachers. Unfortunately, those two teachers are no longer at the Renton School District, but we had two more brand new Robotics teachers join us this spring and they are doing advanced Robotics projects now.

We also did the Students Spaceflight Experiments Program where students across the district got to design science experiments to run on the International Space Station which is scheduled to blast off in November.

We are also looking at ways to combine Art and CTE. We currently do it at the high school by bringing in various aspects of career focus, science, and engineering behind different art. We are looking to expand that further at the high school level and into middle school.

Woody Sobey



On the bottom, we have students working on “Go Baby Go” where they take Power Wheels and adapt them to work for students with mobility issues. Powered wheelchairs cost \$10,000 which most families can’t afford, but the “Go Baby Go” can be put together for \$200. The Renton Schools Foundation supported this project, and the students lead the work making sure that the “Go Baby Go” will work for the students they will serve. At the start of the year, our CTE Director, Kevin Smith, wanted a way to track where/when the KEC-Based Facilitators were out in schools. So, now there is a monitor outside of his office that shows where folks have been and helps us to know where we should go next.	
Jason We had a new hire at the beginning of this year who helped us create some tools using low code applications. Now, when you go into Business Services, you can check in at a Kiosk that uses Microsoft Teams to contact the department being queued. It has helped the accounting team to be more efficient because visitors no longer regularly interrupt them, and it keeps metrics on who is visiting Business Services so we can respond better. Our long-term goal is to transition to an online platform where people can check-in and receive help both in-person and remotely (from their classrooms). We are also working with TS on a ticketing system where issues can be escalated to a work ticket that multiple departments can collaborate on if needed and keep a record of what is being asked of our department. All this work is in response to the feedback survey we received a year ago. Finally, we are working on turning timesheets into an electronic system.	

CLOSING

After the council members shared their slides, Ellen opened the floor to questions. There were none. She emphasized how much she enjoyed what was presented, commenting how important it is that we continue to collaborate and share to help make better experiences for students.

Ellen invited the council to share any additional appreciation, gratitude, or celebrations.

- **Ellen:** I am grateful that everyone currently on the council will be returning in the 2023-24 school year. I am excited to have you all back.
- **Carlito:** I am thankful for the technology resources and infrastructure. To give you some perspective, when I started teaching, we had to do Donors Choose to get laptops for a classroom. I can remember having to raise \$1,500 for four computers that had to be shared with 150 students. That wasn't that long ago. We appreciate all the hard work you are doing to create the business processes, the infrastructure, and getting kids/teachers what they need.
 - **Jason:** A big piece of that thanks goes to the homeowners who fund the tech levy, making it possible for us to do these things.
 - **Ellen:** We are grateful for the continued support of the community so that we can have those resources.
- **Ellen:** I appreciate everyone making a slide and being willing to share.
- **Melinda:** I am so excited to see what everyone is doing. When you work in a school, it can be so isolating, and you are only aware of what is happening at the school. It is nice to come in here and see the amazing work that is happening. I get to go back and tell people at our school about the things that are coming. I really liked the ML icons, and I think that is going to be huge.
- **Jason:** Being a parent of a robotics kid – I am grateful for everything we can do to support those programs, because it has defined my son's experience in school.
- **Ellen:** Thanks to Kerrie for the snacks and for taking meeting notes. They're always amazing!

Ellen closed the meeting by sharing how grateful she is to the council for their participation and for providing valuable insights and feedback. She especially appreciated our communal focus on inclusion and accessibility this year.

Ellen let the council members know that there would be five RTCC meetings during the 2023-24 school year: some remote and some in-person. She noted that she will be sending out a survey following the meeting to get feedback about this and to provide an opportunity to further reflect on the work we did at RTCC this year.

MEETING ADJOURNED

5:23pm

ADDENDUM

Dr. Ellen Dorr, Chief of Technology & Strategic Initiatives

One of the things we are working on is clear communication, such as the end of year procedures which will be coming out tomorrow. In order to have a strong end to the school year, we want to make sure people know what they need to do and what they can anticipate in the fall.

Dr. Bob Ettinger, Director of Curriculum, Instruction and Assessment

We are closing the year by getting ready for the start of next year. We are deep into the planning of New Hire Orientation, August Days, and our soon-to-be adopted secondary math curriculum.

Barbara Folmer, District Website Coordinator

This time of the year, I reach out to school webmasters with a list of things they need to do to get their websites ready for summer. A separate message will go out to department webmasters for their website closeout as well. I've gotten lots of great questions and will continue to provide training for those who need a little extra support. I am also in the process of setting up classes for new webmasters at the end of summer.

Jason Franklin, *Executive Director of Business Services*

The end of the school year is the midway point for Business Services. We are currently working with Office Managers and Associated Student Body (ASB) representatives to get cash collected and purchase orders closed, in preparation to close the fiscal year in August.

Cathleen Gonzales, *Customer Service Manager*

Right now, we are just getting ready for summer. It is our busy time. We have three new interns joining us to help us prepare for the start of the next school year.

Jay Gray, *Infrastructure Manager*

To have a strong close to the school year, I will continue to support students, staff, and teachers while we get ready to ramp up on summer projects. We have a lot of work to do this summer, so our year is not over; it's just beginning.

Keith Peck, *CTE Facilitator and Computer Science Teacher, Hazen High School*

What am I not doing? I am involved in a lot of committees and so we are trying to steer things in the right direction for the next year.

Woody Sobey, *CTE STEM Facilitator*

We have two brand new robotics instructors, and I am helping them prepare their advanced robotics so that at least one of them will be able to do more with robotics in the fall.

Kerrie Thornton, *Administrative Assistant*

One of the biggest parts of my job is to create communications for my department. So, like Ellen, the way that I am preparing for a strong close to the school year is creating clear guidance for the end of year technology closeout and making sure everyone knows what is going on and what to expect for the next year.

Carlito Umali, *Assistant Principal, Talley High School*

Every secondary administrator is working on graduation. So, if you don't hear from us, it is because we are ensuring that every graduate is a legal graduate. It's a very long process and takes multiple eyes, but it is worth the work because every graduate matters.

Melinda Van De Sompele, *Teacher, Renton Park Elementary*

It is the time of year that student-based assessment is over, and the kids are getting antsy. We are doing engineering programs and student-led projects. We want to give the students opportunities to be as creative as possible and learn while they do it.