TAC Vision: Each member of Everett Public Schools is engaged in rigorous learning critically important to ongoing success both within and beyond the school walls, utilizing innovative technology tools that are a part of an equitable, robust, sustainable system.

In attendance: Andrew Bae Williams, Chris Bailey, Brian Beckley, Kelly Bell, Shelley Boten, Heather Brown, Karianne Eggink, Jacob Ellsworth, Larry Fleckenstein, Dan Hansen, Eric Jennings, Todd Koren, Joanne McCandless, Richard Middaugh, Bernadette Nguyen, Andreina Quezada, Elizabeth Sanchez, Darwin Schweitzer, Nathan Shelby, Aleta Smoot, Kathleen Stilwell, Marshall Tower, Ken Toyn, Kathryn Vafaeezadeh, Michele Waddel, Laura Wellington, Tony Wentworth, Alysia White

Agenda Items

Updates
Capital Project Summer Projects – Technology Life Cycle Management updates.

- Ken Toyn, Director of Network Services
  - UPS power conditioners in 200 MDF/IDF rooms to be updated.
  - Replace 600 indoor security cameras.
  - Various server and software upgrades related to network security & performance.
  - E911 system software and alerting upgrade
- Todd Koren, Director of Customer & Technology Services
  - 2,000 new Chromebooks – Gateway and North
    Other middle schools were refreshed 23/24
  - LITS summer team – Chromebook prep and logistics support (11,500 devices)

Communication and Outreach upgrades
- Kathy Reeves, Director of Communications
  - New Website refresh, Blackboard transition to Finalsite
    - User interface, navigation, look and feel will remain the same.
    - Trainings will take place in Spring and over Summer 2024
    - Content transfer will take place May 13 – July 1, 2024
      - Both sites will be maintained through this process
    - New site to go live August 29, 2024
    - Vanity URLS will change for departments and school sites.
    - Some color changes will be noticed.

- Parent Square
  - Starting Summer 2024 – will be replacing Blackboard Connect and Remind for district, school, and teacher to Parent messages.
    - Parent Square provides 2-way messaging for teachers, urgent alerts, newsletters and more. Offers multiple language translations.
    - Soft roll-out to begin May 6
    - Training to be offered this Spring, Summer, and Fall
    - Mass messaging will be moving to Parent Square when school starts Sept 2024

- [Summer Professional Development Plan](#)
  Everett Learns

Digital Citizenship & AI Follow Up

- TAC members reviewed several items related to work taking place to further strengthen our support of AI in education.
    - AI [Handbook](#) and Information in Canvas.
        - Common sense media and digital citizenship for [parents](#)
        - Members polled; What is the comfort level with AI?
        - District working with Generative AI – began journey in Fall 2022
        - Guidance from [OSPI](#), [US Dept of Ed](#), and district Guideline (updates coming soon)
        - Compare [ChatGPT](#) and [CoPilot](#) based on prompt provided.
    - Procedure Language updated -[5225P](#)
    - Acceptable use of District Technology has been updated and will be included in the Fall 2024 student handbook.
    - Collaboration with district librarians around Digital Citizenship Curriculum
    - Professional development courses and AI resources – [Canvas](#)
        - Beginning in May – Unraveling AI, Parent Square
        - Monthly digital citizenship resources will be sent out to buildings beginning Fall 2024

Collaboration time

- Broke into several breakouts with two objectives.
    1. Review features of ChatGPT and CoPilot using different questioning techniques to compare each tool and how implications in the schools on when each would be utilized.
    2. Explore resources for teacher questioning strategies and other applications of AI. This was time for TAC members to learn and explore resources that are already available and provide feedback on how to communicate these and which ones were most beneficial.
- Overview of TAC feedback on "grows" for next steps.
    - Grows: I need to spend time using and exploring and begin to introduce to staff.
    - Grow - ensuring teachers and staff are comfortable, trained, and understand how to use AI effectively.
    - Grow: How to spread the word with the rest of the staff?
    - Grow: Time to explore and share ideas/best practices
    - Grows: Where does the district see this fitting in? Seems like something has to come off the plate to add this. There is a lot to share on this.
    - Grow: Any specific resources for staff/teachers available teaching students in special education?
    - Grow- ask chat GPT to help our teachers understand how it can be a tool for supporting diverse learners.
    - Grow: How to recognize assignments completed with AI and How to create assignments so students have to do more of the work
    - Grow: I would love to see a "playbook" or a shared resource for teachers to share prompts. I've learned that designing the prompt is part of the skill of using these tools.
    - Grow I think it is important to identify what AI can't do. It helps people know the limitations.
    - Grow- roll out to teachers, timeline, PD, and hands on learning as how to use for instruction. Long term plan of AI integration in teaching.

Student Information System

- Status and updates
    - Train the trainer professional development will begin Fall 2024
    - Reviewed what will be onboarded over the next year.
        - Phase 1: Planning and foundational work

PHASE I: PLANNING

- Define Project Scope, Goals, Project Team
- Pull resources for Synergy
- School calendar 23-24
- Grading calendars 23-24
- Transcripts several examples
- List of 3rd party interfaces
- Registration packets-new enrollment etc.
- Copy of all report cards

- Identify project team
- Identify subject matter experts
- Build Communication Plan
- Project Organization
- Data Conversion
- Training Plan
- External Interface Plan
- Support Plan

Meeting Feedback: We value the feedback from our TAC members.

April 24, 2024 Meeting **Presentation**

2024-25 Meeting Schedule

- October 26, 2024
- February 6, 2025
- April 24, 2025

Meeting notes: Shelley Barbano