Technology Advisory Committee Meeting Minutes

November 25, 2024

EdTec – Commons and Teams, 4:30 pm – 6:00 pm

In Person Attendees: Margaret Larkey, Nick O'Neill, Andrew Horton, Jeff Hinkle, Jodi Conzatti, Matthew Barker, Cheryl Cummings, Annette Dao, Alex Deforrest, Megan Esp, Deke McDonald, Marc Saxowsky, Julie Witt

Virtual: Marcus Micheles, Katie Fosnick, Timothy Lynch, Georgia Martin, Matt, Cario, Teresa McLemore-West, Suzanne Foster, Amy Looker, Sarah Simon, Claudia Jimenez, Teri Harris, Katey Heredia, Stephanie Thomas

Absent: Lizzie Herrera, Andy McClure, Heather Doornbos, Dani Hylton, David Schneider, Shannon Sullivan, Mason luo Swanson, Angelina Zupraner

I. Welcome

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.

II. Student Information System Replacement Project

a. Goals
    i. Modern, Mobile-friendly interface – such as home access center, teacher access center,
    ii. Streamlined routine administrative tasks such as attendance, grades, scheduling – saving time
    iii. Seamless integration with existing systems, such as LMS, data warehouse, and resource management system - Schoology
    iv. Supportive of diverse learning needs – special education, multi-language, college readiness
    v. Robust data security and privacy - FERPA
    vi. Compliance with state and federal reporting and regulations
b. Replacement Components
    i. Stakeholders – Teachers, school office staff, students, technology department, school and district leadership, families, OSPI, vendors
    ii. Scope
        1. Replacement of eSchoolPLUS: attendance, fees / fines, behavior, grades, registration, scheduling, teacher and family modules.
        2. Possible future expansions: LMS, data warehouse, special education, assessments, hall passes
    iii. Integrations – Data warehouse (from PowerSchool), Learning Management System (Schoology), Dozens of curriculum applications
    iv. Timeline / Project Plan
        1. Starts 11/1/2024
        2. Major phases: RFP, Design, Implementation, QA, Training, Go-Live
        3. Go-Live 9/1/2026
    ii. Tacoma and Everett school districts are using Synergy
    iii. RFP Process – Posting will be December 20, 2024, for vendors to bid
    iv. Selection will take place in February 2025
    v. March / April – Negotiate contract
    vi. Implementation and testing will take a year to complete

II. Small Group Discussion Topics

a. The committee broke into small groups to answer and discuss the following questions. Answers / comments were recorded in the Padlet.
b. Stakeholders
    i. What are some strategies you've used to build excitement about change and / or new technology?
    ii. Priorities for each stakeholder group?
c. Scope
    i. What do you think will be the biggest challenges to the successful completion of this project? What have you seen that has been helpful?
    ii. Should we consider additional functionality instead of keeping existing systems (LMS)?
d. Integrations
    i. How important is it to have systems interact?
    ii. How is data integrity ensured?
    iii. Should we require adherence to a common data standard?
e. Timeline / Project Plan
    i. What are your thoughts on the proposed timeline? Too Long / too Short? Did we miss any steps?
    ii. Committee discussion – sharing from each of the six groups

III. Pulling it Together

a. What is the biggest concern about a project of this depth and breadth?
    i. What's your biggest hope for a new Student Information System?
    ii. What are we doing with what we've learned?
    iii. Report from Katie's Team –teachers and staff members
        a. Conversations about why we are changing systems
        b. Need for ample lead time for staff to mentally prepare for the upcoming changes
        c. Hope – functionality, one stop shop
    iv. Sue's Team – parents, super users and running start students
        a. Can it function and look like the real world; something you find at the college level?
        b. What platform will it run, how often will upgrades happen or is it a one time and done?
        c. Hope – User friendly and all things that people are looking for in one place
    v. Nick's Team – students and staff members
        a. Is it going to do what we want?
        b. Training piece – what does that look like for staff, parents and students?
        c. Streamline the work
        d. Importing grades from colleges (running start students)
    vi. Jeff's Team
        a. Concerns – Stakeholders buying in
        b. Early communication – gives people a chance to process and provide input and answer their questions
        c. Integrations
    vii. Andrew's Team
        a. Concerns – Important to identify key stakeholders (internal and external)
        b. Parent and student portal
        c. Graduation pathways
        d. Managing user access roles
        e. Include industry certifications as part of the RFP

f. Attendance trends, reunification, digital hall pass
g. Quality insurance
h. Hope – audit logs, who is accessing the information?

IV. Conclusion - Thank you for your participation

a. Margaret thanked the committee members for their participation and input.
b. The next meeting is scheduled for Monday, January 27, 2025
    i. Location: EdTec Commons and via Teams
    ii. Topic: AI Usage

V. Technology Department Mission

a. To create and support technology solutions to facilitate dynamic, engaging learning environments.
b. Values: Collaboration, Integrity, Continuous Improvement
c. Principles
    i. Using data to inform decisions and direction.
    ii. Enhancing teaching and learning
    iii. Attracting and developing the best team
    iv. Pursuing a progressive security posture
    v. Creating extraordinary experiences