

MEMORANDUM

Date: December 11, 2015

To: Dr. Karen Janney, Superintendent

From: David Damico, Director of Information and Educational Technology

RE: IT/Ed Tech Update

Purchase of ISE/MSE from Cisco Systems Security

The IT Department has solicited and received quotation for a server which will provide Security and Mobility Management of our network. This will allow us to manage our wireless users and provide permissions based access to our network for district personnel, students, and guests. We will also be able to allow site staff to create their own access as needed for meetings and public requests. We can expand/grow with this system to meet our needs moving forward with the idea in mind that every user in our organization could have as many as 3 devices on our networks. Our goal is to have the ISE system operational by mid-late spring.

Infinite Campus Update

We have finished our data conversions with the exception of the final transcript data which we will update after we have closed out this last year in PowerSchool SMS.

- We now have our official production site as well as our sandbox environment.
- End User Training
 - We are starting Session 5 with Registrars – we have covered basic navigation, enrollment, identity management, census and households so far.
 - Counselors have had their Basics training which includes navigation through the software, introduction to Campus Community (IC's online help resource) and using Google Drive and we will be training them on Course Requests next week.
 - We had all schools identify their Master Scheduling team. A large number of those people identified have already had the "Basics" training for IC. We are reaching out to the remainder of these people to bring them in for their introduction to IC.
 - We are finishing up the setups that we need to proceed with next year's master schedule so that we can start working with schools in January to start working on their own master schedules.

- We are creating a full mock school in IC so we can give teachers access to a teacher assignment, to give them the opportunity to access and evaluate the IC Gradebook. We will also include a sample of how the student and parent portals will look.
- We have been working with IC to get a full understanding of the Master Scheduling processes and tools. We have identified some areas where we need input from the sites to determine the best way to address our scheduling needs. We are working on convening a meeting with school admins and their designees to brainstorm solutions that will allow us to address all of our scheduling requirements.
- We are working on setting up the Academic Plans in IC so we can show everyone how they will be able to see the completion progress of students.
- Infinite Campus Next Steps:
 - We will be creating the 2016-2017 school year and setting up calendars, terms, period schedules for the next school year.
 - We are working on the final course list to submit to Curriculum with the new single semester courses.
 - We will be soliciting input from school admins to review lists in IC for contact relationships, attendance exceptions and report card comments.
 - We will be working on scripts to run behind the scenes on the IC database to:
 - keep enrollments in PowerSchool SMS and IC in sync until we go completely live on IC
 - automate period assignments for sections in the master schedule
 - integrate data with all of our existing applications (Canvas, Jupiter Grades, Illuminate, Alexandria, etc.)
 - We will be working with IC next month to set up the import of feeder data for next year's incoming students.
 - We are working with IC to customize our Online Registration.
 - We need to work out final details on a custom solution for Work Product attendance.
 - We need to work with the state to have our new attendance system approved to collect and store electronic attendance.
 - We still need to work out the "train the trainer" to get to all the teachers trained. We are also still trying to work out an online learning solution
- We want to do some parent outreach workshops to help families with:
 - Setting up email accounts for parent/guardians who do not have one.
 - Helping families with Online Registration.
 - Showing families how to use the Parent Portal to see student grade and attendance information online.

- We will also work on setting up some videos and documentation for parents and students to understand how to use all the online tools.
- We will also be moving all of the Adult Schools into IC. We will be working with them over the next couple of months to work out the transfer of their data.

Technology Task Force Update

The Technology Task Force is making good progress. During our 5th and most recent meeting on December 3, the task force approved a final vision statement and agreed to a preliminary roadmap which will be presented to the board in January. In January and February the task force will look at computing device options for students, labs, and libraries as well as begin working with planning and IT on developing a comprehensive “design” for the 21st century classroom.

During the November board meeting, Ms. Viviana Reyes shared some of her ideas regarding uses for technology at the high schools. She mentioned that the ASB presidents were discussing technology needs at their various schools. As a result, I met with Ms. Reyes and the other ASB presidents during their regular meeting on December 1. They shared their thoughts, insights, and ideas about what they believed students need to succeed as 21st century learners. We are bringing this information along with feedback from other meetings with student groups back to the Technology Task Force as part of the long range planning process.

Jupiter Grades, Infinite Campus and More

During the November board meeting, Ms. Cooke-Salas shared concerns about rumors that Jupiter Grades would not be available for schools to use during the 2016-17 school year. In an effort to clarify questions teachers have about Jupiter Grades, Infinite Campus, and other technology tools in current use such as Illuminate and Canvas, I reached out to Roberto Rodriguez, SEA president. We agreed IT and Educational Technology would present an update on the status of Infinite Campus, Jupiter Grades, etc. as well as answer questions members might have regarding technology at the association’s January meeting. He was very appreciative (as are we) for the opportunity to collaborate and have open dialogue with teachers as the new student information system rolls in the coming school year.