Franklin Pierce Schools
Technology Advisory Committee – TAC

April 26, 2023 – JMAC – Board Room – 4:30 – 6:00 PM – Notes

Present: Adrienne Brugman, Brad Pierce, Brandon Feist, Gabriela Granados Alvarado, Helen Craig, Jesse Hinds, Joy Hara, Kamesha Herd, Karen Wee, Kristina McCrossin, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Melannie Sanders, Melissa Cataldo, Ramon Paz, Renee Rouleau White, Russell Husted. Terry Johnson

- **Welcome and Introduction**

- **Elbow Partner Ice Breaker**

- **TAC Application Process**
  - Reviewed the process for applications, which was for interested individuals to submit a questionnaire. Something new this year was to ask what something was they would like to share with the group.
  - 17 staff filled out the form and we were able to accept everyone onto the TAC
  - Wide range of demographics
    - Elementary, Middle, and High School Teachers of varying grades, subjects
    - Department level staff
    - Substitute
    - Administrators
    - Clerical
  - Wide range of skill and ability levels with technology from beginner to advanced

- **TAC History**
  - Before the creation of the TAC in 2013 IT would hold a presentation once a year where we highlighted what we did the year before and presented the current school year's budget for Tech Levy and the group voted to approve it.
  - IT wanted a way for more staff interaction and input into the technology in the district, so the TAC was created during the 2013/2014 school year.
  - Since then, some of the major accomplishments of the TAC have been:
    - Learning Wall Tablets
    - HoverCam Document Cameras
    - Learning Management Systems (LMS) Pilot and adoption of Canvas as the district LMS
    - Learning Walls
    - Technology Approval Process
    - Lenovo Yoga laptops for staff
    - Student laptop deployment in the elementary schools
    - 1:1 student laptop deployment across the district
    - Student emails at the secondary schools
    - Microsoft TEAMS

        - OneDrive Migration
    - In 2021 the TAC was put on hold due to COVID
    - The TAC has a history of coming to a consensus on their recommendations with student learning being a priority.

- **Tech Approval Process Presentation**
    - This presentation was created to be presented at the 2023 CoSN conference in Austin Texas by Brad, Liza, and Linda
        - Consortium for School Network, CoSN, is a school technology leadership conference
    - We wanted to share the presentation with you to help give you a better understanding of how the Technology Approval Process works and why some of the steps are in place.
    - Please see the accompanying power point for the full presentation
    - Some things to point out
        - If student and staff Personal Identifiable Information (PII) is used in the software/application in any way a Vendor Confidentiality Agreement (VCA) is required to be signed. The VCA states that the company will protect all PII information and that if something happens, they will be held responsible.
            - The biggest reason that IT will deny a request is if the company refuses to sign the VCA.
        - From the Teaching and Learning side, the biggest denial reason tends to be that the system is similar to the currently approved curriculum and there is not the capacity to support the additional program when there is already something in place that will do the same thing.
        - We are currently on version 9 of the Tech Approval application due to receiving feedback and making changes to the process
    - A suggestion was made that a video be made from the Technology Approval process PowerPoint and be incorporated into the Safe Schools training and or watched before submitting a tech approval.
    - A big ask of the TAC is now that you understand the process and the why's better help spread the process with other staff, so everyone understands better.
    - It was brought up that when something is denied it would be helpful to have a better more in-depth description of why it was denied so that staff member who submitted the application and anyone who will look at the application in the portal will understand why it was denied.

- **Welcome from the Superintendent**
    - Thank you to each one of you
    - Grateful to have the TAC rebooted and to see some familiar faces but also lots of new faces in the group
    - Your representation matters as you represent your coworkers, students, school/department
    - The community has continued to fund the Tech Levy which pays for the top-notch technology we get to use in the district, and we need to be good stewards of that money. Your voices help to represent the staff and students of our district, you are a conduit from your building to this committee.

- Technology is now foundational to education and the work of the TAC will be in support of that.

- **Goal of the TAC and member expectations**
  - The goal is that this is a two-way communication. In the past few years of the TAC, it was more of IT explaining what was going on, we want to hear from you, we want you to have the opportunity to present what you are interested in and as a team decide what we want to focus on for the 2023-2024 School Year.
  - It is understood that there will be times that you will not be able to make it to a meeting but it is important that you make it to as many meetings as possible so that you can contribute and also be able to go back to your school/department and share what you have learned and get their feedback to bring to the next meeting.
  - Your knowledge and expertise are critical to making the TAC a success
  - IT is working with HR and the Business office on a way to compensate you for your commitment to the TAC.
  - Other perks of being a part of the TAC is getting pilot new technology first, testing it out, and talking to your co-workers to get their opinions before a decision is made. There is also the opportunity to attend different technology conferences such as NCCE.

- **Next Meeting**
  - Lindsey will send out a questionnaire to see when a good time would be to meet next. We would like to have one more meeting this year where everyone gets approximately 5 minutes to share something that they would like to explore more next year. The goal is to start to narrow down the focus for the 2023/2024 School Year TAC. Liza will also have the Data Team come and do a short presentation on Qmlativ at the meeting.
  - Lindsey will include in the questionnaire the frequency of meetings for next year and a question about what day of the week works best.