

**October 2, 2024, | JMAC – Board Room | 4:30 – 6:00 PM – Notes**

**Present:** Megan Archie, Melissa Cataldo, Kyanne Cook, Helen Craig, Linda DiGiorgi, Liza Francisco Voss, Joy Hara, Kamesha Herd, Jesse Hinds, Kristin Holten, Bianca Ibarra, Kimberly Ketchum, Clint Long, Ramon Paz, Renee Rouleau White, Melannie Sanders, Lindsey Smith, Sally Wheeler, Annette Burnett

➤ **Welcome**

➤ **Tech Levy Budget**

- Due to technology issues, we were not able to display the [budget](#), it will be included in the notes.
- We are almost at the end of the 2<sup>nd</sup> year of the current Tech Levy.
- The intention for the next 2.5 years is to upgrade classroom technology as much as possible before the current levy runs out.
  - We are looking at the Interactive Panels over projectors
    - Reason being that over the life span of the two the Interactive Panel is going to cost less due to the extended warranty and not having a bulb/filter that need replacing.
  - A couple of the TAC members, Linda, and Liza got the opportunity to go to Centralia School District and see how they are using the Interactive Panels.
    - The teachers got the panels in August and in October when the group was there you would not have guessed that they had only been using the panels for a few months.
    - Action for TAC members and those who are piloting the Interactive Panels, there is a rubric in the TAC Teams group that needs to be completed.
    - Once IT has collected all the rubrics then that information will be compiled and shared with the Admin Team to start introducing the Interactive Panels.
    - After this is done then that information will be shared with all staff.

➤ **Google Docs and Google Drive as a supplemental Tool**

- An email went out yesterday, 12/10/2024, to all staff announcing that after careful considerations and in collaboration with TLS, the district will open access to Google Docs and Google Drive effective January 1, 2025.
- This will be for staff use only, students will not have access to Google Docs or Drive.
- Access will be limited to professional development, certification, etc. purposes only such as OSPI, WASDA, Professional Development.
- Staff will need to use their personal email address not their fpschools.org
  - Staff can create a separate personal email to access Google Drive and Google Docs

- IT and the District can only provide records requests for fpschools.org accounts, if you use this platform and disclose the email address you used, you will need to disclose the information in a records request.

➤ **Qmlativ Gradebook**

- Elementary Gradebook
  - In October the IT Data Team, Linda, and some trainers from WSIPC held trainings at all the elementary schools.
  - Linda went to each school and shared that the TLS grading practices were the same, it was just a tool change
  - The Data team created videos on how to generate report cards and provided those in the Qmlativ training site
  - Linda had an open Teams meeting all day on November 20<sup>th</sup> to assist teachers in grading questions
  - Linda stated that overall, it went well and that she will be meeting with the Data team to continue to improve the process.
  - TAC members shared that once they looked around and tested some things out it was easy to figure out and use.
- Secondary Grade Book
  - Renee shared that she felt most secondary teachers felt like it was a struggle and that grades were not calculating correctly
  - Annette shared that one feature that is not available in Qmlativ Gradebook that was in previous programs is the incomplete and incomplete plus
    - In Qmlativ a 2.0 is a passing score
    - IT Data is working with WSIPC on the Student/Family side of Gradebook because if a student currently has a 1.86 on the teacher side it is showing as a 0 on the Student/Family side.
  - A concern that Renee had was that if a class has multiple standards and units and they are passing one unit but not another it looks like they are passing the class even though they are not passing.
  - Liza encouraged everyone that when they see something that they think is not working properly or that is a struggle that they put in an IT Work Order so we can look at it. We can't fix/help with what we don't know is not working.
  - Annette did share that each Thursday night the IT Data team runs a System Mass update at the secondary level. This marks formative assignments as no count in case the teacher missed marking no count on the assignment detail mass score. This is done so that the formative assignments do not count to a student's calculated grade.
- When we transition to a new system there will be hiccups and many stages of learning.
  - We have heard there are too many clicks, nothing is going to be 100% perfect, we must adapt and change with the system and understand that what you see is a limitation may be a system feature and not something that IT and or TLS has done.

➤ **Parent Square**

- The IT Data team and the Public Information Office is working with Parent Square to gather and create training information that will be going out closer to the roll out.

➤ **AI Framework Discussion**

- Generative AI is when a user provides information and asks the tool to create something for you
  - We need to ID the uses, platforms, Professional Development opportunities and how it applies to the key considerations, benefits of one tool over another
- Liza and TLS have created an AI Steering Committee to assist the district in adopting AI
  - The group includes:
    - Liza Francisco Voss, Tim Bremner, Linda DiGiorgi, Kyanne Cook, Annette Burnett, Kristin Holten, and Ramon Paz
- As a district we need to be thinking about the policies/procedures/framework that the district is going to adopt for AI
  - What does the Data Privacy look like?
    - Information that is entered into AI stays in AI
- Two different tools were shared with the group
  - [Three flow charts](#)
    - In all three flow charts the guiding questions are present to make sure that when we are looking at a tool, keeping in mind, how will this impact my work (Impact over Intent), how will my learning reflect the work, and from the perspective of the user (you as an individual), why does this matter?
    - Three flow charts were created to cover the three areas of impact in the district
      - AI Design and Framework – Instruction – Students
      - AI Design and Framework – Instruction – Teachers
      - AI Design and Framework – Operations Staff
  - A [key considerations/guidance](#) when selecting an AI tool
    - This is a word document that will be used to help guide the district in selecting the proper tools
- The hope is that the TAC can work to identify the uses, and Professional Development of the five AI programs that the AI Steering Committee have identified for consideration:
  - ChatGPT
  - Colleague.ai
  - Magic School
  - Microsoft Copilot
  - Khanmigo
- After TAC has used these tools and had a chance to provide feedback to the AI Steering Committee then the committee will take this information, review it and make a formal recommendation to the Cabinet of which AI tools we will start with.
- The AI Steering Committee will create a process for reviewing AI Tools that is like the Technology Software/Hardware review process.
  - Kyanne will be creating a flow chart of how AI tools will be approved.
    - Process will look like a staff member ID's a tool they want to use, fill out the Informed K12 it will go to their supervisor for approval, then to the

content area specialist for view, then to the AI Steering Committee and TAC for review.

- We need to develop a critical lens when using AI as we NEVER COMPROMISE DISTRICT DATA WITH AI USAGE.
- The district is planning to sign an agreement so we can use the paid for version of ChatGPT to protect, student and staff data.
  - Unlike other companies we are unable to have ChatGPT sign a Vendor Confidentiality Agreement, but we can sign their paid agreement which protects our data.
- TAC Homework
  - If you would like to review one of the five platforms, email Lindsey, otherwise we will randomly assign you to pilot one the platforms apart from Kamesha, Melannie, Kristin, Ramon, and Bianca who will pilot ChatGPT as it is the one most geared towards operations.
- Linda shared that she had found a Ted Talk and a website that provided good insight into AI and schools
  - [Sal Khan – How AI could save \(not destroy\) education](#)
- And here are some activities you can try out to learn more about how AI works
  - [Code.org – How AI Works](#)

➤ **Adjourn**

| Upcoming TAC Meetings |                         |                |
|-----------------------|-------------------------|----------------|
| Date                  | Location                | Time           |
| January 8, 2025       | JMAC Boardroom          | 4:30 – 6:00 PM |
| February 5, 2025      | JMAC Boardroom          | 4:30 – 6:00 PM |
| March 5, 2025         | JMAC Boardroom          | 4:30 – 6:00 PM |
| April 16, 2025        | JMAC Boardroom          | 4:30 – 6:00 PM |
| May 7, 2025           | JMAC F1 Conference Room | 4:30 – 6:00 PM |
| June 4, 2025          | JMAC Boardroom          | 4:30 – 6:00 PM |