



Technology Advisory Committee Meeting Minutes

May 14, 2024

EdTec Commons, 4:30 pm – 6:00 pm

In Person Attendees: Margaret Larkey, Jeff Hinkle, Andrew Horton, Lizzie Herrera, Nick O’Neill, Jodi Conzatti, Dani Hylton, Deke McDonald, Cheryl Cummings, Amie Day

Virtual Attendees: Sue Foster, Andrew McClure, Jennifer Matthews, Matthew Barker, Megan Esp

Absent: Annette Dao, Larry VandeBerg, Georgia Martin, Heather Doornbos, Soneta Un, Shannon Sullivan, Christopher Beck, Patricia Dao, Maija Delaquin, Georgia Martin, Lisa Robertson, Adam Williamson

I. TAC Feedback and Responses / Discussion

- 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.
- c. Reviewed TAC Feedback & Considerations spreadsheet – committee work from previous meeting. Handouts were distributed to each table.
 - i. Table Talk - How would you implement a solution to each of the top issues?
 - ii. Committee members present in the room discussed “Inequitable Access and Progression of Tech Skills.”
 - iii. Virtual Committee members discussed “Technology in Buildings” and “Applications, Browsers & Websites.”
 - iv. Notes were recorded on the Padlet, and each group shared their conversations.
 1. Building technology
 - a. Priority: Involve staff more when making technology decisions that affect student learning
 - i. Teachers able to test technology; use of TOSA’s.
 - ii. Advise high-end users and those who will be using the technology.
 - iii. Provide “why” behind decisions to teachers – allows for better understanding.
 - b. Priority: Install microphone speakers at the back of the classrooms rather than in front or next to the teacher.
 - i. Teacher receives feedback close to the speaker.
 - ii. A wireless set up allows teachers to easily move around the classroom.
 - iii. Have discussion with the teacher so it is adaptable and provides them with the ability to request where they need it.
 - iv. In the ceiling sound
 - v. Have equalizer to move the focus of the sound.
 - vi. Informing teachers why we use the microphone and how to make it work together.
 2. Applications, browsers, websites
 - a. Priority: Provide resources to parents on digital literacy: ParentSquare, Schoology, HAC
 - i. Provide a student version as well – they might be our connection to how to access these platforms.

- ii. Push the information to parents in as many ways as possible, such as summer mailer, ParentSquare, Family University
 - b. Priority: Ensure that accessibility tools are available across all websites and educational tools
 - i. Pilot - Test accessibility tools prior to purchase
 - ii. Ensure students can access the app tools.
 - iii. List of accessibility standards - EdTec collaborates with Teaching and Learning
- 3. Inequitable Access
 - a. Priority: Address unequal technology usage across teachers. Expand the ability for other staff to take home their devices.
 - b. Usage by teachers
 - i. Planned student assignment that is technology-centric, done by a teacher who is comfortable with technology rotation.
 - ii. Tech dept pushes in professional learning for teachers.
 - iii. Co-teaching or video examples
 - iv. Define the expectations and standards for teaching staff.
 - v. Technology is inequitable amongst buildings.
 - vi. Training days – who is supporting this work? Tech TOSA's?
 - vii. How to build time to learn new technology?
- 4. Progression of tech skills
 - a. Priority: Improve staff onboarding information
 - i. Competencies based on technology by grade level and marry it with the current curriculum.
 - ii. Suggestive directives and not requirements
 - iii. New employees - Create a portal tailored to specific job roles like Clever.
 - iv. Tech department participates in staff professional development – use most frequently HD requests - different times of year.
 - v. New devices – provide presentations about their computer before they can log on.
 - vi. Onboard new staff with list of applications and tools relevant to their jobs
 - vii. Online training courses
 - b. Priority: Provide details of technology standards and skills progression by grade level
 - i. Ability for first grade students to take digital test.
 - ii. Typing vs. touch screen (phone)

II. AI Guidance for Staff

- a. Non-instructional staff AI Guidance
- b. Guiding Principles

	Human-centered	Transparent	Informed
Priorities	Apply sound judgement when crafting AI prompts and analyzing results	Acknowledge use of AI and cite appropriately	Review AI results for inaccuracies and confidential information
Reflective Question	Does the AI tool support delivery of better, more equitable services?	Do I understand how the results were generated?	Are the results credible, defensible, and ethical?

c. Considerations

Non instructional staff	<ul style="list-style-type: none"> • Specify audience reading level in prompt. • Review results for biases and inaccuracies. • Edit results, labeling content generated by AI • Understand what automated code/script is doing. • Use the information provided but add your own voice to the content. 	<ul style="list-style-type: none"> • Include sensitive/confidential information in prompt. <p>Use AI as a substitute for human interaction.</p> <ul style="list-style-type: none"> • Copy & paste directly from a generative AI tool
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III. Summer Technology Projects

- a. Nick O’Neill - Director of Teaching, Learning Technologies and Library Services
 - i. Preparing student laptops, collecting devices, repairing
 - ii. Touching 15,000 devices – including all staff devices
 - iii. Upgraded equipment like sound systems.
 - iv. Inventory Classroom technology.
 - v. Levy projects will begin in two years.
- b. Jeff Hinkle – Solutions Engineering Manager
 - i. Upgrading the network at oldest schools – Brouillet, Maplewood, Mt. View
 - ii. Upgrading the Wireless Access Points at all junior high schools
 - iii. Levy – upgrading Wireless Access Points and old network equipment.
 - iv. Refresh cycle for district radios.
 - v. Implementation of new phone system for the 2025-26 school year
- c. Andrew Horton – Applications & Data Services Manager
 - i. Student information system rollover
 - ii. Working with Lisa Killmer, Help Desk Lead, to revisit and improve HD service portable.
 - 1. Slowly expanding into other departments
 - 2. Sending out surveys to schools
 - 3. User friendly tiles
 - 4. Improving service and efficiency by automatically sending tickets directly to second tier level
 - iii. Collecting requirements for student information system

IV. Planning for 2024-25 School Year

- a. Margaret again thanked the committee members for their participation and valuable input.
- b. Tentative meeting schedule – Mondays, 4:30 pm to 6:00 pm
 - i. September 23, 2024
 - ii. November 25, 2024
 - iii. January 27, 2025
 - iv. March 24, 2025
 - v. May 12, 2025, or June 9, 2025
- c. Topics / Agendas will be developed over the summer and communicated via email.

V. Technology Advisory Agreements and Purpose

- a. Stay engaged.
- b. Maintain a learning stance and remain open to new thinking.
- c. Speak your own truth.
- d. Experience discomfort.
- e. Refrain from pivoting to other “-isms”.
- f. Expect and accept non-closure.
- g. TAC Purpose: To provide recommendations and guidance on the integration, usage, and management of technology resources and initiatives for the district.

VI. Top Current Technology Projects

- a. Approved application list – Collecting more information about applications used in the district and publishing externally. Provides improved communication to families.
 - i. Status: Available for staff
- b. Performance Matters – New application for creating and managing common assessments across district. Supports academic achievement priority.
 - i. Status: Early usage by instructional coaches
- c. District-Wide 802.1x – Improves network security, lowering risk posture.
 - i. Status: 3 of 40 sites completed
- d. Network Redundancy – Updating core network infrastructure for dynamic failover, ensuring availability of resources.
 - i. Status: Completed
- e. Printing Optimization – Measuring usage and looking for improvement opportunities, saving costs.
 - i. Status: Have collected usage statistics
- f. Instructional Technology Replacement Cycle – Budgetary planning for hardware to avoid obsolescence. Supports modern learning environments.
 - i. Status: Plan has been put together but not implemented
- g. MTSS and Risk Analysis – Expand usage of data warehouse for identifying students needing additional support. Aligns to social-emotional support priority.
 - i. Status: Risk Analysis has been implemented. MTSS is in progress.

VII. Technology Department Key Performance Indicators

- a. Uptime during prime usage hours – Goal is 99.90%
- b. Ticket resolution time – Goal is 90% within five business days.
- c. Ticket first response time – Goal is 90% within 24 hours.
- d. Customer satisfaction survey score – Goal is 4.75
- e. Staff investing in Professional Development – Goal is 70%
- f. Device loss rate – Goal is 3.75%
- g. First line ticket resolution rate – Goal is 75%