Technology Advisory Committee Meeting Minutes

January 27, 2025

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

In Person Attendees: Margaret Larkey, Nick O'Neill, Andrew Horton, Jeff Hinkle, Jodi Conzatti, Julie Witt, Megan Esp, Matthew Barker, Georgia Martin, Deke McDonald, Annette Dao, Dani Hylton, David Schneider, Lizzie Herrera

Virtual: Amy Looker, Sarah Simon, Angelina Zupraner, Katie Fosnick, Marcus Micheles, Suzanne Foster, Claudia Jimenez

Absent: Matt Cario, Cheryl Cummings, Alex DeForrest, Heather Doornbos, Shahna Glover, Katey Heredia, Timothy Lynch, Andy McClure, Teresa McLmore-West, Shannon Sullivan, Mason Iuo Swanson

I. Welcome, Icebreaker, Updates

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. The RFP for the new SIS system was published December 20, 2024. The bids will be opened this Friday, January 31, 2025. Margaret extended an invite to everyone serving on the committee to attend demonstrations that will be held in person at the Kessler Center on February 19 and 20, 2025.

II. Artificial Intelligence

a. Margaret shared some key stats abouts artificial intelligence usage in K-12 School Districts in the United States.
    i. 18% of teachers have used AI for teaching; an additional 15% have tried it at least once; Middle and high school teachers were more likely to use
    ii. 25% of school districts have released AI guidance
    iii. 40% state education departments, including Washington, have issued AI guidance or policy frameworks
    iv. 41% of school districts have purchased AI tools in the last year
    v. 60% of districts planned to have trained teachers on AI usage
    vi. 52% of adults believe that schools should focus on teaching students how to appropriately use AI
    vii. Puyallup School District and Artificial Intelligence
        1) Policies – Appropriate and inappropriate use are discussed in policy 2022; updated last summer
        2) AI in Action Professional Development – Monthly sessions for teachers, presented by educational technology TOSA
        3) Network Filtering – ChatGPT not available for elementary students
        4) Approved Applications – Copilot, Magic School AI, PowerBuddy
        5) Guidelines – Last updated in May 2024. High level guidance provides guiding principles, considerations, and learning resources
b. Seeking TAC Feedback
    i. Become familiar with district policies and guidelines:
        1) Policy 2022 - Electronic Resources and Internet Safety, Supporting regulation 2022
        2) Policy 2023 – Digital Citizenship and Media Literacy. Supporting checklist 2023F1
        3) District Guidance for AI

ii. Research what other districts are doing and what can we learn and use?
iii. Advise on adoption of WSSDA's Templates
1) 2023F2 – AI classroom protocol
2) 2023F3 – student AI code of conduct
3) 2023F4 – student AI use pledge

I. Small Group Discussion

a. Look at AI resources in Teams folder
b. Analysis of other districts' Artificial Intelligence guidance, principles, position
i. Peninsula School District, Gwinnett County Public Schools, Shoreline Public Schools, Kansas City Public Schools, Deer Valley Unified School District, Tukwila School District
c. Record thoughts on Padlet

II. Coming Back Together

a. Full committee discussion and sharing from each of the six groups.
b. From other district websites:
i. What keywords did you notice?
ii. What do you and don't agree with?
c. Thoughts on existing policies, OSPI guidance
d. WSDDA Templates
e. Recommendations for changes?
f. Group T (Nick O'Neill) – Tukwila School District
i. Policies & Guidance
1. Better guidelines for teacher discretion.
2. How can we better communicate to students and staff about the district policy around AI
3. Comments on state – puts a lot on teacher to teach about AI
4. Teach or cover in homeroom, AVID or study skills
ii. 2022 F3
1. like the highlights of what they need to consider
2. Have a check list for students
iii. Website
1. Where on website or what department – under district overview
2. Like that the guidance is short and brief and recognizes AI bias
3. Lists four principles that are general and vague
4. Needs to be more district focused and list best practices
5. Teaching students a common way to site using AI source
6. Acknowledges ethical use
iv. Key words that stand out
1. Student center approach
2. Data privacy
3. Training and professional development
4. Transparency about how we are using AI
5. Compliment, not replace
g. Virtual Group - Shoreline School District
i. Pretty surface level information covering AI; general information
ii. Providing resources and practical guidelines for bias and consent
iii. Website – AI under Technology department
iv. Peninsula School District
1. How AI can support universal learning

2. Three Core Principles: Diverse ways of representation, action/expression and engagement
3. Morals and values can vary among people
4. Data privacy and security
5. Ways to implement in classroom environments

v. Key words
1. UD, Inclusion
2. Nuance – importance to maintain balance between AI and huma educators
3. Next steps – Teaching students how to use AI for learning and not in a way to fast forward through the learning process.

h. Group G (Andrew Horton) - Gwinnett County Public Schools
i. Explaining use cases; negative and positive examples
ii. Proactive stance
iii. Offerings

i. Group K (Jeff Hinkle) – Kansas City School District
i. Website is very eye catching; easy to read and understand; includes graphics; well laid out; under the Academics section
ii. Like how it defines AI, clearly lists risks and benefits, clear warnings, School district position
iii. PSD Policies and Guidance
1. Needs to be updated on a regular basis
2. Plan for someone to do those
iv. WSSDA Templates
1. Include student usage pledge and code of conduct in student handbook
v. Recommendations for change
1. Language on website should match policy
2. Website section for AI for families to reference
3. Keep current by updating on a regular basis
4. What department should it be under?

j. Group D (Lizzie Herrera) – Deer Valley Unified School District
i. Liked detailed timeline, AI literacy requirements, examples and non-examples of using AI
ii. Recommendations for teaching students on how to navigate AI, biases, checking sources, Classroom protocol – give examples of positive and negative outcomes
iii. WSSDA - Combine policy and pledge; making sure staff also understands
iv. Everyone agrees that it needs to be on website
v. Implement a low, medium and high
vi. Need to continue to update the information on the website

III. 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, March 24, 2025
i. Location: EdTec Commons and via Teams
ii. Topic: Security and Privacy