



Technology Advisory Committee Meeting Minutes

October 26, 2023

EdTec Commons, 4:30 pm – 6:00 pm

In Person Attendees: Christopher Beck, Jodi Conzatti, Amie Day, Annette Dao, Patricia Dao, Maija Delaquin, Susan Dovre, Suzanne Foster, Lizzie Herrera, Jeff Hinkle, Dani Hylton, Margaret Larkey, Tamara Liebich Lantz, Andy McClure, Deke McDonald, Nick O’Neill, Shannon Sullivan

Virtual Attendees: Matthew Barker, Cheryl Cummings, Megan Esp, Jennifer Matthews, Lisa Rodside, Larry Vandenberg, Adam Williamson

Absent: Heather Doornbos, Andrew Horton, Lisa Robertson, Soneta Un

I. Introductions

- a. Margaret Larkey, Executive Director of Technology, welcomed the committee members and thanked them for volunteering their time to serve on the committee.
- b. Provided a brief review of the meeting agenda. Primary focus will be on trends.
- c. Each member introduced themselves and shared their favorite school year and / or teacher.

II. Committee Agreements and Purpose

- a. Lizzie Herrera, Instructional Coach for Technology, provided a brief overview of the meeting agreements.
 - i. Stay Engaged
 - ii. Maintain a Learner Stance & Remain Open to New Thinking
 - iii. Speak your Own Truth
 - iv. Experience Discomfort
 - v. Refrain from Pivoting to other “isms”
 - vi. Expect and Accept Non-Closure

III. District and Technology Department Mission, Vision

- a. The purpose of the Technology Advisory Committee
 - i. To provide recommendations and guidance on the integration, usage, and management of technology resources and initiatives for the district.
- b. Shared the District Mission, Vision, and Strategic Plan with the committee.
 - i. Developed in the winter / spring of 2023 and approved by the school board on March 6, 2023.
 - ii. Mission: To prepare and empower every student to reach their full potential and to thrive in school, society, work, and life.
 - iii. Vision: The Puyallup School District values academic excellence and ensures every student learns in safe and supportive environments in order to develop as critical thinkers ready to take on the world.
 - iv. The five priority areas identified as areas of focus for the Puyallup School District over the next five years.
 1. Academic Achievement
 2. Family and Community Engagement
 3. Social-Emotional Supports
 4. Staff Development, Culture, and Satisfaction
 5. Facilities, Safety, and Security

- c. Quick five-minute break - Discussed how the district wide agreements will support the committee's purpose. Each team reported back to the group.
 - i. Understanding and knowledge of what is going on and recognizing that we cannot solve all problems.
 - ii. Stressed the importance of listening to other perspectives and maintaining an open mind.
- d. Technology Department Mission – Developed the summer of 2022.
 - i. To develop, implement, support, and improve technology solutions to facilitate dynamic and engaging learning environments.
 - ii. Values include collaboration, Integrity, continuous improvement.
 - iii. Principles
 - 1. Using data to inform decisions and direction.
 - 2. Enhancing teaching and learning
 - 3. Attracting and developing the best team
 - 4. Pursuing a progressive security posture
 - 5. Creating extraordinary experiences

IV. Review Survey Results

- a. What's working well?
 - i. One-to-One devices, cloud storage.
 - ii. Clever – students can easily access websites and apps.
 - iii. Access to devices; students and staff, equity distribution.
 - iv. Collaboration on Capital Projects.
 - v. EdTec support including swapping out devices, installation and set-up, Help Desk support and response time.
 - vi. User accessibility.
 - vii. Infrastructure, server access and communication.
 - viii. Implementation of the In-Touch Systems.
 - ix. Parent Square – would like to see more involvement from teachers.
 - x. Curriculum tools, digital access, device availability.
 - xi. Access to technology and computers for students.
 - xii. User accessibility is easy; students able to quickly maneuver onto sites and apps.
 - xiii. Devices for all students.
- b. What difficulties have you experienced?
 - i. No progression of technology skills from grades K-6.
 - ii. Various skill levels among teachers – lacks consistency.
 - iii. Access to software and internet resources.
 - iv. Speed and durability of devices.
 - v. The use of Office 360 across the district.
 - vi. Inconsistency in availability of applications and tools.
 - vii. Improvements in teaching younger students typing skills and general understanding of computers.
 - viii. Computers need system updates. Users are not always able to perform the updates, completed by trained staff members.
 - ix. Slow installation times.
 - x. Technologies are not equitable between buildings.
 - xi. Issues with Microsoft apps and translation tools.
 - xii. Action Tecs losing connectivity.
 - xiii. eSchoolPLUS software – requires manual entry, user memory that is labor intensive and error prone, not user friendly.
 - xiv. Parents having to access multiple platforms which can be confusing.

- xv. P3 insurance plans – not affordable for some families.
- xvi. Response from help desk tickets requesting additional information, a phone call to answer the question would be quicker.
- xvii. Help Desk resolutions too long and responses are impersonal.
- xviii. Visitors or contractors are not able to access Wi-Fi.
- xix. Traversa does not communicate well with eSchoolPLUS.
- xx. Student fines – need to access multiple platforms like eSchoolPLUS, Destiny and InTouch.
- xxi. New district website – training was not adequate, it was complicated and intricate, more direct hands-on training.
- xxii. Communicate with actual users before selecting new software.
- xxiii. SchoolDude is not user friendly.
- xxiv. Some apps require MS Edge, and some require Chrome.
- xxv. Blocked sites.
- xxvi. Improve utilization of technology to better aid disabled / neurodiverse students.
- xxvii. Improve the length of time to review software needs and requests.
- xxviii. Need to access or pull urgent data that is not readily available.
- c. What are the biggest issues / trends?
 - i. Digital Literacy.
 - ii. Assistive Technology & Artificial Intelligence.
 - iii. User-Friendly, Integrated systems.
 - iv. Digital Curriculum.
- d. Fifteen-minute breakout session to discuss the trends and record responses in Padlet. Each team was assigned one of the five trends.
 - i. How do you define the term?
 - ii. Where / How do you see this trend being used?
 - iii. What may be some ways this trend could positively impact learning?
- e. Each team shared their discussions with the group.

V. Conclusion

- a. Margaret thanked the committee members for their participation and input.
- b. The committee will meet again on Tuesday, December 19, 2023.
 - i. Topics Include:
 - 1. A more in-depth conversation about what is going well.
 - 2. What improvements can be made with technology in the district.
 - 3. A brief informational session on the proposed Capital / Technology Levy.
- c. (not discussed; in appendix) Status of Top Current Technology Projects
 - i. Approved Application List
 - 1. Collecting more information about applications used in the district and publishing externally. Provides improved communication to families.
 - 2. Available for staff.
 - ii. Performance Matters
 - 1. New application for creating, managing common assessments across district. Supports academic achievement priority.
 - 2. Early usage by instructional coaches.
 - iii. District-Wide 802.1x
 - 1. Improves network security, lowering risk posture.
 - 2. Three of forty sites completed.

- iv. Network Redundancy
 - 1. Updating core network infrastructure for dynamic failover, ensuring availability of resources.
 - 2. Scheduled for fall / winter 2023.
- v. Printing Optimization
 - 1. Measuring usage and looking for improvement opportunities, saving costs.
 - 2. Have collected usage statistics.
- vi. Instructional Technology Replacement Cycle
 - 1. Budgetary planning for hardware to avoid obsolescence. Supports modern learning environments.
 - 2. In Progress.
- vii. MTSS and Risk Analysis
 - 1. Expand usage of data warehouse for identifying students needing additional support. Aligns to social-emotional support priority.
 - 2. Risk Analysis has been implemented.
- d. Technology Department Key Performance Indicators & Goals
 - i. Uptime during prime usage hours – Goal is 99.90%.
 - ii. Ticket resolution time – Goal is 90% within five business days.
 - iii. Ticket first response time – Goal is 90% within twenty-four hours.
 - iv. Customer satisfaction survey score – Goal is 4.75.
 - v. Staff investing in professional development – Goal is 70%.
 - vi. Device loss rate – Goal is 3.75%.
 - vii. First line ticket resolution rate – Goal is 75%.