What's New in MSBSD

FY18
Updates

Table of Contents

Mat-Su Borough School District

501 N. Gulkana St.

Palmer, AK 99645

Admin Secretary In-Service

The annual Admin Secretary In-Service will take place on Friday, August 4th at the Wasilla High School theater. A working agenda is provided below.

General Session

- 8:00am-12:00pm

- Designed for all Admin Secretaries

- Will include department updates, training, and professional development

Dismiss / Break for Lunch

- 12:00pm-1:00pm

- Staff are free to return to their school sites or eat lunch in Wasilla prior to the On-Boarding

On-Boarding

- 1:00pm-3:00pm

- Designed for new Admin Secretaries (those who have been in their positions for 2 years or less)

- Will include training on key business components and programs, including MUNIS, KEV, and SchoolDude

Student Activities Manual

For the first time since 2009, the Student Activities Manual is being updated and refreshed this summer! It will be released at the August 4th Admin Secretary In-Service and posted online.

Summer Projects

Facilities and IT developed a list of summer projects on ShareSuccess. **Click here** to navigate to the summer projects page. This list is provided in lieu of the letter distributed in previous years to describe project work scheduled for schools over summer break. Facilities and IT teams will update the status of the projects as summer progresses. Specific times where sites may be unavailable will be captured in Facility Use. Check for any events scheduled at your school over the summer via the **Community Use portal**.

Water Monitoring Changes

Recent water sampling results and conversations between the District and the Alaska Department of Environmental Conservation (DEC) revealed the need to address public notification and education requirements regarding water monitoring. MSBSD has many water systems that require lead and copper monitoring by federal and state mandate. The District is required to provide public notice and education materials about these water systems.

With more attention being paid to this topic, government agencies are more sensitive to the notification requirements around monitoring programs. This fall, MSBSD will send public notices to each school's community for those schools not on a city water system. This notice will simply indicate that the system is monitored and will provide basic information of the type of monitoring being done.

The Facilities Department, in conjunction with MSBSD's PIO, will work to send these notices to your community prior to the start of school. You will not be required to send out this information. Feel free to direct any questions or concerned community members to the Facilities Department where these needs can be addressed.

Substitute Hub—Google Classroom

HR continues to innovate ways that schools can better fill teacher and staff vacancies, especially when there are last minute absences or 'no-shows'. HR explored many platforms and it was clear that utilizing the same Google initiative as Office of Instruction was the right way to go. Next year, there will a 'Sub Hub' in Google Classroom. All new and existing active classroom substitutes will have access to the Sub Hub. HR will manage the classroom, but Administrative Secretaries will be able to access and post any unfilled positions and potentially find available subs. The Sub Hub will also be a place where site-specific building protocols, Frequently Asked Questions, helpful YouTube tutorials and eventually MSBSD specific trainings will be housed.

Mandatory Trainings
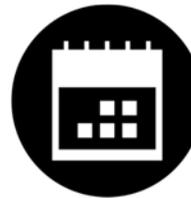
FY18 marks the beginning of the Safe Children's Act and the full implementation of HB 44, which requires changes to mandatory training for staff. The four trainings listed below will now be required for certificate renewals:

- Suicide Awareness and Prevention
- Dating Violence and Abuse Awareness
- Alcohol & Drug Related Disabilities
- Sexual Abuse and Sexual Assault Prevention

These trainings will be conducted online and Certified staff will rotate through them on a 4 year cycle, in addition to the 3 currently required annual trainings (Child Abuse Reporting, Blood-borne Pathogen Exposure Prevention, and Discrimination Awareness in the Workplace).

New Hire Orientation

In response to recommendations, MSBSD will hold a New Hire Orientation for all new Certified Staff on Monday, August 7th from 8:30am – 12:00pm. The focus will be to welcome and introduce new employees to the culture and climate of MSBSD. New employees will have an opportunity to meet District leadership, address needs, and learn where to find the resources that will help them succeed as they start in a new school. Discussion topics for the day will include curriculum, professional development opportunities, business services support, and a 'Need to Know' checklist they can bring to their new schools. Employees will be paid for this half-day.

DocFinity

This summer, the Human Resources Department is completing the implementation of an electronic document management system called DocFinity. This transition will include the transfer of all employee personnel files to digital storage, as well as implementation of an electronic workflow. Once implementation is complete, Administrators and Employees will be permitted to review personnel files remotely, based on access restrictions. In addition, current paper-based processes (such as additional days requests, co-curricular stipends, and column movements for certified employees) can be processed completely through DocFinity.

MSBSD is projecting an FY18 Student Enrollment of 19,100 ADM.

State of Technology Infrastructure Report

The IT Department developed an annual update of the Technology Roadmap titled the '2017 MSBSD State of Technology Infrastructure'. The presentation provides an overview of the state of technology infrastructure and describes visually the state of various classroom technologies, down to the school level. The report, available via Microsoft Sway, can be accessed by **clicking here.**

1:1 Handbook

Parent/Student **Handbooks** and **Agreements** were developed to support 1:1 Take-Home programs as they expand throughout the District. The agreement is a one-page document that schools can distribute and file for appropriate record-keeping.

A Wireless Hotspot Agreement is also available and is intended for schools who need to issue MiFi devices to students.

Website Changes

Blackboard, an education technology service provider, has acquired a number of other products that MSBSD uses. This has provided an opportunity to bundle some of our services such as SchoolWires, Connect-Ed, and the District's mobile app into one integrated product that allows for a more seamless experience. Along with this new integration, the District is also able to make available other enhancements that will go-live next fall including teacher notifications to their students. Another significant change will be a new website template that is more responsive (i.e. mobile friendly) and contemporary. The new website will go-live in September; additional communication will be provided leading up to this change.

Technology Refresh

Projectors: The IT Department will refresh approximately 557 projectors in classrooms this summer. As the Promethean display infrastructure ages, and with limited resources for refresh, the District believes the best approach for sustaining this infrastructure is to replace existing projectors.

The new Vivitek projectors are 50% brighter than current displays, support high definition, and function with the existing interactive boards. Additionally, they come with a 5-year warranty and newer display technology (such as sealed optics) to reduce cleaning needs and displays fading over time. The following link summarizes the status of displays, down to the school level: [Presentation Devices: Boards and Projectors](). This data was used to determine which displays to target for refresh. New projectors should arrive in July and IT will work to have them in place by the start of the new school year.

Existing Promethean PRM-10   New Vivitek DW884ST

The District continues to pursue interactive flat panels as the objective display; however, with current resourcing constraints, the life of the existing infrastructure must be extended. The District will procure enough flat panel displays to replace systems where interactive boards have failed. The projector refresh for the oldest models, along with the break/fix approach for interactive boards, should allow the District to continue moving forward until additional new flat panel displays can be purchased.

Integrated Classrooms: The IT Department will be procuring the next round of teacher refresh for this coming school year, which should get us very close to completely refreshing teacher devices District-wide. The model calls for a Lenovo Yoga 2-in-1 for Student Support Services staff members while traditional classrooms will have an All-in-One desktop and a Chromebook for the staff member. This order will be placed later this fall and will be coupled with professional development prior to installing these devices.

Kitchen Refresh: Kitchen devices used for point of sales District-wide will be replaced this summer. This refresh for 42 sites will improve performance for server/cashiers.

Password Changes

Over the summer, the IT Department will be upgrading our integration with Google Apps to provide an easier, quicker login experience. This allows staff and students to login to Chromebooks and Google Apps websites directly, without being redirected to a secondary login page.

In preparation for this, along with new recommendations from the Office of Instruction & Ed Techs, the following changes to student passwords will occur when school opens this fall:

- **Grades Pre-K - 2:** Password will change from 'happy' to 'alaska'. Students are not required to change this until 3rd grade, but can if they so choose.

- **Grades 3 - 8:** Passwords must be 8 characters and changed annually.

- **Grades 9 - 12:** Passwords must be 8 characters and changed annually. Passwords must include characters from 3 of the following 4 groups: lower case, upper case, numbers, special characters.

Schools should plan time and resources for students to make these password changes when school opens. Students will need access to a device to change their passwords. The District currently recommends using a Windows device, however a Chromebook can be used to change passwords through the Self-Service Password Reset (SSPR) utility. We recommend scheduling time in the computer lab or with a laptop cart in your school at the beginning of the year to give students this opportunity.

Staff are encouraged to change their passwords before the next school year as well. Until you change your password, you will not be able to login to Google Apps once we transition to the new login method.

To assist with password management, the IT Department will be transitioning to a new Self-Service Password Reset utility hosted through Office 365. This will allow staff and students a first line of self-remediation for password issues. More details will be sent out in August.

Security Cameras

As part of Safety and Security upgrades, The Facilities and IT Departments replaced and/or added 35 new cameras district-wide. Other cameras will continue to be replaced as necessary. New requests for additional security cameras can be sent to Steve Paine, Safety and Emergency Preparedness Manager, for consideration.

Copier Refresh

The District's Xerox Multi-Function Devices (MFD; a device that scans, prints, faxes, and copies) are being evaluated for refresh and IT is determining when they are due for replacement. As needed, these devices will be replaced with a Konica Minolta MFD. The IT Department plans to replace identified devices in July. A list of these identified devices can be found **HERE**.

Call Center Expansion & Transportation Department's Move to District Office

The software used to manage and track the IT Call Center's incoming calls and emails is expanding to include Transportation and Human Resources/Payroll. This change coincides with the physical relocation of the Transportation office from its current location in Wasilla to the District Administration building. Phone numbers for Transportation and HR/Payroll will change to 761-HELP to provide a "one-stop-shop" for staff, parents, and the community to receive assistance. A calling tree will direct callers to the appropriate office. Current office numbers will be forwarded to the calling tree for those who are unaware of these changes.

CareDox

MSBSD is implementing a new system called CareDox for student health records, to include immunization compliance, screenings, medication administration, and more. Parents will enter information directly into CareDox during the student enrollment process. CareDox will receive nightly demographic information from SchoolMax and allows school nurses to communicate with parents directly via email. CareDox is web-based and will allow for the upgrade of nurses' computer hardware and their use of the Windows 10 operating system.
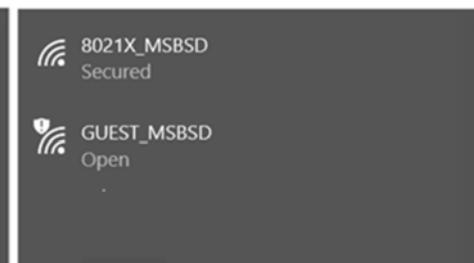
Wireless Network (802.1X)

As part of network upgrades this summer, the IT Department is updating the way District devices connect to the wireless network. This fall, the "MSBSD_WLAN" network will no longer be broadcast. Instead, the new "8021X_MSBSD" network will be available. This network is a more robust and secure means of delivering content and connectivity. As this is a centrally managed change, staff will not be required to do anything. This new mechanism eliminates the need for a password to connect. The guest network will remain and continue providing connectivity for personal devices as it does today.

Current Wireless Networks	Fall 2017 Wireless Networks
MSBSD_WLAN — Connected, secured	8021X_MSBSD — Secured
8021X_MSBSD — Secured	GUEST_MSBSD — Open
GUEST_MSBSD — Open	

EDtv

The District is discontinuing EdTV service this summer. The IT Department has been monitoring usage for the past several months and the service is extremely underutilized. Aside from the underutilization, this service requires the District to maintain hardware at each site that is no longer required for other purposes.

Printer Management

IT implemented a new monitoring and management program for printers/copiers called Papercut. This program allows for Google Cloud Print, enhanced reporting capabilities, and more. Administrators who would like to see their school's copy/print usage can contact the Call Center to have an account set up. In addition, starting this fall, students will be limited to a maximum of 50 pages per print job. There is no total limit on pages, so students won't run out during the year – this measure is merely intended to prevent very large jobs being sent to a printer.

Student Data & Privacy Changes

As cloud technologies and apps evolve, the District has updated policies regarding the safeguarding and disclosure of student information. This provides an opportunity to improve the annual registration process and better inform parents as to what student information is shared with other entities, including the G-Suite for Education.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. The following changes to Board Policy (BP) and Administrative Regulations (AR) are recommended to align current District policies, provide clarity on key educational apps that the District currently employs, and improve the District's annual disclosure process.

Board Policy Recommended Changes

- BP 5125 – Student records; definitions aligned to FERPA guidelines, 34 CFR § 99.3
- BP 5125.1 – Update directory information definition

Administrative Regulation Changes

- New AR 5125 to support details in BP 5125 – Governs contract requirements with third-party app vendors regarding sharing of student data. Outlines the District's data storage and disclosure responsibilities

Website improvements

- Addition of a privacy website outlining the sharing of data with online apps, **http://www.matsuk12.us/privacy**; site is live and will be linked to during the registration process.
- Addition of an online safety website, now live: **http://www.matsuk12.us/onlinesafety**;

Email Migration to Office 365

This summer the District is migrating email services to Exchange Online (cloud based email). This will allow new features, enhanced access, and reduced overhead costs. More detailed instructions will be sent to users closer to the actual migration, but additional changes may be required after the migration in order to regain access to email accounts on mobile devices.

In preparation for this email migration, the IT Department will be updating the way users login to **Office 365**, which includes the entire Microsoft Online suite. For the majority of users this change should be seamless, as it will automatically log you in using your network credentials. However, some scenarios may require users to manually enter a username and password to access Office 365. For example, if you attempt to login to Office 365 from a non-District device, such as your home computer, you will need to supply your network credentials (what you use to sign into your work computer).

The new username format for Office 365 will be **userid@ad.matsuk12.us** (i.e., if you sign into your work computer as ab012345, your Office 365 username will be **ab012345@ad.matsuk12.us**. Your password remains the same.).

The average school is projected to have about 406 students in FY18.

Meal Prices

Meal prices for FY18 have increased to the following rates, as approved by the School Board this spring:

	Breakfast	Lunch
Elementary	$2.00	$3.50
Secondary	$2.50	$4.50

Community Eligibility Provision

MSBSD is expanding the Community Eligibility Provision (CEP) program! Starting in the fall of 2017, free breakfast and lunch will be provided to all students at the following locations:

- Big Lake Elementary School
- Burchell High School
- Houston Middle School
- Iditarod Elementary School
- Mat-Su Day School
- Meadow Lakes Elementary School
- Tanaina Elementary School
- Trapper Creek Elementary School
- Willow Elementary School

Students do *not* have to apply for free meals at these sites.

Posters were sent to these schools to help advertise their inclusion in the program. Please post these in visible locations so that students and parents can see them regularly.

School Types

MSBSD has 47 school sites, spanning about 25,000 square miles, which include:

- 21 Elementary Schools
- 5 Middle Schools
- 7 Comprehensive High Schools
- 4 K-12 Schools
- 6 Charter Schools
- 3 Alternative/Special Mission Schools
- 1 Middle College School, now housed at UAA's Mat-Su College Campus

FY18 Legislative Priorities Include:

- Development of a long-term fiscal plan that ensures sustainable education funding for future generations.
- Protect the Foundation Formula by maintaining the Base Student Allocation.
- Add a Technology Funding Factor to the Foundation Formula.
- Protect established contributions by employers for TRS and PERS.
- Consider adjusting the Foundation Formula for the special needs of correspondence students.
- Reinstate the School Bond Debt Reimbursement Program to fund new school construction within growing Districts.
- Continue to adjust the per-pupil amount available for pupil transportation services beyond October 1, 2015 on an annual basis.
- Provide opportunity for certification outcomes in public education settings.

MATANUSKA SUSITNA
BOROUGH SCHOOL DISTRICT