



Renton Technology Coordination Council [RTCC]

By Laws

I. Name of Committee

The name of this Committee shall be the Renton Technology Coordinating Council.

II. Purpose of Committee

The role of the Renton Technology Coordinating Council will be to:

1. Assist in development and approval of the District Technology Plan which guides District activities including expenditure of bond, levy, and general funds in support of technology.
2. Consider, review and recommend policies and procedures related to technology use.
3. Provide a forum for coordination of the activities of the technology subcommittees:
 - Information Management Services
 - Instructional Technology
 - Student Information Services
 - Technology Operations/Engineering
 - Web Development
 - Library Technology
 - Curriculum & Instruction
 - Career and Life Skills
 - Virtual Learning
 - Administrative Support Technology
4. Assure that technology decisions are targeted to maximize student performance and achievement.

III. Relationship

The committee shall serve as an advisory group to the Renton School District.

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IV. Membership

Section 1. Size, Composition and Representation.

The Committee shall be comprised of twenty members representing staff and community members. The Office of the Superintendent will appoint members. Membership shall include:

<u>Number</u>	<u>Title</u>	<u>Representing</u>
1-2	Chairperson[s]	District, Information Management Services, and Instructional Technology
1-2	Board Member[s]	Renton School District Board of Directors
1	Assistant Superintendent	Department of Learning and Teaching
4	Citizens	Community/Including at least 1 parent
1-2	Community Partners	City of Renton
10	Subcommittee Chairpersons	Information Management Services, Instructional Technology, Student Information Services, Technology Operations/Engineering, Web Development, Library Technology, Curriculum & Instruction, Career and Life Skills, Virtual Learning, and Administrative Support Technology
1	Technology Resource Teacher	Instructional Technology
2	Principals [1 elementary, 1 secondary]	Instructional Technology Subcommittees
2	Teachers [1 elementary, 1 secondary]	Instructional Technology Subcommittees
1	Teacher	Web Development Subcommittee
1	Librarian	Library Subcommittee
1	Administrative Staff	Administrative Support Technology Subcommittee
2	Students	
1	Secretary of Committee	Minutes

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Section 2. Term of Office.

The term of office shall be for three years beginning on September 1 and ending on August 31. Active members may be assigned to consecutive terms if no new volunteers are available. Some positions will be continuing by virtue of their positions: Chairpersons of RTCC subcommittees, Assistant Superintendent of Learning and Teaching.

Section 3. Voting.

Recommendations of the committee shall ordinarily be by consensus. Sufficient consensus may be used when agreed upon by the group.

Section 4. Resignation.

Any member may resign by filing a written resignation with the Chairperson. All members who have missed three or more meetings within a year will be released of their obligations and new members given the opportunity to serve in these vacancies.

Section 5. Vacancy.

Any vacancy on the Committee shall be filled for the remainder of the expired term through the Office of the Superintendent.

V. Officers, Duties and Representation

Section 1. Chairperson[s].

The chairperson[s] shall be the Director of the Information Management Services Department and Director of Instructional Technology. The chairperson[s] shall preside at all meetings, sign all communications of the committee and prepare meeting agendas.

Section 2. Steering Committee

A Steering Committee shall develop recommendations to the Committee for its consideration and possible action. The Steering Committee shall be composed of the chairpersons of the RTCC subcommittees and the Assistant Superintendent of Learning and Teaching.



Section 3. Secretary.

The Chairperson[s] shall select a Committee secretary. The secretary shall:

- Ensure that all notices are given of the meetings.
- Be custodian of the Committee's records including:
 - Record the minutes.
 - Distribute the minutes.
 - Amend the minutes as required by the Committee.
 - Maintain a register of the address, e-mail address, and telephone number of each member of the Committee.
 - Ensure all necessary duties for proper functioning of the Committee are completed according to the Committee consensus.

VI. Meeting of the Committee

Section 1. Agenda.

A tentative agenda for the next meeting will be established at the conclusion of each meeting. The final agenda shall be developed jointly by the Chairpersons and the Steering Committee and shall be consistent with the purposes of the Committee.

Section 2. Open Meetings.

All meetings of the Committee shall be open to the public.

Section 3. Place of Meetings.

The committee shall hold its meetings in a facility designated/scheduled by the Renton School District.

Section 4. Time and Dates.

The time and dates of the meeting shall be clearly established by the committee. At least five (5) meetings shall be held during the school year.

Section 5. Minutes.

The Secretary shall keep minutes of all meetings and provide copies [hard copy or electronic copy] to Committee members, to the Superintendent and to members of the Board of Directors.



Section 6. Quorum.

No business shall be conducted unless a quorum is present. A quorum is a majority of formally assigned members at the time of the meeting.

Section 7. Subcommittees.

Standing technology subcommittees shall provide information and recommendations to the committee for its consideration and possible action. These shall be:

- Information Management Services
- Instructional Technology
- Student Information Services
- Technology Operations/Engineering
- Web Development
- Library Technology
- Curriculum & Instruction
- Career and Life Skills
- Virtual Learning
- Administrative Support Technology

Section 9. Conduct of Meetings.

All meetings of the committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 10. Staff.

Staff members or others may be invited to attend and participate in presentations and as resource persons.

Section 11. Visitors.

Appropriate time shall be provided at each meeting for others in attendance to present their views.

VII. Amendments

These by-laws are a condition for the operation of the Committee and shall be changed only through recommendation approved through the Office of the Superintendent.

Amended February 15, 2007/ revised & amended 5.5.09

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