

**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

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*Chris Bailey*  
Manager - IT Operations  
x7101

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*executive director of operations*  
*Snohomish School District*  
**360 563-7230**  
**206 851 6347**  
[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

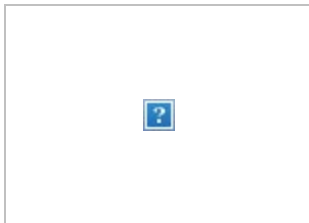
**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** Friday, September 18, 2020 3:31 PM  
**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>  
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**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process  
**Date:** Friday, September 18, 2020 4:41:22 PM

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**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process  
**Date:** Friday, September 18, 2020 3:30:46 PM

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On Fri, Sep 18, 2020 at 2:45 PM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Ed;

Thanks so much for the connection and your quick reply. I am glad to hear you are taking care at this time.

Hi Chris, Mara and Matthew.

Snohomish SD is looking at going direct with Qualtrics instead of through the WSIPC license where we started. We are curious if Qualtrics is meeting your needs. Any suggestions or comments you have before moving forward would be appreciated. I understand your time is precious as we are preparing for younger students in our buildings

sooner than later.

Thoughts you would like to share will be gladly accepted.

Have a relaxing weekend.

Thanks,

*ralph rohwer*

*executive director of operations*

*Snohomish School District*

*360 563-7230*

*206 851 6347*

[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

---

**From:** Edward Peters <[peterse@edmonds.wednet.edu](mailto:peterse@edmonds.wednet.edu)>

**Sent:** Friday, September 18, 2020 2:28 PM

**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>

**Cc:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>; Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>

**Subject:** Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Ralph,

Here's an introduction to three Edmonds SD colleagues who are involved with setting up the Qualtrics system for attestation etc:

Chris Bailey, Technology

Mara Marano-Bianco, Health and Safety

Matt Finch, Facilities Operations

For their benefit, Ralph is the Director of Operations for Snohomish School District and a long-time colleague.

They can direct you to the right folks for any matter they can't answer themselves. They are a little busy right now making Qualtrics and other things work, so please be patient.

I will call you next week so we can catch-up. I'm working exclusively from home and would be happy to set up a Zoom chat.

Hope this helps.

PAX,

Edward



**Edward J Peters** ALEP  
Capital Projects Director

Capital Projects Office  
425.431.7170 wk  
206.999.6820 cell  
[peterse@edmonds.wednet.edu](mailto:peterse@edmonds.wednet.edu)

On Fri, Sep 18, 2020 at 12:00 PM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Hi Ed;

I hope you are doing well and able to move your work forward during the pandemic.

We are looking at an online self-screening and attestation process that I understand Edmonds SD is using or preparing to use. The system is called Qualtrics.

Do you know anything about it and how it is working for your district. There are three modules, attestation, contact tracing capabilities, and New Normal parent surveys.

Any information you have would be great.

Thanks,

*Ralph Rohwer*

**Executive Director of Operations**

**Snohomish School District**

**360 563-7230**

**[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)**

**cell: 206 851-6347**

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Rohwer, Ralph](#)  
**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process  
**Date:** Monday, September 21, 2020 11:51:57 AM

---

Sounds good - invite w/ Zoom link pending.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 21, 2020 at 11:51 AM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

That sounds great. We are very interested in how you have buildings / classrooms access the data for staff and student status on a daily basis.

Thanks,

*ralph rohwer*  
*executive director of operations*  
*Snohomish School District*  
*360 563-7230*  
*206 851 6347*  
[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** Monday, September 21, 2020 11:44 AM  
**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>  
**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Would you like me to setup a virtual meeting so I can screen share?

*Chris Bailey*



Manager - IT Operations  
x7101

On Mon, Sep 21, 2020 at 11:28 AM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

2:00pm sounds good.

I will give you a call at your number below.

Thanks again for your help.

*ralph rohwer*

*executive director of operations*

*Snohomish School District*

*360 563-7230*

*206 851 6347*

*[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)*

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** Monday, September 21, 2020 8:29 AM

**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>

**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

I could do 2 on Thursday, or all day Friday (currently).

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 21, 2020 at 8:27 AM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Probably later in the week, would you be open about 1:00pm on Thursday?

*ralph rohwer*

*executive director of operations*

*Snohomish School District*

*360 563-7230*

*206 851 6347*

*[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)*

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** Monday, September 21, 2020 8:26 AM

**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>

**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Ralph,

Sounds good. Happy to assist. I have some time before 10 today, or am also available Thursday afternoon or Friday. Let me know what works for you. Thanks,

**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department



425.431.7101 Phone

[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Mon, Sep 21, 2020 at 8:13 AM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Chris;

We are to announce a plan sometime in the next two weeks.

Our issue with the WSIPC license for Qualtrics was the dash board and getting the data of who is ok to come who is not and who has not taken the attestation yet. I would like to explore your solution sometime when you have time on the phone.

Thanks,

*ralph rohwer*

*executive director of operations*

*Snohomish School District*

*360 563-7230*

*206 851 6347*

*[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)*

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** Friday, September 18, 2020 4:41 PM

**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>

**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Ralph,

Sounds good - I think I heard that you are looking to bring students from early learning into buildings in the next couple of weeks. Is that still your plan? We see student attestation as very similar to staff, but the dashboard (teachers and principals will have a web-based place to see up-to-date attestation for all of their students) will be more crucial than it has been for staff.

Thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 18, 2020 at 3:35 PM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Sounds like you are doing what we would like to do. Our goal is to have the system ready for staff before students come back, but I am not sure.

Thanks, again.

*ralph rohwer*  
*executive director of operations*  
*Snohomish School District*  
*360 563-7230*  
*206 851 6347*  
[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

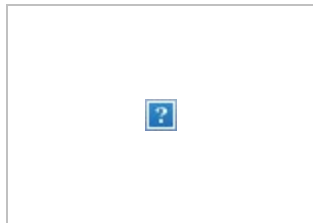
**Sent:** Friday, September 18, 2020 3:31 PM  
**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>  
**Cc:** Edward Peters <[peterse@edmonds.wednet.edu](mailto:peterse@edmonds.wednet.edu)>; Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>  
**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Ralph,

Got it - yes, Brett has been in most of our conversations with Ugam (which has been helpful but not necessary), and has been able to share insights from other projects along the way as well. We've been doing manual contact tracing for now, and will need their module in place before we bring students into our buildings.

Please feel free to reach out if you have any other questions along the way. Thanks,



**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone

[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Fri, Sep 18, 2020 at 3:24 PM Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

Chris;

Your comments are very helpful indeed. It sounds like you are getting a product that fits your needs and having Ugam is very helpful. The Qualtrics sales representative mentioned them but I was not sure who they are. Our scoping

meeting is Monday so this is perfect timing. The Attestation and Contact Tracing modules are the most important modules for us right now.

Thanks again,

*ralph rohwer*

*executive director of operations*

*Snohomish School District*

*360 563-7230*

*206 851 6347*

[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** Friday, September 18, 2020 3:09 PM  
**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>  
**Cc:** Edward Peters <[peterse@edmonds.wednet.edu](mailto:peterse@edmonds.wednet.edu)>; Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>  
**Subject:** Re: Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

Ralph,

We contracted with a 3rd party, Ugam, for implementation support for staff and student attestation, a student intent survey, and contact tracing. We have licensed the full Qualtrics product, as you said, but these are our focus areas right now, and we've hired implementation support for.

We are just wrapping up work on our staff attestation, and switching gears to focus on a student intent survey. We've drafted what we want this to look like, and will be turning it over to Ugam to put into place on Tuesday of next week. Once that is complete, we will work on both Contact Tracing and Student Attestation simultaneously.

I think the short answer to your question is, Ugam has been great to work with, and I cannot imagine attempting this without implementation support. They've also brought some lessons learned from the WSIPC effort, and have helped us to customize this to meet Edmonds' needs. Our "task force" includes representation from Health Services, Technology, Communications, and Human Resources, and this group has been committed to a speedy implementation; we've met daily for several weeks now. In addition, we've had to be very intentional about communication with staff, and are still working on what information that staff submit on attestation will be available (and to whom: HR, Health Services, Admin, etc.).

I hope this gives a bit of background on our effort; let us know if it leads to any other specific questions. Thanks,



**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone

[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

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Ed;

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Hi Chris, Mara and Matthew.

Snohomish SD is looking at going direct with Qualtrics instead of through the WSIPC license where we started. We are curious if Qualtrics is meeting your needs. Any suggestions or comments you have before moving forward would be appreciated. I understand your time is precious as we are preparing for younger students in our buildings sooner than later.

Thoughts you would like to share will be gladly accepted.

Have a relaxing weekend.

Thanks,

*ralph rohwer*  
*executive director of operations*  
*Snohomish School District*  
**360 563-7230**  
**206 851 6347**  
[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)

---

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**Sent:** Friday, September 18, 2020 2:28 PM  
**To:** Rohwer, Ralph <[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)>  
**Cc:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>; Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Matthew Finch <[finchm@edmonds.wednet.edu](mailto:finchm@edmonds.wednet.edu)>  
**Subject:** Qualtrics Re: Edmonds SD Attestation and staff - student screening process

[ External Email ]

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Mara Marano-Bianco, Health and Safety

Matt Finch, Facilities Operations



For their benefit, Ralph is the Director of Operations for Snohomish School District and a long-time colleague.

They can direct you to the right folks for any matter they can't answer themselves. They are a little busy right now making Qualtrics and other things work, so please be patient.

I will call you next week so we can catch-up. I'm working exclusively from home and would be happy to set up a Zoom chat.

Hope this helps.

PAX,

Edward



**Edward J Peters ALEP**  
Capital Projects Director

Capital Projects Office  
425.431.7170 wk  
206.999.6820 cell  
[peterse@edmonds.wednet.edu](mailto:peterse@edmonds.wednet.edu)

On Fri, Sep 18, 2020 at 12:00 PM Rohwer, Ralph  
<[Ralph.Rohwer@sno.wednet.edu](mailto:Ralph.Rohwer@sno.wednet.edu)> wrote:

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We are looking at an online self-screening and attestation process that I understand Edmonds SD is using or preparing to use. The system is called

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Do you know anything about it and how it is working for your district. There are three modules, attestation, contact tracing capabilities, and New Normal parent surveys.

Any information you have would be great.

Thanks,

*Ralph  
Rohwer*

**Executive Director of Operations**

**Snohomish School District**

**360 563-7230**

**[ralph.rohwer@sno.wednet.edu](mailto:ralph.rohwer@sno.wednet.edu)**

**cell: 206 851-6347**

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Jenn Madsen](#)  
**Cc:** [Christopher Hagen](#)  
**Subject:** Re: Qualtrics Tip Sheets  
**Date:** Sunday, September 27, 2020 9:54:48 AM  
**Attachments:** [image004.png](#)

---

Thanks for passing this along, Jenn. Interestingly, I've spoken with two districts (Snohomish and Arlington) who started down the WSIPC path and have since heard they can go on their own "like Edmonds" and plan to do so.

With respect to our phased approach to opening schools, I understand Dana is working on a list of students that fall into the initial stage. I was going to reach out to her, but wasn't sure if one of you had already spoken with her about the format we'll need this list in, in order to leverage this data for student intent and daily attestation. I imagine we will want some unique student ID included in whatever manual list they put together (assuming we don't want to try to automate this list)?

Thank you both for your insights!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 24, 2020 at 5:28 PM Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)> wrote:

Info on the Skyward build of Qualtrics... It looks like this might actually be more difficult on the data management side, as it would involve more HR maintenance, and field staff also. Yes, we should be keeping these fields updated, see Student fields also, however having them not populated may not break the whole chain in our build.

FYI - I'm prepping a communication to all staff via different methods, to get them to check/update their Employee Access contact data.

Kind Regards,

Jenn

**Jennifer Madsen**  
she\her\hers  
Supervisor, Information Systems  
Technology Department  
Edmonds School District  
[425.431.7265](tel:425.431.7265) Phone  
[425.431.7040](tel:425.431.7040) Skyward Helpline  
[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)

[Create a HelpDesk Ticket](#)

----- Forwarded message -----

From: **Shellie Rowe** <[srowe@wsipc.org](mailto:srowe@wsipc.org)>  
Date: Thu, Sep 24, 2020 at 4:56 PM  
Subject: Qualtrics Tip Sheets  
To: Shellie Rowe <[srowe@wsipc.org](mailto:srowe@wsipc.org)>

Good Afternoon,

This message is being sent to all District and Regional ISC staff.

The PSS team has created several Tip Sheets to assist districts who are implementing the Qualtrics Back to School solution (see attached). These have been posted to the PSS SharePoint sites and will be located within the COVID-19 Resources link that is found on the top of each of the PSS Services pages. We will update these documents when necessary and the most current versions can always be found on SharePoint.

If you have any questions, please let me know.

Sincerely,

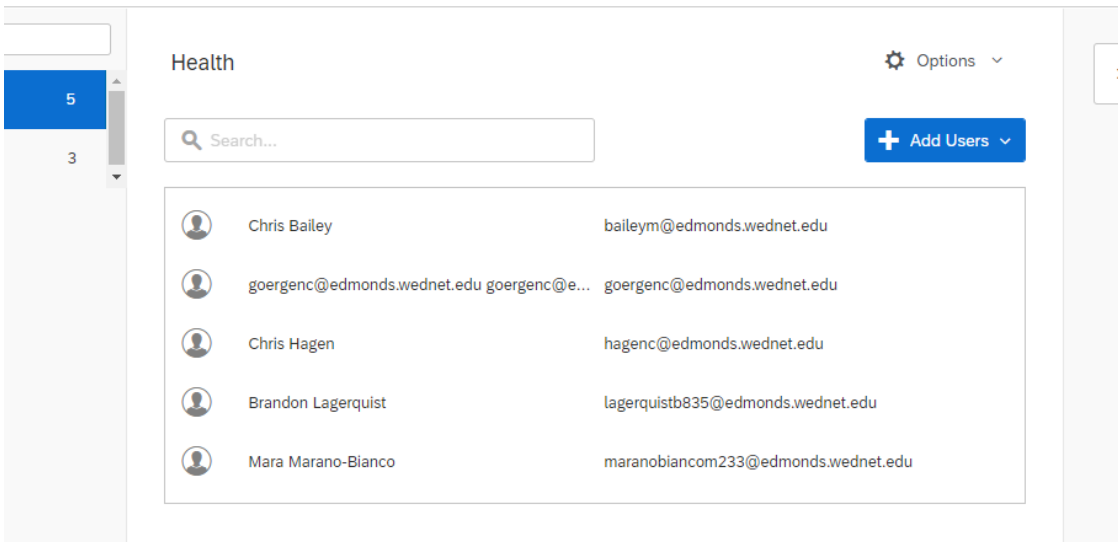


Shellie Rowe  
Director  
Product Support & Services  
Office: [425-349-6413](tel:425-349-6413) | [srowe@wsipc.org](mailto:srowe@wsipc.org) | [wsipc.org](http://wsipc.org)

**PASSIONATE** *About Service* **YOUR SUCCESS** / *Our Focus*  
WSIPC PRODUCT SUPPORT & SERVICES

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cindy-Lou Goergen](#)  
**Cc:** [Alfia Munshi](#); [Anshul Batla](#); [Erin Casale](#); [Mara Marano-Bianco](#); [Brett Callahan](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Date:** Friday, September 11, 2020 8:31:43 AM  
**Attachments:** [image001.png](#)  
[image.png](#)

I just attempted to add Cindy to the "Health" dashboard - do I do this properly?



*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 11, 2020 at 8:29 AM Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)> wrote:

Good Morning,

Alfia, can you please grant me access to the dashboard? I have logged into the Qualtrics site, but the project is not there for me to access.

Thank you!  
Cindy

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
20420 68th Ave W.  
Lynnwood, WA 98036-7405

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)  
425-431-1711

Preferred pronouns: She/Her

Mondays: Out of District

Tuesdays: Meadowdale Middle School

Wednesdays: Meadowdale Middle School

Thursdays: Department Support

Fridays: Department Support

**[Family Support Services - click here.](#)**

**[Supplemental Learning Resources - click here.](#)**

**[Mental Health Resources - click here.](#)**

Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치):/

: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии): <http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

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On Fri, Sep 11, 2020 at 8:19 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

We have added filters to the Dashboard. Please refresh the dashboard to start seeing the changes.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



[www.ugamsolutions.com](http://www.ugamsolutions.com)

Qualtrics Support | [+1 800 340 9194](tel:+18003409194) | [support@qualtrics.com](mailto:support@qualtrics.com) | [www.qualtrics.com/support/](http://www.qualtrics.com/support/) | [Qualtrics experience BASECAMP](#)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 20:40  
**To:** Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenji@edmonds.wednet.edu](mailto:madsenji@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

Good morning!

Regarding our dashboards, should the data be cleared each night so we are initially seeing a snapshot of the current date? I am not seeing a quick/easy way to do that. Also, if the Daily Report dashboard included a date filter so we could see all results for any given date, that might be helpful.

Thanks in advance,

*Chris Bailey*  
Manager - IT Operations  
x7101

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Changes involved:

1. Student/Staff → End of the survey messages updated for respondents who has already completed the survey.
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3. Notification email → This will only be sent to respondents when the symptoms or test symptoms are selected.

Thank you,

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368





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Our preparedness for [COVID-19](#)

---

**From:** Anshul Batla

**Sent:** 11 September 2020 01:45

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>

**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Hi Chris,

Please see below link for visitor.

Visitor link→

[https://edmonds.sjc1.qualtrics.com/jfe/form/SV\\_3PoBcU6Z9gGGizz](https://edmonds.sjc1.qualtrics.com/jfe/form/SV_3PoBcU6Z9gGGizz)

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Lead Analyst

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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 01:26  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School

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x7101

On Thu, Sep 10, 2020, 7:01 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Update: Data was already cleared before the launch

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

[www.ugamsolutions.com](http://www.ugamsolutions.com)

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---

**From:** Alfia Munshi

**Sent:** 10 September 2020 18:36

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>

**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Sure, we'll do that!

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 10 September 2020 18:34  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

Awesome, thanks for the update! Is it possible to purge yesterday's test data from the dashboard, if that has not already been done?

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020, 6:01 AM Alfia Munshi  
<[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Team.

Our launch has been smooth so far! Emails were sent out and surveys are being taken. Data is also flowing into the dashboard.

Look forward to speak to you later today.

Peace.

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

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-----Original Appointment-----

**From:** Alfia Munshi

**Sent:** 27 August 2020 20:34

**To:** Alfia Munshi; [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com); Chris Bailey; Erin Casale; [goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu); [maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu);

[Cynthia Nelson](#); [Jenn Madsen](#); [Debbie Erickson](#); [Sarah Luczyk](#); [Brandon Lagerquist](#); [Mark Roschy](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Christopher Hagen](#); [Anshul Batla](#)

**Subject:** Qualtrics | Edmonds SD | Back to School

**When:** 10 September 2020 23:30 to 11 September 2020 00:00 (UTC+05:30)  
[Chennai](#), [Kolkata](#), [Mumbai](#), [New Delhi](#).

**Where:** <https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09>

Hello.

Alfia Munshi is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlIYdnpiaWoyNHdBdz09>

Password: 197098

Or iPhone one-tap (US Toll): +12532158782,,98177310174# or +13017158592,,98177310174#

Or Telephone:

Dial:

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 558 8656 (US Toll)

+1 669 900 6833 (US Toll)

877 853 5257 (US Toll Free)

Meeting ID: 981 7731 0174

International numbers available: <https://ugam.zoom.us/u/abwFFVL1fg>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 981 7731 0174

Password: 197098

SIP: [98177310174@zoomcrc.com](mailto:98177310174@zoomcrc.com)

Password: 197098

Or Skype for Business (Lync):

<https://ugam.zoom.us/skype/98177310174>

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Anshul Batla](#)  
**Cc:** [Erin Casale](#); [Cindy-Lou Goergen](#); [Mara Marano-Bianco](#); [Cynthia Nelson](#); [Jenn Madsen](#); [Debbie Erickson](#); [Alfia Munshi](#); [Sarah Luczyk](#); [Brandon Lagerquist](#); [Mark Roschy](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Christopher Hagen](#); [Brett Callahan](#); [Anshul Batla](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Date:** Friday, September 11, 2020 8:09:43 AM

---

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Visitor link→

[https://edmonds.sjc1.qualtrics.com/jfe/form/SV\\_3PoBcU6Z9gGGizz](https://edmonds.sjc1.qualtrics.com/jfe/form/SV_3PoBcU6Z9gGGizz)

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---

**From:** Alfia Munshi

**Sent:** 10 September 2020 18:36

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen

<[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco

<[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson

<[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>;

Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk

<[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist

[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu); Mark Roschy  
[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu); Amanda Ralston  
[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu); Harmony Weinberg  
[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu); Peter Crawford  
[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu); Christopher Hagen  
[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu); Anshul Batla [anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com);  
Brett Callahan [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)  
**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Sure, we'll do that!

Peace.

**Alfia Munshi**

[Qualtrics Technology Consultant](#)

Ph: +91 96196 96106

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---

**From:** Chris Bailey [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)  
**Sent:** 10 September 2020 18:34  
**To:** Alfia Munshi [alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)  
**Cc:** Erin Casale [erinc@qualtrics.com](mailto:erinc@qualtrics.com); Cindy-Lou Goergen  
[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu); Mara Marano-Bianco  
[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu); Cynthia Nelson  
[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu); Jenn Madsen [madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu);  
Debbie Erickson [ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu); Sarah Luczyk  
[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu); Brandon Lagerquist  
[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu); Mark Roschy  
[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu); Amanda Ralston  
[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu); Harmony Weinberg  
[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu); Peter Crawford  
[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu); Christopher Hagen  
[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu); Anshul Batla [anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com);  
Brett Callahan [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

[Awesome, thanks for the update! Is it possible to purge yesterday's test data from the](#)

dashboard, if that has not already been done?

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020, 6:01 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
wrote:

Hi Team,

Our launch has been smooth so far! Emails were sent out and surveys are being taken.  
Data is also flowing into the dashboard.

Look forward to speak to you later today.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

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-----Original Appointment-----

**From:** Alfia Munshi

**Sent:** 27 August 2020 20:34

**To:** Alfia Munshi; [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com); Chris Bailey; Erin Casale;  
[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu); [maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu);  
Cynthia Nelson; Jenn Madsen; Debbie Erickson; Sarah Luczyk; Brandon Lagerquist;  
Mark Roschy; Amanda Ralston; Harmony Weinberg; Peter Crawford; Christopher  
Hagen; Anshul Batla

**Subject:** Qualtrics | Edmonds SD | Back to School

**When:** 10 September 2020 23:30 to 11 September 2020 00:00 (UTC+05:30)  
Chennai, Kolkata, Mumbai, New Delhi.

**Where:** <https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvR1lYdnpiaWoyNHdBdz09>

Hello,

Alfia Munshi is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvR1lYdnpiaWoyNHdBdz09>

Password: 197098

Or iPhone one-tap (US Toll): +12532158782,,98177310174# or +13017158592,,98177310174#

Or Telephone:

Dial:

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 558 8656 (US Toll)

+1 669 900 6833 (US Toll)

877 853 5257 (US Toll Free)

Meeting ID: 981 7731 0174

International numbers available: <https://ugam.zoom.us/j/abwFFVL1fg>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 981 7731 0174

Password: 197098

SIP: [98177310174@zoomcrc.com](mailto:98177310174@zoomcrc.com)

Password: 197098

Or Skype for Business (Lync):

<https://ugam.zoom.us/skype/98177310174>

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](mailto:baileym@edmonds.wednet.edu)  
**To:** [Anshul Batla](#)  
**Cc:** [Christopher Hagen](#); [Alfia Munshi](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Date:** Wednesday, September 9, 2020 4:41:00 PM  
**Attachments:** [image004.png](#)  
[image004.png](#)

---

Anshul,  
We have made several updates to the Google sheets tab that we discussed today, with additional detail regarding changes that we still need to have made. Please take a look, and let us know if this raises any questions. Thank you!

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Sep 9, 2020, 3:03 PM Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)> wrote:

Hi Chris,

We've distributed Staff test sample again with multiple link completion functionality.

Kindly run test to check all routing for email triggers messages and let me know in case of edit in message languages, if any.

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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---

**From:** Anshul Batla  
**Sent:** 09 September 2020 18:27  
**To:** Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>  
**Cc:** 'baileym@edmonds.wednet.edu' <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Hi Chris,

Hope you're doing well.

We've updated the automation w.r.t to new shared data model and have successfully imported 5 contacts from SFTP server.

In addition to above, I've sent the email invites for these 5 contacts, please check and confirm.

Thank you,

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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---

**From:** Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>  
**Sent:** Wednesday, September 9, 2020 5:23:16 AM

**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Subject:** Re: Qualtrics | Edmonds SD | Back to School

Hey Alfia,

I have completed all 3 of these:

- Edmonds to communicate contact headers for data mapping.
- Edmonds to share Dashboard Users file.
- Edmonds to place test contacts file in SFTP for a pre launch test. → Please inform when available

I added the 3 files to our Shared Google folder, plus I placed the ContactList.csv on the SFTP server.

Have a great rest of your day!  
Chris

On Tue, Sep 8, 2020 at 3:43 PM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Dear Team,

Thank you for the time on call today. Please see below, a summary of points from our meeting today.

- Contact Import & Distribution and Distribution automations were setup and run as intended.
- Edmonds to communicate contact headers for data mapping.
- Edmonds to share Dashboard Users file.
- Edmonds to place test contacts file in SFTP for a pre launch test. → Please inform when available
- Ugam to create Dashboards (first draft) for Edmonds SD. → [Done]
- Ugam to share dashboards with few users for testing. → [Done]

Here are the meeting recording links from WSIPC Dashboard Training Recordings are linked here:

[Training Option 1 - 9/3](#)

[Training Option 2 - 9/4](#)

Please feel free to reach out in case of any queries.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** [Cindy-Lou Goergen](#) on behalf of [Cindy-Lou Goergen <goergenc@edmonds.wednet.edu>](#)  
**To:** [Alfia Munshi](#)  
**Cc:** [baileym@edmonds.wednet.edu](#); [Anshul Batla](#); [Erin Casale](#); [Mara Marano-Bianco](#); [Cynthia Nelson](#); [Jenn Madsen](#); [Debbie Erickson](#); [Sarah Luczyk](#); [Brandon Lagerquist](#); [Mark Roschy](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Christopher Hagen](#); [Brett Callahan](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Date:** Friday, September 11, 2020 8:29:09 AM  
**Attachments:** [image001.png](#)

---

Good Morning,

Alfia, can you please grant me access to the dashboard? I have logged into the Qualtrics site, but the project is not there for me to access.

Thank you!  
Cindy

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
20420 68th Ave W.  
Lynnwood, WA 98036-7405

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)  
425-431-1711

Preferred pronouns: She/Her

Mondays: Out of District  
Tuesdays: Meadowdale Middle School  
Wednesdays: Meadowdale Middle School  
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Fridays: Department Support

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On Fri, Sep 11, 2020 at 8:19 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

We have added filters to the Dashboard. Please refresh the dashboard to start seeing the changes.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



20 Years & Onward 

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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** 11 September 2020 20:40

**To:** Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen

<[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco

<[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson

<[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>;



Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

Good morning!

Regarding our dashboards, should the data be cleared each night so we are initially seeing a snapshot of the current date? I am not seeing a quick/easy way to do that. Also, if the Daily Report dashboard included a date filter so we could see all results for any given date, that might be helpful.

Thanks in advance,

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020 at 4:55 PM Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)> wrote:

Hi Chris,

As per discussion over the call today, we have made all the changes in the survey.

Changes involved:

1. Student/Staff → End of the survey messages updated for respondents who has already completed the survey.

2. Student/Staff → End of the messages updated along with blue logo image and status text in blue font for “Not coming district building” question, also showing the survey link to retake the survey.
3. Notification email → This will only be sent to respondents when the symptoms or test symptoms are selected.

Thank you,

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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---

**From:** Anshul Batla

**Sent:** 11 September 2020 01:45

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>

**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Hi Chris,

Please see below link for visitor.

Visitor link→

[https://edmonds.sjc1.qualtrics.com/jfe/form/SV\\_3PoBcU6Z9gGGizz](https://edmonds.sjc1.qualtrics.com/jfe/form/SV_3PoBcU6Z9gGGizz)

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 01:26  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>

**Subject:** Re: Qualtrics | Edmonds SD | Back to School

Alfia,

Can you provide us with a generic link that we can share with visitors, as well as substitute teachers? (We are thinking we won't email the attestation to 400 subs when only a percentage will be working for the district on a given day).

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020 at 7:03 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Awesome. I saw the test data last night so I wasn't sure. Looks great this morning. Do you have a tutorial or a guide for our administrators and this team regarding how to access the dashboard and what the information displayed there means? I think that will be a main topic for us today.

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020, 7:01 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Update: Data was already cleared before the launch

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

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**From:** [Alfia Munshi](#)  
**Sent:** 10 September 2020 18:36  
**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** RE: Qualtrics | Edmonds SD | Back to School

[Sure, we'll do that!](#)

[Peace.](#)

**[Alfia Munshi](#)**

[Qualtrics Technology Consultant](#)

[Ph: +91 96196 96106](tel:+919619696106)

[www.ugamsolutions.com](http://www.ugamsolutions.com)

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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 10 September 2020 18:34  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg

[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu); Peter Crawford  
[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu); Christopher Hagen  
[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu); Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>;  
Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

[Awesome, thanks for the update! Is it possible to purge yesterday's test data from the dashboard, if that has not already been done?](#)

[Chris Bailey](#)  
[Manager - IT Operations](#)  
[x7101](#)

On Thu, Sep 10, 2020, 6:01 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

[Hi Team,](#)

[Our launch has been smooth so far! Emails were sent out and surveys are being taken. Data is also flowing into the dashboard.](#)

[Look forward to speak to you later today.](#)

[Peace,](#)

**[Alfia Munshi](#)**

[Qualtrics Technology Consultant](#)

[Ph: +91 96196 96106](#)

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[-----Original Appointment-----](#)

**[From:](#)** Alfia Munshi

**Sent:** 27 August 2020 20:34

**To:** [Alfia Munshi](mailto:AlfiaMunshi); [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com); Chris Bailey; Erin Casale; [goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu); [maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu); Cynthia Nelson; Jenn Madsen; Debbie Erickson; Sarah Luczyk; Brandon Lagerquist; Mark Roschy; Amanda Ralston; Harmony Weinberg; Peter Crawford; Christopher Hagen; Anshul Batla

**Subject:** [Qualtrics | Edmonds SD | Back to School](#)

**When:** [10 September 2020 23:30 to 11 September 2020 00:00 \(UTC+05:30\)](#)  
[Chennai, Kolkata, Mumbai, New Delhi.](#)

**Where:** [https://ugam.zoom.us/j/98177310174?](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)  
[pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)

Hello,

Alfia Munshi is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: [https://ugam.zoom.us/j/98177310174?](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)  
[pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)

[Password: 197098](#)

Or iPhone one-tap (US Toll): [+12532158782,98177310174#](tel:+12532158782,98177310174#) or  
[+13017158592,98177310174#](tel:+13017158592,98177310174#)

Or Telephone:

[Dial:](#)

[+1 253 215 8782 \(US Toll\)](tel:+12532158782)

[+1 301 715 8592 \(US Toll\)](tel:+13017158592)

[+1 312 626 6799 \(US Toll\)](tel:+13126266799)

[+1 346 248 7799 \(US Toll\)](tel:+13462487799)

[+1 646 558 8656 \(US Toll\)](tel:+16465588656)

[+1 669 900 6833 \(US Toll\)](tel:+16699006833)

[877 853 5257 \(US Toll Free\)](tel:8778535257)

[Meeting ID: 981 7731 0174](#)

[International numbers available: https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09](#)

Or an H.323/SIP room system:

[H.323:](#)

[162.255.37.11 \(US West\)](tel:162.255.37.11)

[162.255.36.11 \(US East\)](tel:162.255.36.11)

[115.114.131.7 \(India Mumbai\)](tel:115.114.131.7)

[115.114.115.7 \(India Hyderabad\)](tel:115.114.115.7)

[213.19.144.110 \(Amsterdam Netherlands\)](tel:213.19.144.110)

[213.244.140.110 \(Germany\)](tel:213.244.140.110)

[103.122.166.55 \(Australia\)](tel:103.122.166.55)

[149.137.40.110 \(Singapore\)](tel:149.137.40.110)

[64.211.144.160 \(Brazil\)](tel:64.211.144.160)

[69.174.57.160 \(Canada\)](tel:69.174.57.160)

[207.226.132.110 \(Japan\)](tel:207.226.132.110)

Meeting ID: 981 7731 0174

Password: 197098

SIP: 98177310174@zoomcrc.com

Password: 197098

Or Skype for Business (Lync):

<https://ugam.zoom.us/skype/98177310174>

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Alfia Munshi](#)  
**Cc:** [Cindy-Lou Goergen](#); [Anshul Batla](#); [Erin Casale](#); [Mara Marano-Bianco](#); [Brett Callahan](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Date:** Friday, September 11, 2020 8:41:41 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Ok - one of the items we wanted to discuss today was how will a location admin see the visitor responses for their site? Can we map the visitor location data to a location code so it can appear in a visitor section for each location?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 11, 2020 at 8:36 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

I'm updating the Dashboard Users as per the file provided [here](#). Please allow me to confirm when this is ready.

Thank you!

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



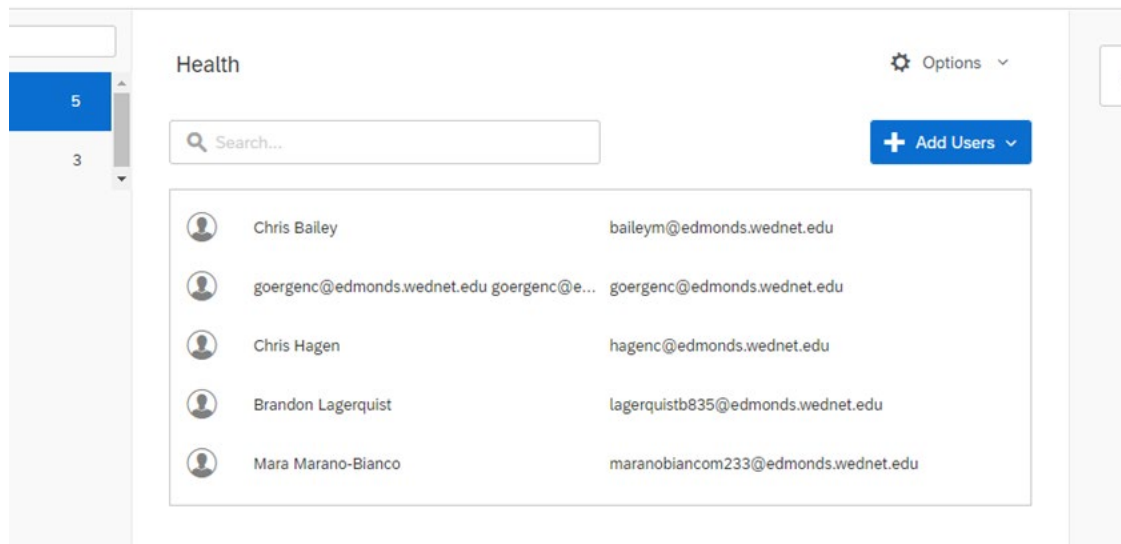
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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 21:02  
**To:** Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>  
**Cc:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

I just attempted to add Cindy to the "Health" dashboard - do I do this properly?



*Chris Bailey*  
Manager - IT Operations  
x7101

On Fri, Sep 11, 2020 at 8:29 AM Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)> wrote:

Good Morning,

Alfia, can you please grant me access to the dashboard? I have logged into the Qualtrics site, but the project is not there for me to access.

Thank you!

Cindy

Cindy Goergen, MSN, RN, NCSN

Certificated School Nurse

Student Health Services Department

20420 68th Ave W.

Lynnwood, WA 98036-7405

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)

425-431-1711

Preferred pronouns: She/Her

Mondays: Out of District

Tuesdays: Meadowdale Middle School

Wednesdays: Meadowdale Middle School

Thursdays: Department Support

Fridays: Department Support

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**[Supplemental Learning Resources - click here.](#)**

**[Mental Health Resources - click here.](#)**

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Derechos de los padres y estudiantes de educación especial (garantías procesales): /

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: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии): <http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

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. Thank you.

On Fri, Sep 11, 2020 at 8:19 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

We have added filters to the Dashboard. Please refresh the dashboard to start seeing the changes.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 20:40  
**To:** Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

Good morning!

Regarding our dashboards, should the data be cleared each night so we are initially seeing a snapshot of the current date? I am not seeing a quick/easy way to do that. Also, if the Daily Report dashboard included a date filter so we could see all results for any given date, that might be helpful.

Thanks in advance,

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020 at 4:55 PM Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)> wrote:

Hi Chris,

As per discussion over the call today, we have made all the changes in the survey.

Changes involved:

1. Student/Staff → End of the survey messages updated for respondents who has already completed the survey.
2. Student/Staff → End of the messages updated along with blue logo image and status text in blue font for “Not coming district building” question, also showing the survey link to retake the survey.
3. Notification email → This will only be sent to respondents when the symptoms or test symptoms are selected.

Thank you,

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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Our preparedness for [COVID-19](#)

---

**From:** Anshul Batla

**Sent:** 11 September 2020 01:45

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>

**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Hi Chris,

Please see below link for visitor.

Visitor link→

[https://edmonds.sjc1.qualtrics.com/jfe/form/SV\\_3PoBcU6Z9gGGizz](https://edmonds.sjc1.qualtrics.com/jfe/form/SV_3PoBcU6Z9gGGizz)

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368





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Our preparedness for [COVID-19](#)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 11 September 2020 01:26  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School

Alfia,

Can you provide us with a generic link that we can share with visitors, as well as substitute teachers? (We are thinking we won't email the attestation to 400 subs when only a percentage will be working for the district on a given day).

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 10, 2020 at 7:03 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Awesome. I saw the test data last night so I wasn't sure. Looks great this morning. Do you have a tutorial or a guide for our administrators and this team regarding how to access the dashboard and what the information displayed there means? I

think that will be a main topic for us today.

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020, 7:01 AM Alfia Munshi  
<[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Update: Data was already cleared before the launch

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

[www.ugamsolutions.com](http://www.ugamsolutions.com)

[Qualtrics Support | +1 800 340 9194 | \[support@qualtrics.com\]\(mailto:support@qualtrics.com\) | \[www.qualtrics.com/support/\]\(http://www.qualtrics.com/support/\) | \[Qualtrics experience BASECAMP\]\(#\)](#)

---

**From:** [Alfia Munshi](#)  
**Sent:** 10 September 2020 18:36  
**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)  
**Cc:** [Erin Casale <erinc@qualtrics.com>](mailto:erinc@qualtrics.com); [Cindy-Lou Goergen <goergenc@edmonds.wednet.edu>](mailto:goergenc@edmonds.wednet.edu); [Mara Marano-Bianco <MaranoBiancoM233@edmonds.wednet.edu>](mailto:MaranoBiancoM233@edmonds.wednet.edu); [Cynthia Nelson <NelsonC@edmonds.wednet.edu>](mailto:NelsonC@edmonds.wednet.edu); [Jenn Madsen <madsenj@edmonds.wednet.edu>](mailto:madsenj@edmonds.wednet.edu); [Debbie Erickson <ericksond659@edmonds.wednet.edu>](mailto:ericksond659@edmonds.wednet.edu); [Sarah Luczyk <luczyks@edmonds.wednet.edu>](mailto:luczyks@edmonds.wednet.edu); [Brandon Lagerquist <lagerquistb835@edmonds.wednet.edu>](mailto:lagerquistb835@edmonds.wednet.edu); [Mark Roschy <RoschyM141@edmonds.wednet.edu>](mailto:RoschyM141@edmonds.wednet.edu); [Amanda Ralston <ralstona@edmonds.wednet.edu>](mailto:ralstona@edmonds.wednet.edu); [Harmony Weinberg <weinbergh683@edmonds.wednet.edu>](mailto:weinbergh683@edmonds.wednet.edu); [Peter Crawford <CrawfordP@edmonds.wednet.edu>](mailto:CrawfordP@edmonds.wednet.edu); [Christopher Hagen <hagenc@edmonds.wednet.edu>](mailto:hagenc@edmonds.wednet.edu); [Anshul Batla <anshul.batla@ugamsolutions.com>](mailto:anshul.batla@ugamsolutions.com); [Brett Callahan <bcallahan@qualtrics.com>](mailto:bcallahan@qualtrics.com)  
**Subject:** RE: Qualtrics | Edmonds SD | Back to School

Sure, we'll do that!

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

[www.ugamsolutions.com](http://www.ugamsolutions.com)

[Qualtrics Support](#) | [+1 800 340 9194](#) | [support@qualtrics.com](mailto:support@qualtrics.com) | [www.qualtrics.com/support/](http://www.qualtrics.com/support/) | [Qualtrics experience BASECAMP](#)

---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 10 September 2020 18:34  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Erin Casale <[erinc@qualtrics.com](mailto:erinc@qualtrics.com)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Mara Marano-Bianco <[MaranoBiancoM233@edmonds.wednet.edu](mailto:MaranoBiancoM233@edmonds.wednet.edu)>; Cynthia Nelson <[NelsonC@edmonds.wednet.edu](mailto:NelsonC@edmonds.wednet.edu)>; Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>; Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>; Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>; Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>; Mark Roschy <[RoschyM141@edmonds.wednet.edu](mailto:RoschyM141@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>  
**Subject:** Re: Qualtrics | Edmonds SD | Back to School  
**Importance:** High

Awesome, thanks for the update! Is it possible to purge yesterday's test data from the dashboard, if that has not already been done?

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Sep 10, 2020, 6:01 AM Alfia Munshi  
<[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Team,

Our launch has been smooth so far! Emails were sent out and surveys are being taken. Data is also flowing into the dashboard.

Look forward to speak to you later today.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106

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-----Original Appointment-----

**From:** Alfia Munshi

**Sent:** 27 August 2020 20:34

**To:** Alfia Munshi; [bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com); Chris Bailey; Erin Casale; [goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu); [maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu); Cynthia Nelson; Jenn Madsen; Debbie Erickson; Sarah Luczyk; Brandon Lagerquist; Mark Roschy; Amanda Ralston; Harmony Weinberg; Peter Crawford; Christopher Hagen; Anshul Batla

**Subject:** Qualtrics | Edmonds SD | Back to School

**When:** 10 September 2020 23:30 to 11 September 2020 00:00 (UTC+05:30)  
Chennai, Kolkata, Mumbai, New Delhi.

**Where:** [https://ugam.zoom.us/j/98177310174?](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)  
[pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09](https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlYdnpiaWoyNHdBdz09)

Hello,

Alfia Munshi is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://ugam.zoom.us/j/98177310174?pwd=WIRlcDJsZlYvRlIYdnpiaWoyNHdBdz09>

Password: 197098

Or iPhone one-tap (US Toll): +12532158782,,98177310174# or +13017158592,,98177310174#

Or Telephone:

Dial:

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 558 8656 (US Toll)

+1 669 900 6833 (US Toll)

877 853 5257 (US Toll Free)

Meeting ID: 981 7731 0174

International numbers available: <https://ugam.zoom.us/u/abwFFVL1fg>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 981 7731 0174

Password: 197098

SIP: [98177310174@zoomcrc.com](mailto:98177310174@zoomcrc.com)

Password: 197098

Or Skype for Business (Lync):

<https://ugam.zoom.us/skype/98177310174>

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Please do not print this email unless it is necessary. Every unprinted email helps the environment.

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christopher Hagen](#)  
**Cc:** [Brandon Lagerquist](#); [Alfia Munshi](#); [Mara Marano-Bianco](#); [Cindy-Lou Goergen](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Anshul Batla](#); [Brett Callahan](#); [back2school@uqamsolutions.com](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Date:** Thursday, September 24, 2020 8:06:21 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Thanks, Chris.

To Brandon's point, I wonder if some word-smithing on what I drafted should occur so Harmony and others can refine what I had sketched out...in our draft document?

[https://docs.google.com/document/d/19ljp\\_Oh\\_VE7wYcoMvyvrL3M1qf5tf0X\\_0R9RbOsVMcl/edit](https://docs.google.com/document/d/19ljp_Oh_VE7wYcoMvyvrL3M1qf5tf0X_0R9RbOsVMcl/edit)

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 24, 2020 at 8:01 AM Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)> wrote:

Good morning!

These will be the field names I am going to be using:

Cohort (ex. A or B) Should I switch to AA and BB to be more in line with other communications?

Days Attending (ex. "Monday and Tuesday" or "Thursday and Friday" ) You can ignore the quote marks; there are only these 2 options.

Thanks,  
Chris

On Thu, Sep 24, 2020 at 7:59 AM Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)> wrote:

Hello,

I agree with both of Chris's suggested additions. The first addition is definitely needed because some families might start to panic when they've heard that their neighbor has received an intent form while they have not. The second addition is definitely needed so that folks have some acknowledgement that the district will follow-up. To that end, we probably need a short statement for folks who select remote learning. Just something simple to let them know that the district will be following-up with them.

Thanks,  
Brandon  
Brandon Lagerquist  
he/him/his  
Director - Assessment, Research, and Evaluation  
Edmonds School District  
20420 68th Ave W  
Lynnwood, WA 98036  
425-431-7302





On Thu, Sep 24, 2020 at 7:50 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Alfia,

Great - thanks so much for the update. Is it possible for you to include the hyperlinks that are included in our Google Doc? There should be 3 different links within the first page's text.

Also - we are hopeful that the text on that page can include several fields from the student's data upload. The data file that Christopher is building will include a field for the "Cohort" and a field for "Learning Days". Christopher - can you share preferred field names for each of these to this morning's meeting (or reply if you have those nailed down already)?

Health Services, Harmony & Brandon:

- Wondering if the first page should include "you have been identified for an upcoming stage to return to a school building..." or some similar welcome.
- Wondering if the exit page for students identified as going to hybrid should include "you will be contacted in the next several weeks about when and where your student will be learning, transportation, etc." or something similar?

Other thoughts?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 24, 2020 at 7:41 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

The [Student Intent](#) survey has been updated. Kindly take a run and let us know if anything.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 24 September 2020 01:11  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Importance:** High

Yes - correct.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Wed, Sep 23, 2020 at 12:40 PM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

Sure, is this for the Intent Form?

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 24 September 2020 01:08  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Importance:** High

Thanks, Alfia - we will look these over. The Google Doc has been updated with new language by Harmony; you can see her edits inline. Is it possible to get those in place prior to our meeting tomorrow?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Sep 23, 2020 at 12:33 PM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Team,

Please find the links below for the surveys.

- [Contact Tracing](#)
- [Student Intent](#)

Also, we can discuss more on the Contact Tracing survey in tomorrow's meeting. Edmonds SD will be providing the changes for Student Intent form tomorrow.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** [Christopher Hagen](#) on behalf of [Christopher Hagen <hagenc@edmonds.wednet.edu>](#)  
**To:** [Brandon Lagerquist](#)  
**Cc:** [Chris Bailey](#); [Alfia Munshi](#); [Mara Marano-Bianco](#); [Cindy-Lou Goergen](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Anshul Batla](#); [Brett Callahan](#); [back2school@ugamsolutions.com](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Date:** Thursday, September 24, 2020 8:01:28 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Good morning!

These will be the field names I am going to be using:

Cohort (ex. A or B) Should I switch to AA and BB to be more in line with other communications?

Days Attending (ex. "Monday and Tuesday" or "Thursday and Friday" ) You can ignore the quote marks; there are only these 2 options.

Thanks,  
Chris

On Thu, Sep 24, 2020 at 7:59 AM Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)> wrote:

Hello,

I agree with both of Chris's suggested additions. The first addition is definitely needed because some families might start to panic when they've heard that their neighbor has received an intent form while they have not. The second addition is definitely needed so that folks have some acknowledgement that the district will follow-up. To that end, we probably need a short statement for folks who select remote learning. Just something simple to let them know that the district will be following-up with them.

Thanks,  
Brandon  
Brandon Lagerquist  
he/him/his  
Director - Assessment, Research, and Evaluation  
Edmonds School District  
20420 68th Ave W  
Lynnwood, WA 98036  
425-431-7302



On Thu, Sep 24, 2020 at 7:50 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Alfia,

Great - thanks so much for the update. Is it possible for you to include the hyperlinks that are included in our Google Doc? There should be 3 different links within the first page's text.

Also - we are hopeful that the text on that page can include several fields from the student's data upload. The data file that Christopher is building will include a field for the "Cohort" and a field for "Learning Days". Christopher - can you share preferred field names for each of these to this morning's meeting (or reply if you have those nailed down already)?

Health Services, Harmony & Brandon:

- Wondering if the first page should include "you have been identified for an upcoming stage to return to a school building..." or some similar welcome.
- Wondering if the exit page for students identified as going to hybrid should include "you will be contacted in the next several weeks about when and where your student will be learning, transportation, etc." or something similar?

Other thoughts?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 24, 2020 at 7:41 AM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

The [Student Intent](#) survey has been updated. Kindly take a run and let us know if anything.

Peace,

**Alfia Munshi**

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Ph: +91 96196 96106



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---

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 24 September 2020 01:11  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Importance:** High

Yes - correct.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Sep 23, 2020 at 12:40 PM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Hi Chris,

Sure, is this for the Intent Form?

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106





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**Sent:** 24 September 2020 01:08  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Importance:** High

Thanks, Alfia - we will look these over. The Google Doc has been updated with new language by Harmony; you can see her edits inline. Is it possible to get those in place prior to our meeting tomorrow?

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Manager - IT Operations  
x7101

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Anshul Batla](#)  
**Cc:** [Mara Marano-Bianco](#); [Cindy-Lou Goergen](#); [Christopher Hagen](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Brett Callahan](#); [back2school@ugamsolutions.com](#); [Brandon Lagerquist](#); [Alfia Munshi](#); [Anshul Batla](#)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Date:** Monday, September 28, 2020 10:27:14 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image009.png](#)

---

Thanks, Anshul. This is great! I think we need to add a field with "Days of the week" for stages 2 thru 4.

Team - let's all try to review before tomorrow's meeting. Thanks again!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 9:00 PM Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)> wrote:

Hi Chris,

Intent form survey is now ready, please see below test links.

Attaching links for file for your reference.

**Stage 1**→ [https://edmonds.az1.qualtrics.com/jfe/preview/SV\\_aXZGCGtI3lvy0q9?Q\\_CHL=preview&Q\\_SurveyVersionID=current&stage=1&Student%20Name=XXXX](https://edmonds.az1.qualtrics.com/jfe/preview/SV_aXZGCGtI3lvy0q9?Q_CHL=preview&Q_SurveyVersionID=current&stage=1&Student%20Name=XXXX)

**Stage 2**→ [https://edmonds.az1.qualtrics.com/jfe/preview/SV\\_aXZGCGtI3lvy0q9?Q\\_CHL=preview&Q\\_SurveyVersionID=current&stage=2&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ](https://edmonds.az1.qualtrics.com/jfe/preview/SV_aXZGCGtI3lvy0q9?Q_CHL=preview&Q_SurveyVersionID=current&stage=2&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ)

**Stage 3**→ [https://edmonds.az1.qualtrics.com/jfe/preview/SV\\_aXZGCGtI3lvy0q9?Q\\_CHL=preview&Q\\_SurveyVersionID=current&stage=3&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ](https://edmonds.az1.qualtrics.com/jfe/preview/SV_aXZGCGtI3lvy0q9?Q_CHL=preview&Q_SurveyVersionID=current&stage=3&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ)

**Stage 4**→ [https://edmonds.az1.qualtrics.com/jfe/preview/SV\\_aXZGCGtI3lvy0q9?Q\\_CHL=preview&Q\\_SurveyVersionID=current&stage=4&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ](https://edmonds.az1.qualtrics.com/jfe/preview/SV_aXZGCGtI3lvy0q9?Q_CHL=preview&Q_SurveyVersionID=current&stage=4&Student%20Name=XXXX&Cohort=YYYY&Days of Week=ZZZ)

Regards,

**Anshul Batla**

Lead Analyst

Ph: +91 8828222368



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Our preparedness for [COVID-19](#)

---

**From:** Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)>

**Sent:** 24 September 2020 20:52

**To:** [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com); Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>

**Subject:** RE: Qualtrics | Edmonds SD | Contact Tracing

Hi Chris,

Please find my responses as inserts below.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** 24 September 2020 20:20

**To:** Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)>

**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com); Brandon Lagerquist <[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)>

**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing

**Importance:** High

Alfia,

Great - thanks so much for the update. Is it possible for you to include the hyperlinks that are included in our Google Doc? There should be 3 different links within the first page's text.**[AM]** Yes, adding them now. Great that you noticed that they were lost due to that Qualtrics removes HTML formatting from the questions as they are added.

Also - we are hopeful that the text on that page can include several fields from the student's data upload. The data file that Christopher is building will include a field for the "Cohort" and a field for "Learning Days".**[AM]** There are placeholders for those already, but will not be shown unless that pulls data from a live link. Christopher - can you share preferred field names for each of these to this morning's meeting (or reply if you have those nailed down already)?**[AM]** I'll wait for the final names, to replace them in the survey placeholders.

Health Services, Harmony & Brandon:

- Wondering if the first page should include "you have been identified for an upcoming stage to return to a school building..." or some similar welcome.
- Wondering if the exit page for students identified as going to hybrid should include "you will be contacted in the next several weeks about when and where your student will be learning, transportation, etc." or something similar?

Other thoughts?**[AM]** Please let me know once these changes have been final, so I can pickup the document to include those.

*Chris Bailey*  
Manager - IT Operations  
x7101

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Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 24 September 2020 01:11

**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Cc:** Mara Marano-Bianco <[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)>; Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)>; Christopher Hagen <[hagenc@edmonds.wednet.edu](mailto:hagenc@edmonds.wednet.edu)>; Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>; Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)>; Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>; Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>; Brett Callahan <[bcallahan@qualtrics.com](mailto:bcallahan@qualtrics.com)>; [back2school@ugamsolutions.com](mailto:back2school@ugamsolutions.com)  
**Subject:** Re: Qualtrics | Edmonds SD | Contact Tracing  
**Importance:** High

Yes - correct.

Chris Bailey  
Manager - IT Operations  
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Also, we can discuss more on the Contact Tracing survey in tomorrow's meeting. Edmonds SD will be providing the changes for Student Intent form tomorrow.

Peace,

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



20 Years & Onward 

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Alfia Munshi](#)  
**Cc:** [Erin Casale](#); [goergenc@edmonds.wednet.edu](#); [maranobiancom233@edmonds.wednet.edu](#); [bcallahan@qualtrics.com](#); [Cynthia Nelson](#); [Jenn Madsen](#); [Debbie Erickson](#); [Sarah Luczyk](#); [Brandon Lagerquist](#); [Mark Roschy](#); [Amanda Ralston](#); [Harmony Weinberg](#); [Peter Crawford](#); [Christopher Hagen](#)  
**Subject:** Re: Qualtrics | Edmonds | Back to School - Kick Off  
**Date:** Wednesday, August 26, 2020 2:34:00 PM  
**Attachments:** [Edmonds Back to School\\_KO Deck\\_08262020.pdf](#)  
[image003.png](#)

---

Alfia,

Thank you for the follow-up information. I am looping in the staff that was on our call this morning. We'd like to have our next call tomorrow at 10AM PST, and will at that time nail down a standing meeting time. Would that work for you?

Thanks again for all,



**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone

[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Wed, Aug 26, 2020 at 1:52 PM Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)> wrote:

Dear Team,

It was a pleasure meeting you.

Please find attached, a copy of our Project Kick Off presentation for your reference. Also find below, snippets from our meeting.

**Next Steps** from our conversation are listed below for your quick reference.

1. User Management - Create Brand Admin account for Implementation team [Done]
2. Email Domain Integration with Qualtrics [Custom From Address, Documentation](#)
3. Contact File Preparation - To integrate contact records with Qualtrics by uploading files to a Secure File Transfer Protocol (SFTP) server, so that Qualtrics can regularly import these records to Qualtrics accounts. [Qualtrics File Service](#)
4. Identify the following
  - a. Start preparing the contacts list.
  - b. Identify the frequency of contact update – Daily / Weekly / Monthly

- c. Once this file is ready, you may share a dummy file for us to review.
  - d. Have available, the SFTP access details and login credentials.
- Customize the Email Template to be used for Survey Invite (if required)
  - Identify actions / workflows once a person takes the Symptom Checker Survey
  - Identify actions / workflows once a person takes the Contact Tracing Survey
  - Identify notification recipients- Email id(s)

[\*\*Please refer to the [online folder](#) for details of the tasks, as also some Resources that could be helpful for you to initiate / carry out the tasks.]

### **Meetings**

For the daily cadence of 30 minutes, 9:30-11:30am works for me. Please let me know if a slot therein works for all.

Looking forward to our next meetings! In case of any queries or concerns, please feel free to revert and we shall be glad to help you.

**P.S.:** Please loop in any members from your team into this conversation, as may be needed.


Regards,

### **Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Qualtrics  
**Date:** Thursday, July 23, 2020 11:03:43 AM

---

Sure - I can definitely bring that up. They've shared that other districts use their suite for a variety of things; I believe the offering we are discussing now is Covid-specific though, so there may be an additional cost for using it for more than just the health screening and contact tracing. (I will find that out)

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jul 23, 2020 at 11:02 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Chris - I reached out to Jennifer at Auburn to ask her what they use to get info from parents that updates info in Skyward. The way she responded told me that she thought it was all about health screening. I am going to forward you a couple messages from her with info from WSIPC.

It made me start to think if we can use Qualtrics for more than just the Health Screening. Since I was not at any meetings with them and haven't had the time to look at the system, I was wondering if you could ask this at your meeting today if it could be used for something like registering students for Cohort C or getting parent sign-off on allowing Zoom meeting recordings.

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Joseph Valenti](#)  
**Cc:** [Devone Miles](#)  
**Subject:** Re: Question and Request for Review and Approval - PD Registration through PayPal  
**Date:** Wednesday, July 1, 2020 8:51:20 AM  
**Attachments:** [Untitled1.png](#)  
[image.png](#)

---

Joseph,  
No concerns from my end. I am also including Devone on this thread so she can weigh in.

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Jul 1, 2020, 8:40 AM Joseph Valenti <[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)> wrote:  
Good Morning Chris,

Hope you are doing well,

I am writing in regards to a request for Technology to review and approve a virtual workshop(s) that a Family Resource Advocate wants to attend using her Professional Development funds. The only "issue" is that PayPal is the payment processor, even though a credit card can be used and you don't have to sign in to paypal to pay.

If you wouldn't mind, would you please take a look and let me know if Technology would approve me going ahead and registering someone for some Domestic Violence Advocacy classes through "Eventbrite"? I inquired about a Purchase Order, but since Eventbrite is just a ticketing tool, used by third party organizers, I was redirected to LifeWire, the agency offering the workshops. Due to the short turnaround time (first class is scheduled for July 6th and the upcoming holiday, I would like to request Technology's review and approval to use the department credit card to register Carmen Ziranda for the 8 sessions. Please see below for additional background and communication between myself and Purchasing.

Thank you!

<https://www.eventbrite.com/e/lifewires-domestic-violence-virtual-advocacy-workshops-tickets-109748566918>

----- Forwarded message -----

**From:** **Devone Miles** <[milesd@edmonds.wednet.edu](mailto:milesd@edmonds.wednet.edu)>  
**Date:** Tue, Jun 30, 2020 at 9:33 AM  
**Subject:** Re: Question and Request for Review and Approval - PD Registration through PayPal  
**To:** Joseph Valenti <[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)>

Joe,

Happy Tuesday and thanks for asking about this!

Virtual training is subject to Technology review. I just learned this myself recently.

Will the vendor take a PO? If not, then please get the "virtual" training approved by Chris Bailey first and then proceed with the CC payment. As long as you are not logging into your personal PayPal account, you should be fine.

I've included Alice Benner on this email so she knows if Paypal comes through. Please include with your receipt an email approval from Technology dated before the receipt of payment. Thanks!

Thank you,

**Devone Miles**

Senior Purchasing Agent

Edmonds School District

425-431-7065

**General Schedule during COVID:**

**IN OFFICE: Tuesdays 6:30 to 11 am**

**WORK FROM HOME: Monday, Wed, Thurs, Fri Hours: 6:30am-3pm**

On Tue, Jun 30, 2020 at 9:27 AM Joseph Valenti <[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)>

wrote:

Good Morning Devone,

I am writing in regards to a question regarding registration of a Family Resource Advocate wanting to use her Professional Development funds to attend some virtual Domestic Violence Advocacy Workshops.

They were recommended by an agency, Eastside Baby Corner, a non-profit who we partner with to provide supplies to children. There are 8 total sessions, costing a total of \$175.00.

The issue is that while the workshops are offered through "Lifewire", payment seems to be facilitated through PayPal on the host website, Eventbrite.com. I ran into this problem before and I know the charge was flagged since it appeared as "PayPal". I inquired with the site (see below) to find out if there was an alternative way of paying and basically was told that I can choose to pay with a credit card and not sign up (Which I've done previously, yet the payment is still processed through PayPal).

I've included a screenshot of the checkout window to show the two payment methods. Please review and let me know if this registration would be approved to proceed with or if I should let our Advocate know this isn't allowed and to seek another PD opportunity.

Thank you for your help!

Checkout  
Time left 4:01

select 3 Sessions Package-\$75 • Join any 6 sessions and select 6 Sessions Package-\$150 • Join all sessions and select Full Workshop Package-\$175

**Contact Information**

First name \*      Last name \*

Email \*      Confirm email \*

**Payment method**

Credit or Debit Card

PayPal

**Order Summary**

1 x Full Workshop Package	\$175.00
Subtotal	\$175.00
Fees	\$12.29
Delivery	\$0.00
1 x eTicket	
<b>Total</b>	<b>\$187.29</b>

----- Forwarded message -----

From: [support@eventbrite.com](mailto:support@eventbrite.com) <[support@eventbrite.com](mailto:support@eventbrite.com)>

Date: Mon, Jun 29, 2020 at 10:18 PM

Subject: re: Question regarding if Paypal is only way to process payment (Case 5883006)

[ ref:\_00D708atE.\_5001O1leRhg:ref ]

To: [valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu) <[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)>



Hi Joe,

Thanks for reaching out to us about making payment for this event. My name's Matt and I'm a member of the Eventbrite Customer Experience team.

PayPal is a 'payment processor' much like Eventbrite. While both payment processors allow users to register for an account and make payment using saved details, both include the option to check out as a guest by entering card details.

But if you proceed through the order process, and are taken to PayPal's platform to make payment, you'll see an option to checkout as a guest, pay with credit card (or something to take effect). See the screenshot below for a reference - though your experience may appear different:





## Pay with PayPal

Stay logged in for faster checkout [?](#)  
Not recommended on shared devices.

**Log In**

[Having trouble logging in?](#)

or

**Create an Account**

[Cancel and return to BodyBuds](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

If the event organizer has chosen PayPal as their payment processor, then we're unable to facilitate sales via any other payment processor.

But you are still be able to make payment without signing up to PayPal.

Please don't hesitate to reach out if you need anything else in the meantime.

Finally, if you can spare a moment to help us improve our customer support, there's a 1 question survey at the bottom of this email. Click the emoji that best represents your feelings about your interaction with the support team to get started.

Thanks,  
Matt  
Eventbrite Customer Experience

How did Matthew do today?



Check out videos and tutorials in our new [Help Center](#).

As a reminder, you asked us about:

Subject: Question regarding if Paypal is only way to process payment

Description: Hello,

I work for the Edmonds School District and am registering an employee for some virtual workshops, however I am not allowed to use PayPal. When I register this person, is there another option I can use such as paying with a credit card? I need to make sure that when the charge shows up, it does not say PayPal.

Thank you



ref:\_00D708atE.\_5001O1leRhg:ref

--

Joseph Valenti  
Administrative Assistant, Equity & Public Relations  
[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)  
425-431-7224

--

Joseph Valenti  
Administrative Assistant, Equity & Public Relations  
[valentij756@edmonds.wednet.edu](mailto:valentij756@edmonds.wednet.edu)  
425-431-7224

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Jakala, Debbie](#)  
**Cc:** [Chris Bailey](#)  
**Subject:** Re: Question: Communication among Snohomish County school technology directors/departments  
**Date:** Wednesday, September 16, 2020 7:52:33 PM  
**Attachments:** [image002.png](#)

---

DJ - I want to let you know that yesterday it was announced that I am retiring on Oct. 2, 2020. Chris Bailey, who I have included on the email, is the Interim Technology Director for Edmonds School District. His email is [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu).

As for your question - "whether the county's & school district's technology leads are coordinating or communicating in some way on like issues and needs" - the answer is NO. We have not been contacted by anyone at Snohomish county about our technology needs. We did do some work with the City of Edmonds to help them understand our need for Internet bandwidth and filtering.

Hope all is well with you and your family.  
Cynthia

On Wed, Sep 16, 2020 at 11:53 AM Jakala, Debbie <[Debbie.Jakala@co.snohomish.wa.us](mailto:Debbie.Jakala@co.snohomish.wa.us)> wrote:

Hi Cynthia –

I hope you are well! I joined Snohomish County's Emergency Coordination Center JIC this week, assisting the County's work in continuing to support school districts during COVID-19. I'm working specifically on childcare and food security in the coming weeks and months, however, a question related to technology has come in. I was hopeful I could discuss with you some ideas and get your feedback on behalf of Ty Ternary, senior policy analyst in the county executive's office. My main question is whether the county's school district's technology leads are coordinating or communicating in some way on like issues and needs. Or would you have time today for a relatively quick phone call? My number is below. I have a 3 p.m. scheduled call, otherwise available until 4:30 p.m. today.

Advance Thanks and High Regards - DJJ

**Debbie Joyce (DJ) Jakala**

**Public Information Support**

Snohomish County Emergency Coordination Center / 720 80th Street SW, Bldg A, Everett, WA 98203

[debbie.jakala@co.snohomish.wa.us](mailto:debbie.jakala@co.snohomish.wa.us)

[eccjic.activation@snoco.org](mailto:eccjic.activation@snoco.org)

(Desk) 425-262-2489

(JIC) 425-388-5170



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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](mailto:baileym@edmonds.wednet.edu)  
**To:** [Jakala, Debbie](#)  
**Cc:** [Cynthia E. Nelson](#)  
**Subject:** Re: Question: Communication among Snohomish County school technology directors/departments  
**Date:** Thursday, September 17, 2020 9:55:53 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

DJ,

Thanks for the email, and congrats on your new role with the county. Harmony Weinberg shared your email to her with me this morning, and this is what I shared back with her:

I think we are in better shape than most. We have more than enough Chromebooks for all of our students; our spares inventory is lower than we would like, so that is something we'll be evaluating soon. With respect to hotspots, the need continues to grow, in spite of our use of the district-sponsored Comcast Internet Essentials program where families qualify. We just placed an order for additional hotspots yesterday, I believe, and are hoping to have them in hand in the next 1-2 weeks, based on what we've been told by T-Mobile. Barring any unforeseen issues, we do have "needs" but they are not without our control to address, at this time.

We are still hearing from students with internet connectivity challenges, so I don't have a great sense for the total need at this time. I can share that I believe of our 400 student hotspots, we have deployed more than 350; I believe we have more than 25 students on the sponsored Internet Essentials program. One area that this could be improved is if Comcast could relax the requirement that the district only sponsor families that are eligible for free/reduced lunch. If you can put the County's weight behind getting Comcast to relax that requirement, it would be a significant benefit to our students.

Please let me know if this raises any additional questions or ideas. Thank you!



**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone  
[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Thu, Sep 17, 2020 at 9:49 AM Jakala, Debbie <[Debbie.Jakala@co.snohomish.wa.us](mailto:Debbie.Jakala@co.snohomish.wa.us)> wrote:

Good Morning Cynthia –

Congratulations. Your service and commitment to the Edmonds School District communities is highly laudable. All my best to you on your well-deserved retirement plans.

Thank you for including Chris on the email. It is good to know this piece of background on what coordination has and has not occurred. I will make sure the latter is shared with the appropriate county leads. I just started Monday and improving/establishing coordination with our 15 school districts is an expectation of my position. Chris, the time-sensitive component is this current opportunity that came up just yesterday for the county to submit an “ask” letter for Chromebooks and the hotspots. Is there a concise way I can present Edmonds’ need for Internet bandwidth and filtering (vs. a need for Chromebooks/hotspots) not only for possible inclusion in this “ask,” but as our county’s work to further and improve coordination grows in the days and weeks to come?

How would the Internet bandwidth benefit students/staff/families? Is there a way to quantify this need?

Please do not spend a great deal of time creating a response ... an overarching “global/umbrella” statement is sufficient at this point to be able to shape a picture of the need. I need to get information to Ty Ternary by 9 a.m. Friday, Sept. 18.

High Regards –

DJ

**Debbie Joyce (DJ) Jakala**

**Public Information Support**

Snohomish County Emergency Coordination Center / 720 80th Street SW, Bldg A, Everett, WA 98203

[debbie.jakala@co.snohomish.wa.us](mailto:debbie.jakala@co.snohomish.wa.us)

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**From:** Cynthia E Nelson [mailto:[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)]  
**Sent:** Wednesday, September 16, 2020 7:52 PM  
**To:** Jakala, Debbie <[Debbie.Jakala@co.snohomish.wa.us](mailto:Debbie.Jakala@co.snohomish.wa.us)>  
**Cc:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Subject:** Re: Question: Communication among Snohomish County school technology directors/departments

**CAUTION** : This email originated from outside of this organization. Please exercise caution with links and attachments.

DJ - I want to let you know that yesterday it was announced that I am retiring on Oct. 2, 2020. Chris Bailey, who I have included on the email, is the Interim Technology Director for Edmonds School District. His email is [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu).

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Hope all is well with you and your family.

Cynthia

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Hi Cynthia –

I hope you are well! I joined Snohomish County's Emergency Coordination Center JIC this week, assisting the County's work in continuing to support school districts during COVID-19. I'm working specifically on childcare and food security in the coming weeks and months, however, a question related to technology has come in. I was hopeful I could

discuss with you some ideas and get your feedback on behalf of Ty Ternary, senior policy analyst in the county executive's office. My main question is whether the county's school district's technology leads are coordinating or communicating in some way on like issues and needs. Or would you have time today for a relatively quick phone call? My number is below. I have a 3 p.m. scheduled call, otherwise available until 4:30 p.m. today.

Advance Thanks and High Regards - DJJ

**Debbie Joyce (DJ) Jakala**

**Public Information Support**

Snohomish County Emergency Coordination Center / 720 80th Street SW, Bldg A,  
Everett, WA 98203

[debbie.jakala@co.snohomish.wa.us](mailto:debbie.jakala@co.snohomish.wa.us)

[eccjic.activation@snoco.org](mailto:eccjic.activation@snoco.org)

(Desk) 425-262-2489

(JIC) 425-388-5170



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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](mailto:baileym@edmonds.wednet.edu)  
**To:** [Kate Pothier](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Wednesday, August 26, 2020 8:19:20 AM

---

Ah, ok. I didn't realize it had moved to the two of you. Sounds good - just let me know. Here is a document Christine Pasek created for tracking subscription-related purchases out of the SS tech levy budget: <https://docs.google.com/spreadsheets/d/13vUZIUdSY-chB1gNFg5-77UfTd9-yUIcUeKI60t3iU0/edit?usp=sharing>  
I am sure I have a few other documents that may serve as valuable background. Stay tuned! :)  
Thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Aug 26, 2020 at 8:17 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Yes, will do. I believe it may come to Jo or me as we are overseeing AT but will check it out as a team.

Thanks, Kate

On Wed, Aug 26, 2020 at 8:15 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Do you want to bring this up to the SSLT team and just have someone let me know if/how we should get synced up with the new liaison(s)?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Aug 26, 2020 at 8:13 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Thanks Chris. And, yes, we all need to clarify how the SS tech levy budget is being managed with Tim's retirement.

Kate

On Wed, Aug 26, 2020 at 8:12 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Got it - I agree. Christine can do this for us.  
I likely need to touch bases with Dana (and possibly the SSLT) to ensure everyone that needs to be is up to speed on this funding source, timing, etc. and determine who in SS we will be working with moving forward on these purchases.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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From: **Heidi Brislin** <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

Date: Tue, Aug 25, 2020 at 3:25 PM

Subject: Fwd: Quote to Renew - Attached

To: Jo Callaghan <[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

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Date: Tue, Aug 25, 2020 at 6:20 PM

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[Video instructions to download Co:Writer data](#)

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Looking forward to hearing back from you soon! Enjoy your time in New Jersey while you can :)

Annie

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1. Access will be revoked.

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Together, we have supported your students academic growth, fostered autonomy and provided a means for them to shine! Let's continue our partnership to affect the lives of even more students. Please review the attached quote for the renewal of your Don Johnston licenses and optional multi-year contract to secure pricing in the upcoming years.

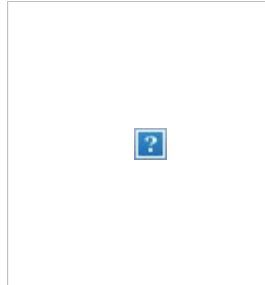
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We are here for you and your students, feel free to call us to discuss the renewal of your Don Johnston Human Learning Tools and to learn more about how we can support your district with some creative licensing solutions during this time of crisis.

Purchase orders can be faxed to 847-740-7326 or emailed

to [customer\\_success@donjohnston.com](mailto:customer_success@donjohnston.com). If you don't feel a purchase order is able to reach us by the expiration please let me know so we can continue working together.

Thank you and take care,  
Annie



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Implementation  
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Assistive Technology Specialist  
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Kate Pothier  
(she/her pronouns)  
Program Manager Student Services  
425-431-1720

Black Lives Matter

[\*\*Family Support Services - click here.\*\*](#)

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Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Kate Pothier](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Wednesday, August 26, 2020 8:15:16 AM

---

Do you want to bring this up to the SSLT team and just have someone let me know if/how we should get synced up with the new liaison(s)?

*Chris Bailey*  
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*x7101*

On Wed, Aug 26, 2020 at 8:13 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Thanks Chris. And, yes, we all need to clarify how the SS tech levy budget is being managed with Tim's retirement.

Kate

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Got it - I agree. Christine can do this for us.  
I likely need to touch bases with Dana (and possibly the SSLT) to ensure everyone that needs to be is up to speed on this funding source, timing, etc. and determine who in SS we will be working with moving forward on these purchases.

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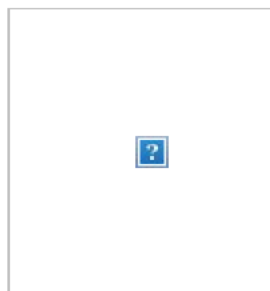
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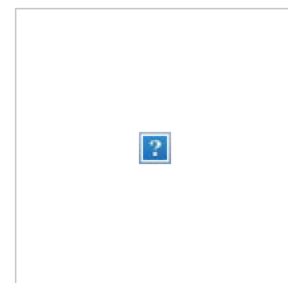
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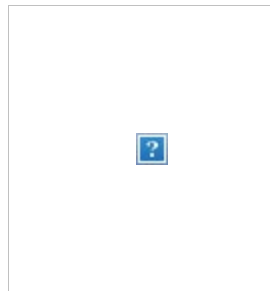
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Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /

: (الضمانات الإجرائية) : / (حقوق الوالدين والطالب في مجال التعليم الخاص) : / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

--

Kate Pothier  
(she/her pronouns)  
Program Manager Student Services  
425-431-1720

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Kate Pothier](#)  
**Cc:** [Heidi Brislin](#); [Teri Bryant](#); [Lynn Neal](#); [Jo Callaghan](#); [Christine Pasek](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Wednesday, August 26, 2020 8:11:46 AM

---

Got it - I agree. Christine can do this for us.

I likely need to touch bases with Dana (and possibly the SSLT) to ensure everyone that needs to be is up to speed on this funding source, timing, etc. and determine who in SS we will be working with moving forward on these purchases.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Aug 26, 2020 at 8:09 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Great question. Since Tim has always overseen the tech levy expense I was not aware. I would suggest that we continue with it coming out of that budget.

Thanks!

Kate

On Wed, Aug 26, 2020 at 8:08 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Kate et al,  
Which funding source will you be using for this purchase? In the past, this was a Technology Levy expense out of the Student Services allocation. This would mean Christine Pasek (cc'd) would enter the requisition for us.  
Thanks in advance for your thoughts.

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Hi all,

Teri or Lynn, can you please help us with purchasing the district wide (\$20,520 total) Co-Writer for the 20-21 school year? This is a renewal but is due by Sunday so we need to get PO out ASAP.

Please let me know if you have any questions or need other information to move this forward.

Thanks!

Kate

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Subject: Fwd: Quote to Renew - Attached  
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Here are the quotes for the 3 scenarios.

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[Video instructions to download Co:Writer data](#)

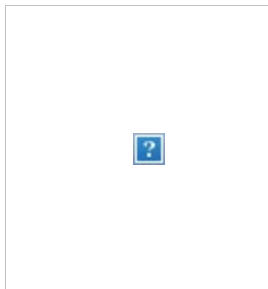
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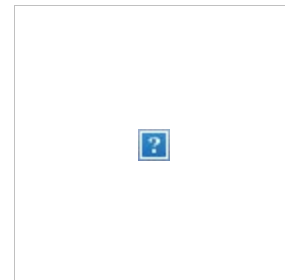
Looking forward to hearing back from you soon! Enjoy your time in New Jersey while you can :)

Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533

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[donjohnston.com](http://donjohnston.com)

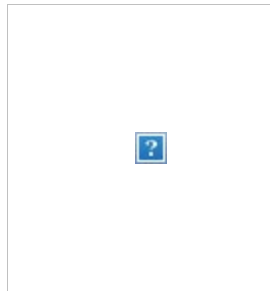


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Once I can get in and look at the data, I will get back to you to get a new quote.

Heidi

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Data was able to see the District Admins for you. There are two:

- Amy Fleischer is an Admin and used her district email/password to sign in
- Bonnie Morita is an Admin and used a username/password that is not an email to sign in

I'm aware that Amy is no longer with the district. Is Bonnie Morita still with Edmonds? If not, one of you two (the license manager moving forward) will



need to complete the [Web Admin Request Form](#). This will change the Web Admin from Amy/Bonnie over to one of you.

If you have any questions on the form, please don't hesitate to ask! I appreciate your quick responses to help resolve this.

Annie

	<p><b>Annie Hagy</b> Implementation Specialist 800.999.4660 x 533</p>	
	<p><b>Don Johnston</b> <b>Incorporated</b> Learning is for Life™ <a href="http://donjohnston.com">donjohnston.com</a></p>	
	<input type="checkbox"/> <input type="checkbox"/> 	

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Chris,

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Heidi

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I'm looping in Heidi as she will likely be coordinating moving forward.  
Thanks,

Chris Bailey  
Manager - IT Operations  
x7101

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Hi Chris,

I hope you're having a great start to your week! Do you have any update regarding the Co:Writer renewal that you can provide to me?

The license renewal for Co:Writer district-wide is quickly approaching on August 31st. If payment doesn't reach us, non-renewal will trigger actions listed in our Terms of Service and Privacy Policy. (Please see these policies).

In addition:

1. Access will be revoked.

For some students, these tools might be part of their IEP, 504 or ELL plan. Please be sure to have a plan to provide these supports in a different way. We suggest you contact parents and provide information on how to continue to get access to student data or student generated content. Access to the data will cease at midnight on the date of expiration of the license.

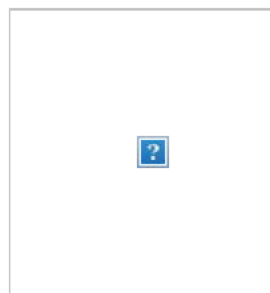
2. Return of Education Records/Destruction of Education Records

Because you have access to your data, it is your responsibility to access your data PRIOR to expiration. Records will be destroyed as described in our policies.

Please be sure to download and/or print the student data you wish to retain as of midnight Sunday, the license will expire and data will no longer be accessible. These options are available in the MONITOR section of the Educator Dashboard, or found in the tools under MANAGE STUDENTS> VIEW REPORTS.

I greatly appreciate any information you can share regarding this renewal.

Thanks,  
Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533



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[donjohnston.com](http://donjohnston.com)



On Mon, Aug 17, 2020 at 2:07 PM Annie Hagy

<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Chris and Heidi,

I hope you had an enjoyable weekend! I wanted to see if you've taken a moment to review the renewal quote for Co:Writer Universal district-wide? Dave Butler mentioned that the district is considering reducing the license to a limited seat license. Is this correct? If so, how many seats are you expecting is enough with remote learning? I'll need to

review the reduced license process with you as well as new license management strategies.

Please let me know how you'd like to move forward supporting your students.

Thanks,  
Annie



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Implementation  
Specialist  
800.999.4660 x 533



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On Fri, May 29, 2020 at 11:17 AM Annie Hagy

<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Christine,

I hope you're continuing to stay safe and be well. Thanks so much for reaching out for information about renewing the current licensing sooner rather than later. As a reminder, the Co:Writer license is approaching expiration on August 31, 2020.

Together, we have supported your students academic growth, fostered autonomy and provided a means for them to shine! Let's continue our partnership to affect the lives of even more students. Please review the attached quote for the renewal of your Don Johnston licenses and optional multi-year contract to secure pricing in the upcoming years.

As the renewal is being contemplated, please consider the students who have come to rely on these tools for access to academic material. These tools are pivotal in the transition to the new e-Learning environment and usage data gathered will come in handy for IEP meetings and to show growth.

We are here for you and your students, feel free to call us to discuss the renewal of your Don Johnston Human Learning Tools and to learn more about how we can support your district with some creative licensing solutions during this time of crisis.

Purchase orders can be faxed to 847-740-7326 or emailed to [customer\\_success@donjohnston.com](mailto:customer_success@donjohnston.com). If you don't feel a purchase order is able to reach us by the expiration please let me know so we

can continue working together.

Thank you and take care,  
Annie



**Annie Hagy**  
Implementation  
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**Heidi Brislin, MS-OTR/L**  
Assistive Technology Specialist  
Edmonds School District

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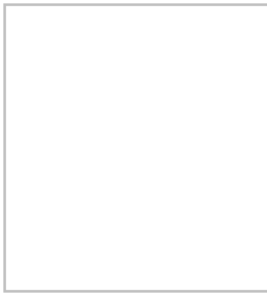
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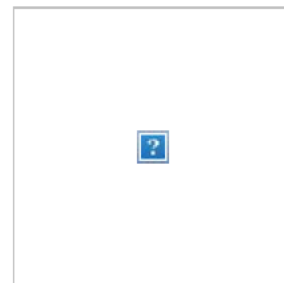
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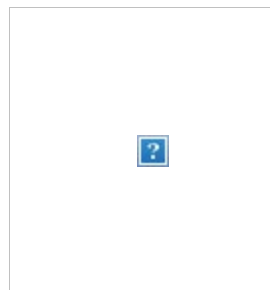
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Thank you and take care,  
Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533

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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

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Assistive Technology Specialist  
Edmonds School District

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Assistive Technology Specialist  
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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

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Kate Pothier  
(she/her pronouns)  
Program Manager Student Services  
425-431-1720

Black Lives Matter

[Family Support Services - click here.](#)

[Supplemental Learning Resources - click here.](#)

[Mental Health Resources - click here.](#)



Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리(절차 상 안전 조치):/

: (حقوق الوالدين والطلاب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Annie Hagy](#)  
**Cc:** [Heidi Brislin](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Tuesday, August 25, 2020 7:42:11 AM

---

Annie,  
I'm looping in Heidi as she will likely be coordinating moving forward. Thanks,

Chris Bailey  
Manager - IT Operations  
x7101

On Tue, Aug 25, 2020, 7:39 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Chris,

I hope you're having a great start to your week! Do you have any update regarding the Co:Writer renewal that you can provide to me? The license renewal for Co:Writer district-wide is quickly approaching on August 31st. If payment doesn't reach us, non-renewal will trigger actions listed in our Terms of Service and Privacy Policy. (Please see these policies).

In addition:

1. Access will be revoked.

For some students, these tools might be part of their IEP, 504 or ELL plan. Please be sure to have a plan to provide these supports in a different way. We suggest you contact parents and provide information on how to continue to get access to student data or student generated content. Access to the data will cease at midnight on the date of expiration of the license.

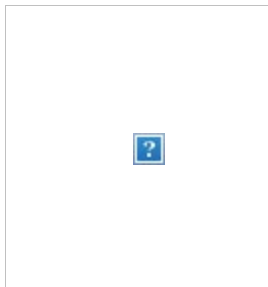
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Because you have access to your data, it is your responsibility to access your data PRIOR to expiration. Records will be destroyed as described in our policies.

Please be sure to download and/or print the student data you wish to retain as of midnight Sunday, the license will expire and data will no longer be accessible. These options are available in the MONITOR section of the Educator Dashboard, or found in the tools under MANAGE STUDENTS> VIEW REPORTS.

I greatly appreciate any information you can share regarding this renewal.

Thanks,  
Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533

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On Mon, Aug 17, 2020 at 2:07 PM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:  
Hi Chris and Heidi,

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Please let me know how you'd like to move forward supporting your students.

Thanks,  
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	<p><b>Annie Hagy</b> Implementation Specialist 800.999.4660 x 533</p> <p><b>Don Johnston Incorporated</b> Learning is for Life™ <a href="http://donjohnston.com">donjohnston.com</a></p> <p></p>	
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On Fri, May 29, 2020 at 11:17 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:  
Hi Christine,

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**Annie Hagy**  
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800.999.4660 x 533

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lori Held](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Thursday, August 20, 2020 1:18:14 PM

---

Sorry - meant to reply all. :)

Understood; I think that can't have been the process since we took away admin rights though, right?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Aug 20, 2020 at 12:00 PM Lori Held <[helpdesk@edmonds.wednet.edu](mailto:helpdesk@edmonds.wednet.edu)> wrote:

There used to be a person that worked in that group that did all their installs on their machines....

On Thu, Aug 20, 2020 at 11:46 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Team,

See below. Does anyone have knowledge of how Co:Writer has been installed on teacher laptops in the past? Solely via Help Desk tickets? They are looking at a license change, and have proactively asked about what impact this will have on us. Heidi is Amy Fleischer's replacement.

Thanks in advance for your thoughts.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

**From:** **Heidi Brislin** <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

**Date:** Thu, Aug 20, 2020 at 10:01 AM

**Subject:** Fwd: Quote to Renew - Attached

**To:** Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Jo Callaghan

<[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Kate and Jo,

It looks like our license for Co:Writer expires at the end of this month. Tim had mentioned that we were looking to go to a seat based subscription vs. a district wide subscription. Was that the final decision? If so, we will need to get the seats purchased by the end of the month so that students who use this have it when school starts. We did this at my prior district last spring and managing the individual seats was a nightmare and we never got it working for students at home or at school. Don Johnston promises me that it does work smoothly. Chris-I would love it if you had a moment to weigh in on how this impacts the tech department when assigning seats.

Heidi

----- Forwarded message -----

From: **Annie Hagy** <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)>  
Date: Mon, Aug 17, 2020 at 3:08 PM  
Subject: Re: Quote to Renew - Attached  
To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
Cc: <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

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Please let me know how you'd like to move forward supporting your students.

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Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533

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On Fri, May 29, 2020 at 11:17 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

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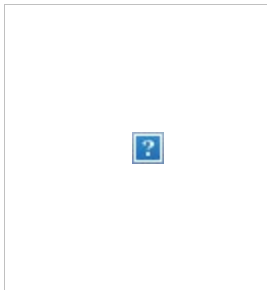
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--  
Assistive Technology Specialist  
Edmonds School District

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lori Held](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Thursday, August 20, 2020 1:03:19 PM

---

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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*x7101*

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**From:** Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>  
**Date:** Thu, Aug 20, 2020 at 10:01 AM  
**Subject:** Fwd: Quote to Renew - Attached  
**To:** Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Jo Callaghan <[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

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Date: Mon, Aug 17, 2020 at 3:08 PM  
Subject: Re: Quote to Renew - Attached  
To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
Cc: <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

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Implementation Specialist  
800.999.4660 x 533

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--  
Assistive Technology Specialist  
Edmonds School District

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Kate Pothier](#)  
**Cc:** [Chris Bailey](#); [Heidi Brislin](#); [Teri Bryant](#); [Lynn Neal](#); [Jo Callaghan](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Wednesday, August 26, 2020 12:29:29 PM

---

FYI: the requisition has been submitted to Purchasing.

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Wed, Aug 26, 2020 at 8:13 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Thanks Chris. And, yes, we all need to clarify how the SS tech levy budget is being managed with Tim's retirement.

Kate

On Wed, Aug 26, 2020 at 8:12 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Got it - I agree. Christine can do this for us.

I likely need to touch bases with Dana (and possibly the SSLT) to ensure everyone that needs to be is up to speed on this funding source, timing, etc. and determine who in SS we will be working with moving forward on these purchases.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Aug 26, 2020 at 8:09 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:

Great question. Since Tim has always overseen the tech levy expense I was not aware. I would suggest that we continue with it coming out of that budget.

Thanks!

Kate

On Wed, Aug 26, 2020 at 8:08 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Kate et al,

Which funding source will you be using for this purchase? In the past, this was a Technology Levy expense out of the Student Services allocation. This would mean Christine Pasek (cc'd) would enter the requisition for us.

Thanks in advance for your thoughts.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*



On Wed, Aug 26, 2020 at 7:53 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:

Hi all,

Teri or Lynn, can you please help us with purchasing the district wide (\$20,520 total) Co-Writer for the 20-21 school year? This is a renewal but is due by Sunday so we need to get PO out ASAP.

Please let me know if you have any questions or need other information to move this forward.

Thanks!

Kate

----- Forwarded message -----

From: **Heidi Brislin** <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

Date: Tue, Aug 25, 2020 at 3:25 PM

Subject: Fwd: Quote to Renew - Attached

To: Jo Callaghan <[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Here are the quotes for the 3 scenarios.

Heidi

----- Forwarded message -----

From: **Annie Hagy** <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)>

Date: Tue, Aug 25, 2020 at 6:20 PM

Subject: Re: Quote to Renew - Attached

To: Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

Hi Heidi,

Thanks so much for your patience and working out a call with me.

[Video instructions to download Co:Writer data](#)

Please let me know if you or Chris have any questions downloading the data. I'm happy to help!

Attached are the quotes you requested for price comparisons:

- district-wide Co:Writer Universal
- 600 seats Co:Writer Universal
- 397 seats Co:Writer Universal

Looking forward to hearing back from you soon! Enjoy your time in New Jersey while you can :)

Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533



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On Tue, Aug 25, 2020 at 4:33 PM Heidi Brislin

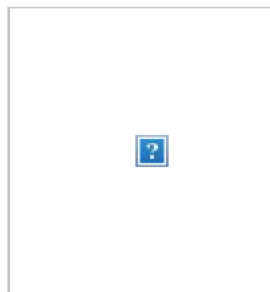
<[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

When you call me I cannot hear you. When I call you, you cannot hear me. Crazy. Should I try your extension?

On Tue, Aug 25, 2020 at 11:35 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

That's perfect. Thanks so much, Heidi! For the new quote, please let me know if the Web Admin should be you or Chris. We'll need to activate a new license if the district moves from district-wide to seats.

Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533



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On Tue, Aug 25, 2020 at 10:28 AM Heidi Brislin

<[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

I just heard from Amy, she is going to log in and promote Chris and I.

Once I can get in and look at the data, I will get back to you to get a new quote.

Heidi

On Tue, Aug 25, 2020 at 11:16 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Heidi,

I just tried giving you a call at (360) 265-1747 and it dropped twice. I'm not sure if it's my connection or yours? Please feel free to call me at (800) 999-4660 x533.

Data was able to see the District Admins for you. There are two:

- Amy Fleischer is an Admin and used her district email/password to sign in
- Bonnie Morita is an Admin and used a username/password that is not an email to sign in

I'm aware that Amy is no longer with the district. Is Bonnie Morita still with Edmonds? If not, one of you two (the license manager moving forward) will need to complete the [Web Admin Request Form](#). This will change the Web Admin from Amy/Bonnie over to one of you.

If you have any questions on the form, please don't hesitate to ask! I appreciate your quick responses to help resolve this.

Annie

	<p><b>Annie Hagy</b> Implementation Specialist 800.999.4660 x 533</p>	
	<p><b>Don Johnston Incorporated</b> Learning is for Life™ <a href="http://donjohnston.com">donjohnston.com</a></p>	
	<input type="checkbox"/> <input type="checkbox"/> 	

On Tue, Aug 25, 2020 at 9:49 AM Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

Chris,

I just emailed Annie letting her know that we are struggling to figure out how to promote me to get the data regarding number of seats being used. I wonder if Tim had that access? He had mentioned that few students were using it based on the data.

Heidi

On Tue, Aug 25, 2020 at 10:42 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Annie,  
I'm looping in Heidi as she will likely be coordinating moving forward.  
Thanks,

Chris Bailey  
Manager - IT Operations  
x7101

On Tue, Aug 25, 2020, 7:39 AM Annie Hagy  
<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Chris,

I hope you're having a great start to your week! Do you have any update regarding the Co:Writer renewal that you can provide to me?

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For some students, these tools might be part of their IEP, 504 or ELL plan. Please be sure to have a plan to provide these supports in a different way. We suggest you contact parents and provide information on how to continue to get access to student data or student generated content. Access to the data will cease at midnight on the date of expiration of the license.

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I greatly appreciate any information you can share regarding this renewal.

Thanks,  
Annie

**Annie Hagy**  
Implementation

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On Mon, Aug 17, 2020 at 2:07 PM Annie Hagy

<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

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Hi Christine,

I hope you're continuing to stay safe and be well. Thanks so much for reaching out for information about renewing the current licensing sooner rather than later. As a reminder, the Co:Writer license is approaching expiration on August 31, 2020.

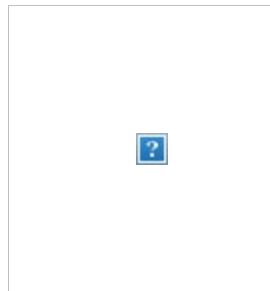
Together, we have supported your students academic growth, fostered autonomy and provided a means for them to shine! Let's continue our partnership to affect the lives of even more students. Please review the attached quote for the renewal of your Don Johnston licenses and optional multi-year contract to secure pricing in the upcoming years.

As the renewal is being contemplated, please consider the students who have come to rely on these tools for access to academic material. These tools are pivotal in the transition to the new e-Learning environment and usage data gathered will come in handy for IEP meetings and to show growth.

We are here for you and your students, feel free to call us to discuss the renewal of your Don Johnston Human Learning Tools and to learn more about how we can support your district with some creative licensing solutions during this time of crisis.

Purchase orders can be faxed to 847-740-7326 or emailed to [customer\\_success@donjohnston.com](mailto:customer_success@donjohnston.com). If you don't feel a purchase order is able to reach us by the expiration please let me know so we can continue working together.

Thank you and take care,  
Annie



**Annie Hagy**  
Implementation  
Specialist  
800.999.4660 x 533



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Incorporated**  
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Life™  
[donjohnston.com](http://donjohnston.com)



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**Heidi Brislin, MS-OTR/L**  
Assistive Technology Specialist  
Edmonds School District

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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

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Assistive Technology Specialist  
Edmonds School District

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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

--  
Kate Pothier  
(she/her pronouns)  
Program Manager Student Services  
425-431-1720

Black Lives Matter

[\*\*Family Support Services - click here.\*\*](#)

[\*\*Supplemental Learning Resources - click here.\*\*](#)

[\*\*Mental Health Resources - click here.\*\*](#)



Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /







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: (حقوق الوالدين والطلاب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christine Pasek](#)  
**Subject:** Re: Quote to Renew - Attached  
**Date:** Monday, August 31, 2020 1:27:51 PM

---

Done - sorry about that. Missed a step in my morning routine, apparently!  
Thanks for all,

*Chris Bailey*  
Manager - IT Operations  
x7101

On Mon, Aug 31, 2020 at 1:26 PM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:

Hi Chris, could you please approve this one?

**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

----- Forwarded message -----

**From:** **Heidi Brislin** <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>  
**Date:** Mon, Aug 31, 2020 at 1:10 PM  
**Subject:** Re: Quote to Renew - Attached  
**To:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Cc:** Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Teri Bryant <[bryantt@edmonds.wednet.edu](mailto:bryantt@edmonds.wednet.edu)>, Lynn Neal <[neall748@edmonds.wednet.edu](mailto:neall748@edmonds.wednet.edu)>, Jo Callaghan <[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

I received an email from our Don Johnston rep for Co:Writer. She has not received the PO yet. Can you please let Kate or myself know who we should follow up with to see where it stands?

On Wed, Aug 26, 2020 at 8:08 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Kate et al,  
Which funding source will you be using for this purchase? In the past, this was a Technology Levy expense out of the Student Services allocation. This would mean Christine Pasek (cc'd) would enter the requisition for us.  
Thanks in advance for your thoughts.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Wed, Aug 26, 2020 at 7:53 AM Kate Pothier <[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)> wrote:  
Hi all,

Teri or Lynn, can you please help us with purchasing the district wide (\$20,520 total) Co-Writer for the 20-21 school year? This is a renewal but is due by Sunday so we need to get PO out ASAP.

Please let me know if you have any questions or need other information to move this forward.

Thanks!

Kate

----- Forwarded message -----

From: **Heidi Brislin** <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

Date: Tue, Aug 25, 2020 at 3:25 PM

Subject: Fwd: Quote to Renew - Attached

To: Jo Callaghan <[callaghanj@edmonds.wednet.edu](mailto:callaghanj@edmonds.wednet.edu)>, Kate Pothier

<[pothierk@edmonds.wednet.edu](mailto:pothierk@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Here are the quotes for the 3 scenarios.

Heidi

----- Forwarded message -----

From: **Annie Hagy** <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)>

Date: Tue, Aug 25, 2020 at 6:20 PM

Subject: Re: Quote to Renew - Attached

To: Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)>

Hi Heidi,

Thanks so much for your patience and working out a call with me.

[Video instructions to download Co:Writer data](#)

Please let me know if you or Chris have any questions downloading the data. I'm happy to help!

Attached are the quotes you requested for price comparisons:

- district-wide Co:Writer Universal
- 600 seats Co:Writer Universal
- 397 seats Co:Writer Universal

Looking forward to hearing back from you soon! Enjoy your time in New Jersey while you can :)

Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533



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On Tue, Aug 25, 2020 at 4:33 PM Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

When you call me I cannot hear you. When I call you, you cannot hear me. Crazy. Should I try your extension?

On Tue, Aug 25, 2020 at 11:35 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:  
That's perfect. Thanks so much, Heidi! For the new quote, please let me know if the Web Admin should be you or Chris. We'll need to activate a new license if the district moves from district-wide to seats.

Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533



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On Tue, Aug 25, 2020 at 10:28 AM Heidi Brislin <[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

I just heard from Amy, she is going to log in and promote Chris and I.

Once I can get in and look at the data, I will get back to you to get a new quote.

Heidi

On Tue, Aug 25, 2020 at 11:16 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Heidi,

I just tried giving you a call at (360) 265-1747 and it dropped twice. I'm not sure if it's my connection or yours? Please feel free to call me at (800) 999-4660 x533.

Data was able to see the District Admins for you. There are two:

- Amy Fleischer is an Admin and used her district email/password to sign in
- Bonnie Morita is an Admin and used a username/password that is not an email to sign in

I'm aware that Amy is no longer with the district. Is Bonnie Morita still with Edmonds? If not, one of you two (the license manager moving forward) will need to complete the [Web Admin Request Form](#). This will change the Web Admin from Amy/Bonnie over to one of you.

If you have any questions on the form, please don't hesitate to ask! I appreciate your quick responses to help resolve this.

Annie

	<p><b>Annie Hagy</b> Implementation Specialist 800.999.4660 x 533</p>	
	<p><b>Don Johnston</b> <b>Incorporated</b> Learning is for Life™ <a href="http://donjohnston.com">donjohnston.com</a></p>	
	<input type="checkbox"/> <input type="checkbox"/> 	

On Tue, Aug 25, 2020 at 9:49 AM Heidi Brislin  
<[brislinh633@edmonds.wednet.edu](mailto:brislinh633@edmonds.wednet.edu)> wrote:

Chris,

I just emailed Annie letting her know that we are struggling to figure out how to promote me to get the data regarding number of seats being used. I wonder if Tim had that access? He had mentioned that few students were using it based on the data.

Heidi

On Tue, Aug 25, 2020 at 10:42 AM Chris Bailey  
<[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Annie,  
I'm looping in Heidi as she will likely be coordinating moving forward.  
Thanks,

Chris Bailey  
Manager - IT Operations  
x7101

On Tue, Aug 25, 2020, 7:39 AM Annie Hagy <[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)>  
wrote:

Hi Chris,

I hope you're having a great start to your week! Do you have any update regarding the Co:Writer renewal that you can provide to me?

The license renewal for Co:Writer district-wide is quickly approaching on August 31st. If payment doesn't reach us, non-renewal will trigger actions listed in our Terms of Service and Privacy Policy. (Please see these policies).

In addition:

1. Access will be revoked.

For some students, these tools might be part of their IEP, 504 or ELL plan. Please be sure to have a plan to provide these supports in a different way. We suggest you contact parents and provide information on how to continue to get access to student data or student generated content. Access to the data will cease at midnight on the date of expiration of the license.

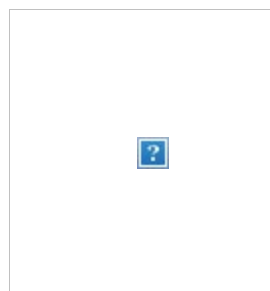
2. Return of Education Records/Destruction of Education Records

Because you have access to your data, it is your responsibility to access your data PRIOR to expiration. Records will be destroyed as described in our policies.

Please be sure to download and/or print the student data you wish to retain as of midnight Sunday, the license will expire and data will no longer be accessible. These options are available in the MONITOR section of the Educator Dashboard, or found in the tools under MANAGE STUDENTS> VIEW REPORTS.

I greatly appreciate any information you can share regarding this renewal.

Thanks,  
Annie



**Annie Hagy**  
Implementation Specialist  
800.999.4660 x 533

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On Mon, Aug 17, 2020 at 2:07 PM Annie Hagy

<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Chris and Heidi,

I hope you had an enjoyable weekend! I wanted to see if you've taken a moment to review the renewal quote for Co:Writer Universal district-wide? Dave Butler mentioned that the district is considering reducing the license to a limited seat license. Is this correct? If so, how many seats are you expecting is enough with remote learning? I'll need to review the reduced license process with you as well as new license management strategies.

Please let me know how you'd like to move forward supporting your students.

Thanks,  
Annie



**Annie Hagy**  
Implementation  
Specialist  
800.999.4660 x 533

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On Fri, May 29, 2020 at 11:17 AM Annie Hagy

<[ahagy@donjohnston.com](mailto:ahagy@donjohnston.com)> wrote:

Hi Christine,

I hope you're continuing to stay safe and be well. Thanks so much for reaching out for information about renewing the current licensing sooner rather than later. As a reminder, the Co:Writer license is approaching expiration on August 31, 2020.

Together, we have supported your students academic growth, fostered autonomy and provided a means for them to shine! Let's continue our partnership to affect the lives of even more students. Please review the attached quote for the renewal of your Don Johnston licenses and optional multi-year contract to secure pricing in the upcoming years.

As the renewal is being contemplated, please consider the students

who have come to rely on these tools for access to academic material. These tools are pivotal in the transition to the new e-Learning environment and usage data gathered will come in handy for IEP meetings and to show growth.

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Purchase orders can be faxed to 847-740-7326 or emailed to [customer\\_success@donjohnston.com](mailto:customer_success@donjohnston.com). If you don't feel a purchase order is able to reach us by the expiration please let me know so we can continue working together.

Thank you and take care,  
Annie

	<b>Annie Hagy</b> Implementation Specialist 800.999.4660 x 533	
<b>Don Johnston Incorporated</b> Learning is for Life™ <a href="http://donjohnston.com">donjohnston.com</a> 		

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**Heidi Brislin, MS-OTR/L**  
Assistive Technology Specialist  
Edmonds School District

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Assistive Technology Specialist  
Edmonds School District



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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

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[Heidi Brislin, MS-OTR/L](#)  
Assistive Technology Specialist  
Edmonds School District

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Kate Pothier  
(she/her pronouns)  
Program Manager Student Services  
425-431-1720

Black Lives Matter

[\*\*Family Support Services - click here.\*\*](#)

[\*\*Supplemental Learning Resources - click here.\*\*](#)

[\*\*Mental Health Resources - click here.\*\*](#)



Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障) :/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치) :/

: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية : / Права родителей и учеников  
в специальной образовательной программе (процессуальные гарантии):

<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

--

**Heidi Brislin, MS-OTR/L (she/her)**  
**Assistive Technology Specialist**  
**425-431-1933**



**Remote learning resources:** [For Families](#) / [Staff](#) / [Student Services](#)

Special Education Parent and Student Rights (Procedural Safeguards):

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<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christine Pasek](#)  
**Subject:** Re: Read&Write for Edmonds Expiring July 1st!  
**Date:** Wednesday, June 10, 2020 6:52:38 PM

---

Do you think this could qualify as tax free and thus be under \$40k?

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Jun 10, 2020, 4:54 PM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:  
Hi Amy,

I didn't see that we paid for this in the past using any special purchasing contract. However, a Sole Source Justification form was completed last time, which Purchasing would ask us to do since the quote is over \$40K (which usually requires us to get competitive bids). Could you (or Tim) please complete the attached form, and send it back to me? Then I can proceed with the PO.

Thanks!  
**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Tue, Jun 9, 2020 at 4:59 PM Amy Fleischer <[fleischera843@edmonds.wednet.edu](mailto:fleischera843@edmonds.wednet.edu)> wrote:

Hi Christine P, here's the thread with texthelp (including the quote) in case it helps with clarification for the contract number.  
Thanks so much for your work to keep us organized :)  
Amy

----- Forwarded message -----

**From:** **Dan Shannon** <[d.shannon@texthelp.com](mailto:d.shannon@texthelp.com)>  
**Date:** Mon, Jun 8, 2020 at 12:34 PM  
**Subject:** Re: Read&Write for Edmonds Expiring July 1st!  
**To:** Amy Fleischer <[fleischera843@edmonds.wednet.edu](mailto:fleischera843@edmonds.wednet.edu)>, Bailey, Chris (ESC) <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Amy and Chris,

I hope you are doing well!

I wanted to check in with you regarding your Read&Write renewal. Is there anything from my end you need to help process the order? Please let me know if there is anything I can do to help!

Best,

**Dan Shannon**

Customer Success Manager

T: 888-248-0652 x3335

F: 866-248-0652



Not liking this content? [Break our hearts](#) and opt-out of our emails.

**Need help with the transition to online learning?  
We're hosting regional bi-weekly webinars to help with  
Read&Write literacy tools and  
EquatIO math tools.**

**Register to participate at: <https://text.help/LearnOnlineWEST>**



**We love getting stars!**

If you feel our solutions deserve it, please give us a 5-star rating for EquatIO/Read&Write. We appreciate your ongoing support!



Texthelp, 500 Unicorn Park Drive, Woburn, MA 01801, USA

The content of this email, and any attachments, is strictly confidential and intended for the recipient/s specified in message only. It is strictly forbidden to share any part of this message with any third party external to your organization, without the written consent of the sender. If you received this message in error, please reply to this message and follow up with its deletion, so we can prevent a recurrence of the error. [Privacy policy](#)

On Wed, May 13, 2020 at 2:05 PM Dan Shannon <[d.shannon@texthelp.com](mailto:d.shannon@texthelp.com)> wrote:

Dear Amy,

With the current COVID-19 pandemic, we are all experiencing a period of uncertainty and change and we recognize that you have a lot on your plate. We want to do our

part to help minimize disruption by providing you with this friendly reminder that your current Read&Write Unlimited Domain Subscription will be expiring July 1st.

Please reach out if you have any questions or need help during this time. We are here to help!

**Planning to renew?** If so, you can renew your subscription now *before* it expires and you won't have any interruption of the tools your students have come to love. To renew, fax in a PO to Texthelp at [866-248-0652](tel:866-248-0652) or email the PO directly to me. I have re-attached the renewal quote that I had sent previously.

*Have you taken advantage of any of our [Training](#) resources and offerings, including [Feature Videos](#) and our [Getting Started Resources](#)? With your students and staff working remotely, we also have many [remote learning resources](#) available to help you get the most out of our product(s).*

**Please note: Effective January 1, 2020, the price of a Read&Write Unlimited license increased from \$1.75 to \$1.80 per student.** Your attached quote reflects the new price. Over the last several years, we have added many [new features and product improvements](#) to Read&Write and this slight adjustment to the price reflects the increased value of your subscription. And, we have even more exciting plans to take the product to new levels for you and your students (including improvements to the Simplify Tool and a new ePub Reader)!

Thank you!

P.S. Not sure what your subscription includes? Check out [What Does My Read&Write Subscription Include](#)

**Dan Shannon**  
Customer Success Manager

T: 888-248-0652 x3335

F: 866-248-0652



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On Thu, Apr 16, 2020 at 12:27 PM Nora Trentacoste <[n.trentacoste@texthelp.com](mailto:n.trentacoste@texthelp.com)> wrote:

Thanks, Dan.

Amy- I've got a few new links that may be helpful for you with remote learning.

**[Sample Read&Write Parent Resource Doc model](#)** (make a copy and personalize as needed)

and may find this **[Video: Using Read&Write for Remote Learning](#)** similarly useful as well.

These brief videos will help students -and teachers- get started at home:

**[Read&Write for Google Chrome Student/Home Installation Video \(link\)](#)**

*If the district has already pushed out the tools, skip to accepting permissions at 0:53*

**[PDF Reader for Google Chrome Student/Home Installation Video \(link\)](#)**

*If the district has already pushed out the tools, skip to accepting permissions at 1:10*

You'll find family friendly support materials at

[Parent Support Links for Texthelp Products](#)

[Texthelp Parent Resources en Espanol](#)

Do feel free to share this link to register for our Wednesday Noon overview/Q and A webinars: <https://text.help/LearnOnlineWEST>

Our West Coast team is offering Read&Write on the 1st, 3rd, and 5th Wednesdays, and EquatIO on the 2nd and 4th Wednesdays.

We can also help your district directly if you want to schedule a webinar at your convenience.

Let us know if there's any other way we can help!

**Nora Trentacoste**  
Regional Sales Director

M: 510-688-8304

F: 866-248-0652



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Hello Amy,

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Please reach out if you have any questions or need help during this time. We are here to help!

For your convenience, I have attached an official renewal price quote for your review. You can fax in a purchase order at any time to 866-248-0652 or email the PO directly to me.

If your enrollment is different from the provided quote, please let me know and I will revise it. I can also update your subscription if any changes need to be made (i.e. new domain, change in sales or tech contact, etc.).

*Have you taken advantage of any of our [Training](#) resources and offerings, including [Feature Videos](#) and our [Getting Started Resources](#)? With your students and staff working remotely, we also have many [remote learning resources](#) available to help you get the most out of our product(s).*

**Please note: Effective January 1, 2020, the price of a Read&Write Unlimited license increased from \$1.75 to \$1.80 per student.** Your attached quote reflects the new price. Over the last several years, we have added many [new features and product improvements](#) to Read&Write and this slight adjustment to the price reflects the increased value of your subscription. And, we have even more exciting plans to take the product to new levels for you and your students



(including improvements to the Simplify Tool and a new ePub Reader)!

Let me know if you have any questions or if you need any more information.

P.S. Not sure what your subscription includes? Check out [What Does My Read&Write Subscription Include](#).

Thank you,

**Dan Shannon**  
Customer Success Manager

T: 888-248-0652 x3335  
F: 866-248-0652



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**Amy Fleischer, MS, OTR/L, ATP**

*she/her/hers*

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**To:** [Amy Fleischer](#)  
**Cc:** [Christine Jimenez](#); [Timothy Garberich](#); [Chris Bailey](#)  
**Subject:** Re: Read&Write for Edmonds Expiring July 1st!  
**Date:** Thursday, June 11, 2020 8:55:54 AM

---

Please disregard my last email. Chris has pointed out that without tax, this is under the \$40K threshold. This subscription has been submitted as tax-exempt in the past (because it's used by students.) So I will go ahead and process. No need to complete the Sole Source Justification form.

Thanks!

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Edmonds School District  
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Good catch! This has previously been submitted as tax free. I will go ahead and process.

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Chris Bailey  
Manager - IT Operations  
x7101

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**Attachments:** [SOLE SOURCE JUSTIFICATION FORM \(1\).docx](#)

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Thank you!

P.S. Not sure what your subscription includes? Check out [What Does My Read&Write Subscription Include](#)

**Dan Shannon**  
Customer Success Manager

T: 888-248-0652 x3335  
F: 866-248-0652



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[Read&Write for Google Chrome Student/Home Installation Video \(link\)](#)

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[Texthelp Parent Resources en Espanol](#)

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Our West Coast team is offering Read&Write on the 1st, 3rd, and 5th Wednesdays, and EquatIO on the 2nd and 4th Wednesdays.

We can also help your district directly if you want to schedule a webinar at your convenience.

Let us know if there's any other way we can help!

**Nora Trentacoste**  
Regional Sales Director

M: 510-688-8304  
F: 866-248-0652



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Let me know if you have any questions or if you need any more information.

P.S. Not sure what your subscription includes? Check out [What Does My Read&Write Subscription Include](#).

Thank you,

**Dan Shannon**



**Customer Success Manager**

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--

**Amy Fleischer, MS, OTR/L, ATP**  
*she/her/hers*  
Occupational Therapist & Assistive Technology Specialist  
Edmonds School District  
[\(440\) 467-1275](tel:(440)467-1275)  
**Assistive Technology in Edmonds:** [bit.ly/ATresources15](https://bit.ly/ATresources15)  
Resources during the Closure: [For Families](#) / [Staff](#) / [Student Services](#)



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christine Pasek](#)  
**Subject:** Re: Read&Write for Edmonds Expiring July 1st!  
**Date:** Thursday, June 11, 2020 8:54:32 AM

---

Awesome - good deal. :)

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jun 11, 2020 at 8:52 AM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:

Good catch! This has previously been submitted as tax free. I will go ahead and process.

**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Wed, Jun 10, 2020 at 6:52 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Do you think this could qualify as tax free and thus be under \$40k?

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Jun 10, 2020, 4:54 PM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:

Hi Amy,

I didn't see that we paid for this in the past using any special purchasing contract. However, a Sole Source Justification form was completed last time, which Purchasing would ask us to do since the quote is over \$40K (which usually requires us to get competitive bids). Could you (or Tim) please complete the attached form, and send it back to me? Then I can proceed with the PO.

Thanks!  
**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Tue, Jun 9, 2020 at 4:59 PM Amy Fleischer <[fleischera843@edmonds.wednet.edu](mailto:fleischera843@edmonds.wednet.edu)>

wrote:

Hi Christine P, here's the thread with texthelp (including the quote) in case it helps with clarification for the contract number.  
Thanks so much for your work to keep us organized :)  
Amy

----- Forwarded message -----

From: **Dan Shannon** <[d.shannon@texthelp.com](mailto:d.shannon@texthelp.com)>  
Date: Mon, Jun 8, 2020 at 12:34 PM  
Subject: Re: Read&Write for Edmonds Expiring July 1st!  
To: Amy Fleischer <[fleischera843@edmonds.wednet.edu](mailto:fleischera843@edmonds.wednet.edu)>, Bailey, Chris (ESC) <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Amy and Chris,

I hope you are doing well!

I wanted to check in with you regarding your Read&Write renewal. Is there anything from my end you need to help process the order? Please let me know if there is anything I can do to help!

Best,

**Dan Shannon**  
Customer Success Manager

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F: 866-248-0652



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On Wed, May 13, 2020 at 2:05 PM Dan Shannon <[d.shannon@texthelp.com](mailto:d.shannon@texthelp.com)> wrote:

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--

**Amy Fleischer, MS, OTR/L, ATP**

*she/her/hers*

Occupational Therapist & Assistive Technology Specialist  
Edmonds School District

(440) 467-1275

**Assistive Technology in Edmonds:** [bit.ly/ATresources15](http://bit.ly/ATresources15)

Resources during the Closure: [For Families](#) / [Staff](#) / [Student Services](#)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lori Held](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Remind is now available districtwide  
**Date:** Monday, August 24, 2020 3:28:40 PM

---

The DLT newsletter that went out this morning explained to administrators that they will receive a welcome email this week. So, no, she should not have necessarily received it yet, but yes, she will. :)

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Aug 24, 2020 at 3:24 PM Lori Held <[heldl@edmonds.wednet.edu](mailto:heldl@edmonds.wednet.edu)> wrote:

Did they get the email about this? I am not sure how to respond....

Lori Held  
Helpdesk Support Specialist  
Technology Department  
425-431-7017



Need to come into the Helpdesk... Here is the link to make an appointment.

<https://calendly.com/esdhelpdesk>

Need a to make a Helpdesk ticket?

<https://helpdesk.edmonds.wednet.edu/helpdesk/WebObjects/Helpdesk.woa/wa>

----- Forwarded message -----

**From:** **Andrea Hillman** <[hillmana@edmonds.wednet.edu](mailto:hillmana@edmonds.wednet.edu)>  
**Date:** Mon, Aug 24, 2020 at 3:17 PM  
**Subject:** Fwd: Remind is now available districtwide  
**To:** Christa Polzin <[polzinc@edmonds.wednet.edu](mailto:polzinc@edmonds.wednet.edu)>, Lori Held <[heldl@edmonds.wednet.edu](mailto:heldl@edmonds.wednet.edu)>

Christa and/or Lori,

Are you aware whether or not we administrators actually \*did\* get these instructions? Here's the text...  
If we were supposed to have already gotten them, I haven't...

**School Administrator accounts**

You will receive an invitation to claim your account this week. Once you confirm your account, you will have oversight and controls in Remind for your school.

----- Forwarded message -----

From: **Communications** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>

Date: Thu, Aug 20, 2020 at 4:36 PM

Subject: Remind is now available districtwide

To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

Hello administrators:

With so many of our teachers wanting to communicate with families and students through text messaging, the district has purchased the classroom messaging tool, Remind, to support teachers, and it also extends to all staff.



Remind is a communication platform that allows for messaging via SMS or in-app notifications without sharing personal contact information. Over 200 district teachers currently use the free version. This year the district is offering the paid version for those who wish to use this tool to increase family and student engagement. It is simple to use, provides instant translation for sender or receiver, and works with both rostered classes and manually-created groups.

### **School Administrator accounts**

You will receive an invitation to claim your account this week. Once you confirm your account, you will have oversight and controls in Remind for your school.

### **School wide messaging**

As administrators, you will also have access to the Remind tool, for both monitoring of classroom activity and for sending school wide messages. For several years, we have utilized SchoolMessenger for school wide communications including emails, phone calls and SMS text messaging. We encourage all school staff to continue to use SchoolMessenger for messaging. Please reach out to the Communications department if you would like to look at Remind for school wide messaging to student cell phones, which is not currently available in SchoolMessenger.

### **Teacher next steps**

Classroom teachers will receive the email drafted below on Friday, August 28. Remind

invitations to access new Remind accounts will be sent out a few days later. Teachers will be prompted to claim accounts that will include rostered classes to use for classroom communication this year. Classroom enrollment will be updated nightly through a Skyward sync.

### **Questions?**

The Remind communication tool is provided in collaboration by the Communications, Technology and Libraries and Instructional Technology departments. For questions, please contact Marne Kristin or Amanda Ralston.

---

To: Classroom teachers Subject: Remind is now available districtwide

Hello classroom teachers:

With so many of our teachers wanting to communicate with families and students through text message, the district has purchased the classroom messaging tool Remind for all teachers.



Remind is a communication platform that allows for messaging via SMS or in-app notifications without sharing personal contact information. There are currently over 200 district teachers using Remind's free tool, and by providing districtwide paid licenses, we can support staff by providing:

- Archiving of messages for staff safety and public records
- Automatic creation of district accounts
- Automatic creation of class groups - with parents and students added (nightly updates)
- Translation of messages
- Integration with Canvas - so that teachers can send Remind messages without

leaving the LMS

### Remind account access

Classroom teachers will receive emails from Remind in a few days. Follow the steps in the email to set up accounts in Remind. For established accounts, you'll be prompted to merge them so you can keep all of your information in one place but still receive the account enhancements.

### Resources

- [Video tutorial for teachers](#)
- [Written account instructions for teachers](#)
- [Log into Your Remind Account](#) [quick start guide]
- [Teacher Onboarding Guide](#) [full instructions]
- [Video tutorials for families - English and Spanish](#)

### Questions?

The Remind communication tool is being provided in collaboration by the Communications, Technology and Libraries and Instructional Technology departments. For questions about the Remind organizational account, please contact Marne Kristin, Technology Projects Coordinator. For questions about individual teacher accounts, please contact your LIT coach.

--

**Andrea Hillman**  
Principal | SLHS  
425.431.7271 (P)  
425.431.7272 (F)

[SLHS Website](#): App Info, Closure Info, SLHS-Specific Info  
[ESD Family Support Page](#): Support for Tech, Meals, Funds, Etc.  
[ESD COVID-19 Communications Page](#): Daily District Updates  
Care to donate? Here are 3 ways: [Edmonds SE](#), [WAKIT](#), [Lunch Fund](#)

### Resources For Staff:

- [Staff Resources for Online Learning Site](#)
- [Edmonds Instructional Tech Resources](#)
- [Canvas Resource Site](#)

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Remind  
**Date:** Wednesday, June 17, 2020 10:06:12 AM

---

Ok, good to know. Is she being tested for Covid-19?

I had a call with Harmony this morning, primarily regarding the summer learning communication; we agreed that we should get a meeting together with Amanda, Jenn, Harmony, and I; I would want to include Lauren or a designee as well. Anyone else that you think should participate in crafting a proposal to share with Cabinet on the 22nd or 29th? I'll try to get an initial meeting scheduled on Friday.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Jun 17, 2020 at 9:49 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
Jenn was in a meeting on HRTF yesterday. I think she is just staying home to make others feel comfortable. Feel free to email her with your questions about Remind.

On Wed, Jun 17, 2020 at 7:28 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Cynthia,

Good morning! I just wanted to check in on Jenn's availability. Is she currently working from home, or utilizing leave? I'd like to get started on a presentation on communication tools for Cabinet, but she'll likely have a lot of info regarding Remind's capabilities, etc. It looks like she meets with Amanda tomorrow AM (overlapping with our Business/Tech Meeting). I am wondering if one of us should join the start of that meeting (and see if Harmony can also join) so we can outline what Cabinet heard and their response, and put a plan together for building a presentation/proposal for Cabinet next week. It also looks like there is some time tomorrow afternoon or Friday so we could book a separate meeting to talk through this as well.

Based on Greg's response, I think they are likely to agree to a Jabber + Remind reality, but I think we'll need to revisit the background of what tools are being used today, and then get into the benefits/drawbacks of the change, and how we would propose paying for it, etc.

Thoughts?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*



**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Subject:** Re: Remind  
**Date:** Wednesday, June 17, 2020 11:22:02 AM

---

I don't think she is being tested because her symptoms are of the common cold - coughing, sneezing, but no fever.

I think the team you are looking at for the Remind conversation is good.

Thanks for taking leadership on getting this moving. I think consistent communication tools is going to be as important as consistent LMS.

On Wed, Jun 17, 2020 at 10:06 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Ok, good to know. Is she being tested for Covid-19?

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Jun 17, 2020 at 9:49 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Jenn was in a meeting on HRTF yesterday. I think she is just staying home to make others feel comfortable. Feel free to email her with your questions about Remind.

On Wed, Jun 17, 2020 at 7:28 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

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Thoughts?

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Remind  
**Date:** Wednesday, June 17, 2020 11:39:15 AM

---

Awesome - will do.

Thanks, and agreed! I will send Jenn a note letting her know I am booking a meeting, and asking if there are any other attendees she'd like to include.

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*Manager - IT Operations*  
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I don't think she is being tested because her symptoms are of the common cold - coughing, sneezing, but no fever.

I think the team you are looking at for the Remind conversation is good.

Thanks for taking leadership on getting this moving. I think consistent communication tools is going to be as important as consistent LMS.

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**To:** [Sarah Luczyk](#)  
**Cc:** [Cynthia E Nelson](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Friday, August 28, 2020 10:27:45 AM

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As we do not have surgical masks, I think as soon as feasible we should amend our practice to follow Cindy's direction. I think that doing so for this afternoon's work is adequate, unless Cynthia feels differently about timing on this.

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That will give Gustavo and Lydia a picture that this is the "high" estimate.

We should have also included an estimate for mileage reimbursement. With 4 vehicles, this can get expensive.....not huge, and I really don't think we will 2 teams full-time for all those months.

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Cynthia E Nelson](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Friday, August 28, 2020 10:09:52 AM

---

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**To:** [Sarah Luczyk](#)  
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**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
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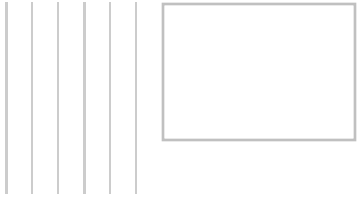
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**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Friday, August 28, 2020 10:41:35 AM

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No, the sooner we adhere to the direction of Health Services the better off we will be.

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Cynthia

On Fri, Aug 28, 2020, 6:38 AM Sarah Luczyk

<[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Good morning,

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Thank you,  
Sarah

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On Thu, Aug 27, 2020, 8:03 PM Cynthia E Nelson

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I have also attached the [job description](#) you reviewed with them for your reference. Please let me know if you have any questions.

Thank you for your consideration,  
Sarah

 [2020-21 Remote Temp Tech Budget Estimate](#)

 [2020-21 Temp Field Tech Ad](#)



**Sarah Luczyk**

Pronouns: She/Her/Hers

IT Support Supervisor

Technology Department

425.431.7165 Phone

[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Chris Bailey](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Friday, August 28, 2020 7:19:49 AM

---

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 [2020-21 Remote Temp Tech Budget Estimate](#)

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**Sarah Luczyk**

Pronouns: She/Her/Hers  
IT Support Supervisor  
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425.431.7165 Phone

[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Chris Bailey](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Thursday, August 27, 2020 8:03:05 PM

---

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425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Cynthia E Nelson](#)  
**Subject:** Re: Remote Temp Tech Staffing: Budget Estimate  
**Date:** Friday, August 28, 2020 11:06:28 AM

---

Yes, that sounds great. Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 28, 2020 at 11:05 AM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
I just checked in and they just got to HW for delivery now. They are heading back to the ESC after that and will ask the entire team to start using separate vehicles for the afternoon deliveries and moving forward. Will that work?

Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
IT Support Supervisor  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Fri, Aug 28, 2020 at 10:41 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

No, the sooner we adhere to the direction of Health Services the better off we will be.

On Fri, Aug 28, 2020 at 10:28 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

As we do not have surgical masks, I think as soon as feasible we should amend our practice to follow Cindy's direction. I think that doing so for this afternoon's work is adequate, unless Cynthia feels differently about timing on this.

Thank you both!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 28, 2020 at 10:25 AM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

I think that makes sense. I do have a team of 2 now collecting N23s from middle schools to delivery to HW today. Can we let them continue their work or do I need to ask them to come back and separate vehicles in light of this information? They wear masks in the vehicle now.

We have a team delivering to LW this afternoon. Do they all need to take separate vehicles?

Thank you,  
Sarah



**Sarah Luczyk**

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IT Support Supervisor  
Technology Department  
425.431.7165 Phone

[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Fri, Aug 28, 2020 at 10:10 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

I think my preference would be that we pay the mileage for these employees to drive in their own vehicles. I'd hate for our in-home tech support to be limited by our ability to source masks, and I also don't want us to commit the van to this need if other things come up that require its use.

This also raises the question about the team that is currently driving the van. I think we should implement the same expectation - only one person in the van at a time until otherwise noted. Thoughts on the implications of this change, aside from an increase in mileage reimbursement?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 28, 2020 at 9:36 AM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

This is what I got from Cindy: We have some draft health services recommendations for this. We have to maintain social distancing whenever feasible. That means more than 6 feet. If it is not feasible, per LNI requirements, the proper PPE must be worn. This would be a surgical mask per current LNI requirements. The safest solution is to travel in separate vehicles, but may not be feasible.

So my questions for the two of you are do we want to invest in surgical masks so the teams can share a vehicle or do we want to spend the money to reimburse mileage for two vehicles per day? Or, knowing it is safer for them to travel in separate vehicles do we want to just assume the mileage cost in the estimate? The current mileage rate is 0.575. If we estimate 20 miles/day x 2 cars for 43 days (total estimated days each team will work) that would be \$989 per team or \$1,978 total. We could purchase 4 packs of disposable surgical masks on Amazon for about \$18/box or \$72 total.

Thank you,

Sarah



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On Fri, Aug 28, 2020 at 7:54 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Thank you, Sarah.

If it is helpful, this is the source of information that Taylor referenced:

<https://lni.wa.gov/agency/outreach/coronavirus-covid-19-worker-face-covering-and-mask-requirements-questions>

See: Can workers traveling together in a vehicle be closer than 6 feet apart?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 28, 2020 at 7:25 AM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

I will check with Cindy and report back to you.

Thank you,  
Sarah



**Sarah Luczyk**

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
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IT Support Supervisor

Technology Department

425.431.7165 Phone

[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Subject:** Re: Request for quote  
**Date:** Thursday, September 24, 2020 2:53:55 PM

---

Will do!

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Thu, Sep 24, 2020 at 2:51 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Please forward to Jennie McCloughan. Thanks for getting this so quickly!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 24, 2020 at 2:38 PM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:

Hi Chris,

This is the Zoom Webinar quote for Move 60. Did you want me to send it to someone in particular, or were you going to go over it with them?

Thanks!

**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

----- Forwarded message -----

**From:** **Anne Kaiser** <[anne.kaiser@zoom.us](mailto:anne.kaiser@zoom.us)>  
**Date:** Thu, Sep 24, 2020 at 9:58 AM  
**Subject:** Re: Request for quote  
**To:** Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

Hi Christine -  
I just sent the order form to you via DocuSign.

Best,  
Anne

[CLICK HERE](#) to schedule a meeting with me.

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**ANNE KAISER**

Delivering Happiness  
Account Executive - Higher Education  
Zoom Video Communications

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On Thu, Sep 24, 2020 at 10:20 AM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:

Hi Anne,

Could you please send me a quote for one Webinar 1000 license?

Thanks so much!

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christine Pasek](#)  
**Subject:** Re: Request for quote  
**Date:** Thursday, September 24, 2020 2:50:38 PM

---

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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Edmonds School District  
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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lori Held](#)  
**Subject:** Re: Resource Database?  
**Date:** Friday, August 21, 2020 9:53:46 AM

---

Thanks for the update.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 21, 2020 at 9:33 AM Lori Held <[helpdesk@edmonds.wednet.edu](mailto:helpdesk@edmonds.wednet.edu)> wrote:

Chris, I did a test last night on the software center and the vpn. The machine I tested on was one I just got back from Lenovo so it had been off-network for a bit. I tried installing without the VPN (also software center not updated like many staff's are now) it failed on both, logged in as machine admin and my heldl account. Connected the VPN, and tried, it failed, then I went into the control panel, configuration manager - action tab and ran a software updates deployment evaluation cycle, waited a few minutes, and then was able to install a couple of things from the software center.... I also confirmed with Jacob that the VPN was needed for the software center to work.

Lori

On Thu, Aug 20, 2020 at 2:16 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Lori,  
Can you confirm that Software Center does not need VPN?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Aug 20, 2020 at 1:57 PM Lori Held <[helpdesk@edmonds.wednet.edu](mailto:helpdesk@edmonds.wednet.edu)> wrote:

I actually just tested this out the other day.... I connected with jabber and was able to make call's just fine without being on the vpn. Lori

On Thu, Aug 20, 2020 at 1:00 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

No - I believe you only need to be on the internet. I believe it was configured to work without VPN. Help Desk - can someone confirm this for us?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Aug 20, 2020 at 11:49 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:

Do you have to be on district internet to access?

*Thank You,  
Kim Hunter  
She/Hers Personal Pronouns  
Director of Secondary Education and Highly Capable Programs  
Student Learning Department  
[Edmonds School District #15](#)  
[Edmonds Canvas Login](#)  
(425) 431-7149*

***Secondary Student Learning actively engages in practices that seek to disrupt institutionalized racism and inequities in the Edmonds community that impact historically marginalized peoples and impede fair and equitable opportunities for each member.***

On Thu, Aug 20, 2020 at 10:55 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Are you thinking about the Software Center? You can find it by searching on your yoga under the term.

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Aug 20, 2020, 10:40 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:

Hi Chris,

Remember how a few years ago, when we changed the administrative access permissions on the teacher laptops, we created a library of resources that they could download onto their laptop without admin permission? How do you get to that these days and how is it posted/advertised?

We are going to need a lot of those resources in remote learning.

*Thank You,  
Kim Hunter  
She/Hers Personal Pronouns  
Director of Secondary Education and Highly Capable Programs  
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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lori Held](#)  
**Cc:** [Hunter, Kimberly H. \(ESC\)](#)  
**Subject:** Re: Resource Database?  
**Date:** Thursday, August 20, 2020 2:15:56 PM

---

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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Remember how a few years ago, when we changed the administrative access permissions on the teacher laptops, we created a library of resources that they could download onto their laptop without admin permission? How do you get to that these days and how is it posted/advertised?

We are going to need a lot of those resources in remote learning.

*Thank You,*  
*Kim Hunter*  
*She/Hers Personal Pronouns*  
*Director of Secondary Education and Highly Capable Programs*  
*Student Learning Department*  
[Edmonds School District #15](#)  
[Edmonds Canvas Login](#)  
*(425) 431-7149*

***Secondary Student Learning actively engages in practices that seek to disrupt institutionalized racism and inequities in the Edmonds community that impact historically marginalized peoples and impede fair and equitable opportunities for each member.***

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Kim Hunter](#); [@HelpDesk](#)  
**Subject:** Re: Resource Database?  
**Date:** Thursday, August 20, 2020 1:00:08 PM

---

No - I believe you only need to be on the internet. I believe it was configured to work without VPN. Help Desk - can someone confirm this for us?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Aug 20, 2020 at 11:49 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:  
Do you have to be on district internet to access?

*Thank You,*  
*Kim Hunter*  
*She/Hers Personal Pronouns*  
*Director of Secondary Education and Highly Capable Programs*  
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***Secondary Student Learning actively engages in practices that seek to disrupt institutionalized racism and inequities in the Edmonds community that impact historically marginalized peoples and impede fair and equitable opportunities for each member.***

On Thu, Aug 20, 2020 at 10:55 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Are you thinking about the Software Center? You can find it by searching on your yoga under the term.

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Aug 20, 2020, 10:40 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:  
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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Kim Hunter](#)  
**Subject:** Re: Resource Database?  
**Date:** Thursday, August 20, 2020 10:55:10 AM

---

Are you thinking about the Software Center? You can find it by searching on your yoga under the term.

Chris Bailey  
Manager - IT Operations  
x7101

On Thu, Aug 20, 2020, 10:40 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Kim Hunter](#)  
**Cc:** [Lori Held](#)  
**Subject:** Re: Resource Database?  
**Date:** Monday, August 24, 2020 8:49:29 AM

---

Kim,

Good morning, and thanks for this additional information. Are these online resources, or do they require an installation on a teacher's Yoga? This will impact how we would deliver them to teachers...thanks,

*Chris Bailey*  
*Manager - IT Operations*  
x7101

On Mon, Aug 24, 2020 at 8:06 AM Kim Hunter <[hunterk@edmonds.wednet.edu](mailto:hunterk@edmonds.wednet.edu)> wrote:

More specifically, we have resources such as eBooks that should have been shared through this site that teachers will need access to this year. The ones I know of so far are listed below.

PreCalculus: Graphical...  
Calculus: Graphical  
Algebra 1  
Geometry  
Algebra 2

*Thank You,*  
*Kim Hunter*  
*She/Hers Personal Pronouns*  
*Director of Secondary Education and Highly Capable Programs*  
*Student Learning Department*  
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On Thu, Aug 20, 2020 at 5:53 PM Lori Held <[helpdesk@edmonds.wednet.edu](mailto:helpdesk@edmonds.wednet.edu)> wrote:

I'm so sorry... I had Jabber in my head..... I believe the software center needs to have vpn connected. But I will double-check on this and get back to you.

On Thu, Aug 20, 2020 at 2:16 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Lori,  
Can you confirm that Software Center does not need VPN?

*Chris Bailey*

Manager - IT Operations  
x7101

On Thu, Aug 20, 2020 at 1:57 PM Lori Held <[helpdesk@edmonds.wednet.edu](mailto:helpdesk@edmonds.wednet.edu)> wrote:  
I actually just tested this out the other day.... I connected with jabber and was able to make call's just fine without being on the vpn. Lori

On Thu, Aug 20, 2020 at 1:00 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

No - I believe you only need to be on the internet. I believe it was configured to work without VPN. Help Desk - can someone confirm this for us?

Chris Bailey  
Manager - IT Operations  
x7101

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Manager - IT Operations  
x7101

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**From:** [Christa Polzin](#) on behalf of [Christa Polzin <polzinc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Cc:** [Lauren Wishkoski](#)  
**Subject:** Re: Respondus Renewal  
**Date:** Wednesday, June 3, 2020 3:54:25 PM  
**Attachments:** [image001.png](#)

---

It is interesting that they don't seem to be interested in really working with us due to the current situation since we are not able to use the product since the March closure.

If we decide to add it again, is it going to cost us significantly more than keeping the contract and paying for something we are currently unable to use? I wouldn't think so, but just thought this was odd.

Take Care,

*Christa Polzin*

Instructional Tech Coach/Coordinator

### **Resources For Staff:**

- [Staff Resources for Online Learning Site](#)
- [Edmonds Instructional Tech Resources](#)
- [Canvas Resource Site](#)

### **Resources For Families & Students:**

[ESD Family Support](#)

[Supplemental Resources Site](#)

[Family Canvas Resources Site](#)

[Student Canvas Resource Site](#)

On Wed, Jun 3, 2020 at 3:27 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

FYI - thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: <[aevans@respondus.com](mailto:aevans@respondus.com)>  
Date: Wed, Jun 3, 2020 at 3:23 PM  
Subject: Respondus Renewal  
To: <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Chris,

I received a note from our licensing department that you've decided not to renew your LockDown Browser license. Is this because you are not getting as much use out of it due to distance learning?

We understand that teaching has significantly changed over the past few months and understand that you may not need LockDown Browser anymore due to circumstances brought about by COVID-19. I do want to make you aware that if you decide to return to using LockDown Browser midterm next year, in fairness to others, we won't be able to prorate your license fee.

Thank you for using LockDown Browser since 2017 and feel free to reach out if there is anything we can help with.

Allison

-----

Allison Evans

Senior Account Manager – K12

Respondus, Inc.

425-497-0389 ext. 138

**Respondus**

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**Sent:** Monday, June 1, 2020 5:09 PM

**To:** Respondus Licensing <[licensing@respondus.com](mailto:licensing@respondus.com)>

**Subject:** Re: Respondus Renewal - Next Steps for Edmonds School District

Good afternoon.

I wanted to follow up with you to share that we are not getting much benefit from the Respondus tool at this time, and so are not planning on renewing it right now. Should our

students return to the classroom in the fall, this is something we'll be eager to re-evaluate.

Thanks for all,

**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone

[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Wed, Apr 22, 2020 at 7:51 AM Respondus Licensing <[licensing@respondus.com](mailto:licensing@respondus.com)> wrote:

**This message contains important information regarding the Respondus application(s) licensed by Edmonds School District.**

It will soon be time to renew your annual software license with Respondus, Inc. The following Respondus product(s) are currently licensed by your institution and will expire at the end of July 2020.

LockDown Browser and StudyMate Campus bundle: \$4595

**Please also note:**

1) Your purchase order or payment can be sent at any time to [licensing@respondus.com](mailto:licensing@respondus.com). To avoid disruption in service, please make sure it reaches us *before July 15<sup>th</sup>*. All prices are listed in US Dollars.

2) As a courtesy, if we have not received your purchase order by May 29<sup>th</sup>, we will

automatically email a renewal invoice to your License Administrator, Kim Mathey([matheyk@edmonds.wednet.edu](mailto:matheyk@edmonds.wednet.edu) ).

Don't hesitate to email with questions. We appreciate your continued patronage and look forward to working with you in the year to come.

Licensing Group  
Respondus, Inc.  
[Licensing@respondus.com](mailto:Licensing@respondus.com)  
[www.respondus.com](http://www.respondus.com)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Julie Stroncek](#); [Jo Callaghan](#); [Joy Castillo](#); [Darcy Becker](#)  
**Subject:** Re: Response to Two Items  
**Date:** Tuesday, June 16, 2020 10:21:28 AM

---

All,

Any interest in a lunchtime chat on this today?

My additional thought to the below is that if we ask for the 254-day contract to be reduced to 249 days, the 2% that we have asked for can be reflected in an increase in our per diem rate of pay by approximately 2%, while not costing the district anything more (as was proposed by one of you last week).

I think we may want to simply open by asking what their counter proposal to our 2% increase is, as they presented initially, and we have countered, and they appear to have declined to now. I am free at noon if anyone wants to chat.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Jun 15, 2020 at 6:45 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

All,

See below from Debby and Greg. Please share your thoughts. My initial thinking is that we should remind them that the timing change for midpoint was detrimental to our pay, and that when we did our last negotiation on compensation, the district agreed that if it was disadvantageous to us, we would revisit. I am wondering if we should accept the revised longevity pay (though it only increases pay for two employees over the District's original proposal, costing the district about \$6k in the first year) and ask for a 1% increase beyond the 2.28%. Thoughts?

Anything else that hasn't been addressed that we need to bring up? I think our members will be frustrated with 2.28% + longevity. (16 of our members are not eligible for any longevity pay yet.

Thanks for your thoughts!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

**From:** **Debby Carter** <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)>  
**Date:** Mon, Jun 15, 2020 at 5:59 PM  
**Subject:** Re: Response to Two Items  
**To:** <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Cc:** Joy Castillo <[castilloj366@edmonds.wednet.edu](mailto:castilloj366@edmonds.wednet.edu)>, Greg Schwab <[schwabg@edmonds.wednet.edu](mailto:schwabg@edmonds.wednet.edu)>

Chris,

Thank you for providing us with a compensation proposal. To maximize our time together since we are on a tight

deadline for the Board agenda, Greg and I are providing a counter to your proposal.

While we understand you are concerned about a few of your members who have excess vacation time and about their ability to use it, as the data shows, several of the individuals consistently lose excess vacation every year. While we have been discussing this in relationship to COVID, many of these balances have been built up over time. To have 21 days of excess vacation has resulted in taking fewer days of vacation over several years and is not a function of COVID. We encourage individuals to work with their supervisors to address how they can use vacation as that balance of time off is important.

Regarding your compensation proposal:

- It is incorrect that you did not receive a salary increase in 2018. In July, 2018 your group received a 3.1% increase. Of that, 1.9% was the IPD and the District provided an additional 1.2% to make it 3.1%, the maximum permitted by the Legislature for classified and administrative employees. It is true we were not able to give a midpoint adjustment. Your MOU language provided for the IPD (or COLA) plus midpoint. The 1.2% may have been more or less than what the midpoint may have been. We provided the maximum allowed. Administrators and classified staff did not receive the same percentage as teachers, which was the case in all districts. The reality was that the Legislature said the additional money was for non-supervisory certificated salaries. We can agree that this legislative intent was unfair and divisive, however we were following legislative intent and the requirement to limit other employees to 3.1%.
- We respectfully reject EMA's proposal of an additional 2% above the 2.28%.
- Our counter to longevity stipend is 2% at 4-7 years and 3% at 8+ years (1% above the 4-7 band) of administrative experience both in and out of District.
- We will add 2 hours to the responsibility stipend for a total of 50 hours.

We agreed at our last meeting to conduct a joint review of manager/director salaries as an opener. We believe it would be premature at this time to add additional compensation until we have reviewed the data and determined whether there is an alternate way to determine comparable compensation that also meets the Board's parameters of midpoint. I will finalize the language in the full MOU once we have reached agreement.

Respectfully,  
Debby and Greg

On Fri, Jun 12, 2020 at 4:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Debby,

Thank you for sending these our way. We see a number of members with significant leave balances they will be hard-pressed to use, even given an additional year to do so. This remains a concern.

While we do think the burden on our members this past quarter has been extreme, we recognize the difficulty in assessing which of our members should qualify for a stipend or other enhancement in pay.

We have put some thought into a proposal related to compensation. Here is what we would propose:

- An increase in salary for all EMA levels of 2% in addition to the 2.28% IPD+Midpoint that the district proposed. As has been discussed in previous conversations, EMA did not receive an increase in salary in August of 2018 when our colleagues in EEA did. While this proposed increase will not adequately compensate EMA members for that salary increase, it will begin to move things in the correct direction.
- A longevity stipend for all EMA members with more 3 years of service in an administrator role, of 2%, and an additional 2% to be provided to all EMA members with more than 6 years of service in an administrator role.

[Here is a spreadsheet](#) that summarizes the impacts of these changes.

We look forward to meeting with you on Tuesday.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Jun 12, 2020 at 11:23 AM Debby Carter <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)> wrote:  
Chris and Joy,

Attached is the District's response to EMA's request #1 and #2. My notes show we answered the questions regarding the carryover of PD funds and agreed to add some language regarding flexibility on work location and an opener for a joint committee to review/compare like manager positions in other districts during the 2020-21 school year. The other items dealt with compensation and have an interest in understanding any proposals you would bring to the table. We also agreed to change the 6 days/48 hours to a responsibility stipend which would eliminate the need for a documentation form.

I am working on making changes to the current MOU to reflect some of the changes we have agreed to from last year and making some recommended language changes regarding the above items. I plan to have that to you by Monday, prior to our Tuesday meeting.

Thanks and let me know if you have any questions.

Debby

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Cc:** [Miriam Callaghan](#)  
**Subject:** Re: Scheduling nfo  
**Date:** Tuesday, July 21, 2020 11:23:00 AM

---

Interesting. The initial survey data that Brandon just shared with cabinet shows around 20% of students out of 9,000 that completed the survey, plan to be fully remote.

Chris Bailey  
Manager - IT Operations  
x7101

On Tue, Jul 21, 2020, 11:13 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
I am in the Secondary Continuous Learning 2.0 meeting. I was surprised to hear Andi say:

Option C (online only) students would be taught by different teachers, so their school schedule would look like if we are all 100% remote learning.

So, far, if we are 100% remote learning - and all Option C students - would have this schedule:  
Mon/Tues/Thurs/Fri some teacher face time (9am-12:15pm) and teacher would be available (1-2:25pm)

Andi also acknowledged that we need to start with students in A/B/C, even if we start 100% remote - and be prepared to go back 'n forth.

We are discussing a time schedule for they Hybrid AA/BB students if we are able to return to school.



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Leah Bracken](#)  
**Cc:** [Lauren Wishkoski](#)  
**Subject:** Re: School Supplies/questions  
**Date:** Thursday, August 20, 2020 1:59:02 PM

---

Sorry, no ideas on this one, Leah.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Aug 17, 2020 at 1:43 PM Leah Bracken <[brackenl411@edmonds.wednet.edu](mailto:brackenl411@edmonds.wednet.edu)> wrote:

Hi Lauren & Chris, I hope you're staying cool and enjoying your Monday.  
I wondered if you know the answer to the question I received about the Think Central Math Expressions website?  
I wondered if you know if this access was impacted for remote learning in the fall?  
I will reach out to Rob or Joann next. Thank you!

Leah Bracken,  
She/Her/Hers  
Principal  
Cedar Valley Community School  
Edmonds School District #15  
425-431-7453



----- Forwarded message -----

**From:** **Taira Rink** <[rinkt@edmonds.wednet.edu](mailto:rinkt@edmonds.wednet.edu)>  
**Date:** Sat, Aug 15, 2020 at 10:04 AM  
**Subject:** Re: School Supplies/questions  
**To:** Leah Bracken <[brackenl411@edmonds.wednet.edu](mailto:brackenl411@edmonds.wednet.edu)>

Thank you for your responses and chatting today. Here's the reminder to check on student access for Think Central (the Expressions Math website). Currently teachers have had access but we haven't been able to assign things to students for them to do online (like the quizzes/unit tests/homework pages). It would be a really useful tool to have.

- Taira

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lauren Wishkoski](#)  
**Cc:** [Leah Bracken](#)  
**Subject:** Re: School Supplies/questions  
**Date:** Thursday, August 20, 2020 2:56:23 PM

---

No worries, thanks for the update!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, Aug 20, 2020 at 2:53 PM Lauren Wishkoski <[wishkoski631@edmonds.wednet.edu](mailto:wishkoski631@edmonds.wednet.edu)> wrote:

Chris, I am sorry for not including you on my follow-ups to this one. I checked in with Diane Martineau and heard the following: "Our 2019-20 digital/print order expired and we have been quoted for 2020-21 digital/print access. All teachers Grade K-6 will have digital access to the teacher materials. All Grade 4-6 students will have digital access to the student materials. Additionally, all Grade K-3 students will have print workbooks."

**Lauren**

she/her/hers

425.341.7299 [for voicemail only during school closures]

**Resources during the Closure:** [For Families](#) / [For Staff](#)

**Currently reading:**

*Untamed* by Glennon Doyle

*The Mindful Self-Compassion Workbook* by Kristin Neff & Christopher Germer

**Summer reading:**

*Nine Lies About Work* by Marcus Buckingham

*Alias Grace* by Margaret Atwood

*On Earth We're Briefly Gorgeous* by Ocean Vuong

*A Tale for the Time Being* by Ruth Ozeki

*The Untethered Soul* by Michael A. Singer

*Crucial Conversations* by Kerry Patterson et al.

On Thu, Aug 20, 2020 at 1:59 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Sorry, no ideas on this one, Leah.

*Chris Bailey*  
Manager - IT Operations  
x7101

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I will reach out to Rob or Joann next. Thank you!

Leah Bracken,

She/Her/Hers

Principal

Cedar Valley Community School

Edmonds School District #15

425-431-7453



----- Forwarded message -----

From: **Taira Rink** <[rinkt@edmonds.wednet.edu](mailto:rinkt@edmonds.wednet.edu)>

Date: Sat, Aug 15, 2020 at 10:04 AM

Subject: Re: School Supplies/questions

To: Leah Bracken <[brackenl411@edmonds.wednet.edu](mailto:brackenl411@edmonds.wednet.edu)>

Thank you for your responses and chatting today. Here's the reminder to check on student access for Think Central (the Expressions Math website). Currently teachers have had access but we haven't been able to assign things to students for them to do online (like the quizzes/unit tests/homework pages). It would be a really useful tool to have.

- Taira

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Andrea Collins](#)  
**Cc:** [Roberto Figueroa](#)  
**Subject:** Re: Secondary Para-Tech Evaluations  
**Date:** Tuesday, June 2, 2020 7:33:47 AM

---

Roberto,  
Just checking in - would you be comfortable with us taking the lead on David's evaluation this year?

Thanks in advance,

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, May 28, 2020 at 2:13 PM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Chris,

Please connect with Roberto as he oversees our Para Tech David Arthur, at CPM.

Thank you,  
Andrea

**Andrea B. Collins**  
Principal  
College Place Middle School



**Home of the Cougars!**

**Edmonds School District Contacts during school closure due to COVID-19**  
[Edmonds School District FamilyResources & Supplemental Resources for Learning](#)  
Chromebook Support Line: (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)  
Family Support Office Number: 425-431-1454  
Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)  
For updates on Closure: [CLICK HERE](#)  
Additional Resources:<http://bit.ly/ESDfamilysupport>

On Thu, May 28, 2020 at 1:49 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Secondary Admins,

I am beginning to work on end-of-year evaluations for Technology staff, and a question was raised about the secondary Para Techs, who have essentially been working under the Technology Department since mid-March. I would like to propose that Technology take the lead on the evaluations of the secondary Para Techs with input from each of you. They have been doing an incredible job working in a brand new role since schools have closed, and I feel well equipped to perform their evaluations. If you are comfortable with this, I would welcome any input you may have. If you would prefer to complete these yourself (or have already done so), that's fine by me as well. Please let me know if you'd be comfortable with me taking the lead.

Thank you,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Mar 26, 2020 at 7:57 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Good morning!

Tech is working to ramp up student/family support of Chromebooks, and we've established a new phone number and email address to support this effort. I'd like to constrict the time of all Para-Techs (there are 13 in total, 5 of which currently report to me), so we can provide better support to our families. This will entail answering the support phone (which can be done from off-site) as well as limited on-site work; my goal is to have 1-2 staff here at the ESC to provide Chromebook swaps as needed, and have all other staff working remotely.

If you have any concerns with this plan, please let me know. Otherwise, a "sounds good" would be appreciated!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Roberto Figueroa](#)  
**Subject:** Re: Secondary Para-Tech Evaluations  
**Date:** Tuesday, June 2, 2020 7:55:22 AM

---

No worries - thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Jun 2, 2020 at 7:52 AM Roberto Figueroa <[figueroar763@edmonds.wednet.edu](mailto:figueroar763@edmonds.wednet.edu)> wrote:

Absolutely, Chris. Thanks for double checking.

Take care,

Roberto

On Tue, Jun 2, 2020 at 7:34 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Roberto,  
Just checking in - would you be comfortable with us taking the lead on David's evaluation this year?  
Thanks in advance,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, May 28, 2020 at 2:13 PM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Chris,

Please connect with Roberto as he oversees our Para Tech David Arthur, at CPM.

Thank you,  
Andrea

**Andrea B. Collins**  
**Principal**  
**College Place Middle School**



**Home of the Cougars!**

**Edmonds School District Contacts during school closure due to COVID-19**  
[Edmonds School District FamilyResources](#) & [Supplemental Resources for Learning](#)  
Chromebook Support Line: (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)  
Family Support Office Number: 425-431-1454

Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)

For updates on Closure: [CLICK HERE](#)

Additional Resources: <http://bit.ly/ESDfamilysupport>

On Thu, May 28, 2020 at 1:49 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Secondary Admins,

I am beginning to work on end-of-year evaluations for Technology staff, and a question was raised about the secondary Para Techs, who have essentially been working under the Technology Department since mid-March. I would like to propose that Technology take the lead on the evaluations of the secondary Para Techs with input from each of you. They have been doing an incredible job working in a brand new role since schools have closed, and I feel well equipped to perform their evaluations. If you are comfortable with this, I would welcome any input you may have. If you would prefer to complete these yourself (or have already done so), that's fine by me as well. Please let me know if you'd be comfortable with me taking the lead.

Thank you,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Mar 26, 2020 at 7:57 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Good morning!

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If you have any concerns with this plan, please let me know. Otherwise, a "sounds good" would be appreciated!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

--

Roberto Figueroa  
Assistant Principal at College Place Middle School  
(425) 431-7457

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](mailto:baileym@edmonds.wednet.edu)  
**To:** [Kelly Oh](#)  
**Cc:** [Lauren Wishkoski](#); [Brian Fulmer](#); [Jean Rutledge](#); [Nicole Bowler](#); [Jenn Madsen](#); [Christopher Hagen](#)  
**Subject:** Re: Signed Contract Received - Seesaw  
**Date:** Wednesday, August 12, 2020 11:48:20 AM

---

Kelly,

Thank you for the email. Looping in Jenn Madsen, InfoSys Supervisor, and Chris Hagen, Data Analyst. They're the technical leads on rostering and student data.

Thanks,



**Chris Bailey, MBA, CETL**

IT Operations Manager  
Technology Department

425.431.7101 Phone  
[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)

On Wed, Aug 12, 2020 at 9:29 AM Kelly Oh <[kelly@seesaw.me](mailto:kelly@seesaw.me)> wrote:

Hi, Edmonds Team - Welcome to Seesaw for Schools!

The first step is a Seesaw Technical Setup Call so we can give your teachers access to premium features as soon as possible. Your Implementation Consultant, Jean (cc'd) will join us.

**Setup call details:**

- Thursday, August 13th
- 2:00pm PDT
- [Link to join Google Hangout](#)

**In the meantime, here are a couple important notes and a request:**

1. Who should attend the Setup Call (other than you, of course!):
  - Your technical lead(s) and professional development support staff.
2. Before our call, please fill out the highlighted yellow fields in this [Seesaw Hub document](#) - especially the Schools Info section at the bottom.

Check out our current Home Learning resources, and feel free to share them with your PD team:

- [Teacher Hub](#): Comprehensive guide and resources for remote learning for teachers
- [Family Hub](#): Learning resources and Seesaw setup
- [Admin Hub](#): Comprehensive guide and resources for remote learning with Seesaw for Schools
- [Administrator Home Learning Guide](#): List of considerations, compiled from best practices from our community
- [Ongoing Training & Planning Support](#): live, recorded, and slide deck offerings as you develop a plan for your community
- [Self-Paced Remote Learning Training](#): Slide deck
- [Remote Learning with Seesaw FAQs](#)



We look forward to working with you,

Kelly

--

Kelly Oh

Customer Success Manager

[Seesaw for Schools](#)

On Tue, Aug 11, 2020 at 9:31 PM Nicole Bowler <[nicole@seesaw.me](mailto:nicole@seesaw.me)> wrote:

Hi Edmonds Team,

I've received your PO -- we're so excited to be partnering with your district.

It's my pleasure to introduce you to your Customer Success Manager, Kelly!

Kelly will schedule a kickoff meeting with you and send a document to collect important information to setup your accounts

In the meantime, the first thing we need in order to get you set up quickly and securely is: The names of the schools using your subscription and the number of student licenses you wish to allocate for each school. Can you please share those on this thread as soon as possible?

Thanks,  
Nicole

--

Nicole Bowler

K-12 Partnerships Team

[Seesaw for Schools](#)

Pronouns: She, her, hers

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Subject:** Re: Site communications  
**Date:** Friday, September 11, 2020 11:06:32 AM

---

Thank you!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Fri, Sep 11, 2020 at 10:38 AM Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)> wrote:

Thanks. I'm gathering information to get back to Tim.

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

On Fri, Sep 11, 2020 at 10:37 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Gotcha - no worries on my end, as I know everyone on your team is giving their all.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Fri, Sep 11, 2020 at 10:28 AM Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)> wrote:

FYI: I found out that he walked into the ESC and spoke to Christian the other day. Christian passed the info to Mark. As far as other attempts to let us know about a problem, I don't have any other information about that.

Thanks,

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

On Fri, Sep 11, 2020 at 10:21 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

FYI - thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: **Timothy Horton** <[hortont@edmonds.wednet.edu](mailto:hortont@edmonds.wednet.edu)>

Date: Fri, Sep 11, 2020 at 10:19 AM

Subject: Re: Site communications

To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Cris,

Thanks for your quick response, I'm not sure if whom I've been connecting with in your department is going to solve this issue but it does seem that it always leads back to Mark Phelps I'm thinking he is doing some work at the schools that involves changing out some switches and I have had this issue in the past when this work has been done I've contacted our controls contractor and he has looked at our systems and tells me it is on our end. If I'm not mistaken I think some of the IP addresses were changed last time this happened. I use the N4 server to access most of the sites and that might also be part of the problem.

On Fri, Sep 11, 2020 at 9:42 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Tim,

I have shared this issue with Debbie, and she will make sure you are contacted about this issue. Do you know whom you've been attempting to connect with in Tech?

Thanks again,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 11, 2020 at 7:47 AM Timothy Horton <[hortont@edmonds.wednet.edu](mailto:hortont@edmonds.wednet.edu)> wrote:

Good morning Cris,

I have a couple sites that have lost communication through our DDC controls (SPE and MTE) I have made several attempts to contact your department and don't seem to be getting any help. Due to the covid situation it is critical that we keep the ventilation systems at these sites running properly, currently these two sites are running but are not modulating correctly and this causes issues with air quality. I know your team is very busy like the rest of us but I would appreciate any help you can offer to help resolve this issue.

Thanks,

||| | Tim H

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Subject:** Re: Site communications  
**Date:** Friday, September 11, 2020 10:36:32 AM

---

Gotcha - no worries on my end, as I know everyone on your team is giving their all.

*Chris Bailey*  
Manager - IT Operations  
x7101

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*Chris Bailey*  
Manager - IT Operations  
x7101

----- Forwarded message -----

From: **Timothy Horton** <[hortont@edmonds.wednet.edu](mailto:horton@edmonds.wednet.edu)>  
Date: Fri, Sep 11, 2020 at 10:19 AM  
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To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

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Thanks, Tim

H

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Timothy Horton](#)  
**Cc:** [Matthew Finch](#); [Joseph Luckraft](#); [Debbie Erickson](#)  
**Subject:** Re: Site communications  
**Date:** Friday, September 11, 2020 9:42:07 AM

---

Tim,

I have shared this issue with Debbie, and she will make sure you are contacted about this issue. Do you know whom you've been attempting to connect with in Tech?

Thanks again,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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Thanks, Tim H

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Subject:** Re: Site communications  
**Date:** Friday, September 11, 2020 11:20:53 AM

---

Did we statically assign IPs to this equipment? If so, it should be in newdev, right?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 11, 2020 at 11:18 AM Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)> wrote:

I just sent an email for Tim to directly communicate with Mark on this. A problem that we have is that we don't have a master database of MAC addresses or IP addresses or port numbers. (Of course we don't have this as it would be impossible to maintain.) Mark needs one or more of these in order to try to solve this kind of issue. I'm wondering how we get this. Do we dispatch Mark to go dig around and try to find out what device he is looking for? Do we ask Tim to physically go to the site and find out the information? I think that what we need to do is to arrange a time for Tim to go on site and talk to Mark over the phone. This way Tim identifies the device and Mark has access to all of his tools to find it. We keep the # of staff in a small enclosed area to a minimum. What do you think?

Thanks,

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

On Fri, Sep 11, 2020 at 11:07 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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Edmonds School District  
425-431-7264

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*Manager - IT Operations*  
*x7101*

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Thanks, Tim H

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Cc:** [Harmony Weinberg](#); [Jenn Madsen](#); [Amanda Ralston](#); [Marné Kristin](#)  
**Subject:** Re: Sites  
**Date:** Friday, September 25, 2020 2:05:37 PM

---

I don't know if we want to add info about the changes Google is making or we just let people start new sites using the classic version that is going away.

I read here - <https://9to5google.com/2020/08/06/google-sets-timeline-for-deprecating-classic-google-sites/> - that they are shutting down the classic sites on 9/1/2021 and that you can only create new Google sites starting 11/1/2020. We should probably share this info with people, like LIT and Student Services, so they can factor this change into their work plans. Here is info on how to transition - <https://www.techrepublic.com/article/how-to-transition-from-classic-to-new-google-sites/> I found out that I own a site for the Chromebook Pilot - <https://sites.google.com/a/edmonds.wednet.edu/chromebook-pilot/> So weird that I can't remember creating it. I don't need to transition it since it is fine if it goes away.

On Fri, Sep 25, 2020 at 1:34 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Thank you all for weighing in. I think if I'm synthesizing what I'm hearing...

- Presence is the only recommended website hosting platform for schools, programs, etc. at this time. We have access to support, training resources, and district expertise on this platform.
- Google Sites is not a supported platform. If you decide to go that route (today, you can...but we may reign that flexibility in down the road), we don't have any support or expertise to provide you.

Does that sound accurate?

Thank you again!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 25, 2020 at 1:26 PM Harmony Weinberg

<[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)> wrote:

I do not have anything to add... I support the group and the direction you all think is best!



**Harmony Weinberg**

Communications Manager

She/her pronouns  
425.431.7044 (desk)

971.704.9099 (mobile/Google Voice)

On Fri, Sep 25, 2020 at 11:14 AM Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)> wrote:  
The first thing that stands out is the email itself, from Nancy Ray, who is on the CommCon Taskforce.

Our consolidation addresses OCR compliance, Tech guidance, support more - pretty clearly, and all were in agreement.

While we can stand on this, Sites are being developed, which we have not issued a directive Against, but have we stated clearly enough - anywhere - that anything outside our Presence sites will not have support?

The door has been opened, and we will need to mull this support statement over. I'm with Amanda - Tech and Communications do not have bandwidth at this time to support Sites, simply due to COVID changes sucking all possible resources currently.

Kind Regards,

Jenn

**Jennifer Madsen**  
she\her\hers  
Supervisor, Information Systems  
Technology Department  
Edmonds School District  
[425.431.7265](tel:425.431.7265) Phone  
[425.431.7040](tel:425.431.7040) Skyward Helpline  
[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)  
[Create a HelpDesk Ticket](#)

On Fri, Sep 25, 2020 at 10:00 AM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:

My thoughts:

- How does the current school website not support connection and "open house" type formats? For me, step one is establishing that the current website platform won't support what they want to do, so we want to know more about their school needs.
- We have finally established Presence as "the" website platform for all schools. (Note: I'm in discussion with Scott Mauk to move their platform to Presence too!!!!) Basically, as annoyed as I am right now with their support and updates, the websites are functioning and most people know how to make updates.
- I agree with Cynthnia about support. I feel that we are stretched right now to offer individual website support so I wouldn't feel comfortable supporting any other platforms. (Note: high support volume is normal this time of year, but a bit heightened since everyone is online)

Okay, these are just my initial thoughts.

Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

On Fri, Sep 25, 2020 at 8:43 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

When the "Teacher Toolbox" group met, we looked at Google Sites as an option but decided to use Presence instead. Notes from Fall 2018 and Winter 2019 - [https://docs.google.com/document/d/1VZC36s5xxITc6dVjcCb7pwgrPBGx1hBarPQrlg\\_yfzI/edit?usp=sharing](https://docs.google.com/document/d/1VZC36s5xxITc6dVjcCb7pwgrPBGx1hBarPQrlg_yfzI/edit?usp=sharing) has details on why we did not think Google Sites would be a good choice. I think the biggest concern was the inability to "track changes" or see version history. If we had someone change something incorrectly, how do you hold them accountable. Also there was concern about content being ADA compliant since there was no way to review changes before they were posted.

Apparently the LIT coaches disagreed and have continued to use Google Sites. I am wondering if the features of Sites have improved during this past year and it has restored some of features that were in the classic version of Site.

If more people start using Google Sites, who in Tech/Communications is going to support them, and will we be reverting back to being at risk of another OCR complaint?

I am not that impressed with Presence, but it did meet these administrative needs when we chose it over staying with SchoolWires.

Anyway, those are my thoughts.

On Fri, Sep 25, 2020 at 8:23 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

See below - thoughts?

*Chris Bailey  
Manager - IT Operations  
x7101*

----- Forwarded message -----

From: **Nancy Ray** <[rayn@edmonds.wednet.edu](mailto:rayn@edmonds.wednet.edu)>  
Date: Fri, Sep 25, 2020 at 8:21 AM  
Subject: Sites

To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Chris,

Allison and I have been discussing alternative ways to connect our teachers/departments/families for an 'open house' and throughout the year. We would like to use Google Sites. We see that some ESD departments are using it and we have a few questions.

First of all, I read that the Classic Sites is transitioning to new Sites November 1, so I don't want to get too wrapped up in a lot of work and lose it (though I know there is a transfer process). I have created a practice page/site and wanted to publish it (only to Allison and myself for now), but it needs a URL, not my forte'.

Second, we would like to be sure to add the option for language translation, as the [ESD Learning Resources](#) does. We don't know how to do that.

We would appreciate any guidance with these options and the processes for this project. Allison suggested I contact you, so thank you for your help in letting us know if we are on the right track and/or who we can turn to for moving forward.

All the Best,

*Nancy Ray*  
*Administrative Assistant*

***We're Better, Together!***

*The Edmonds-Woodway High School community empowers students to achieve educational excellence while demonstrating integrity and compassion through responsible citizenship.*

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Harmony Weinberg](#)  
**Cc:** [Jenn Madsen](#); [Amanda Ralston](#); [Cynthia E Nelson](#); [Marné Kristin](#)  
**Subject:** Re: Sites  
**Date:** Friday, September 25, 2020 1:33:25 PM

---

Thank you all for weighing in. I think if I'm synthesizing what I'm hearing...

- Presence is the only recommended website hosting platform for schools, programs, etc. at this time. We have access to support, training resources, and district expertise on this platform.
- Google Sites is not a supported platform. If you decide to go that route (today, you can...but we may reign that flexibility in down the road), we don't have any support or expertise to provide you.

Does that sound accurate?  
Thank you again!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 25, 2020 at 1:26 PM Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)> wrote:

I do not have anything to add... I support the group and the direction you all think is best!



**Harmony Weinberg**

Communications Manager

She/her pronouns  
425.431.7044 (desk)

971.704.9099 (mobile/Google Voice)

On Fri, Sep 25, 2020 at 11:14 AM Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)> wrote:

The first thing that stands out is the email itself, from Nancy Ray, who is on the CommCon Taskforce.

Our consolidation addresses OCR compliance, Tech guidance, support more - pretty clearly, and all were in agreement.

While we can stand on this, Sites are being developed, which we have not issued a directive Against, but have we stated clearly enough - anywhere - that anything outside our Presence sites will not have support?

The door has been opened, and we will need to mull this support statement over. I'm with Amanda - Tech and Communications do not have bandwidth at this time to support Sites, simply due to COVID changes sucking all possible resources currently.

Kind Regards,

Jenn

**Jennifer Madsen**  
she\her\hers  
Supervisor, Information Systems  
Technology Department  
Edmonds School District  
[425.431.7265](tel:425.431.7265) Phone  
[425.431.7040](tel:425.431.7040) Skyward Helpline  
[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)

[Create a HelpDesk Ticket](#)

On Fri, Sep 25, 2020 at 10:00 AM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:

My thoughts:

- How does the current school website not support connection and "open house" type formats? For me, step one is establishing that the current website platform won't support what they want to do, so we want to know more about their school needs.
- We have finally established Presence as "the" website platform for all schools. (Note: I'm in discussion with Scott Mauk to move their platform to Presence too!!!!) Basically, as annoyed as I am right now with their support and updates, the websites are functioning and most people know how to make updates.
- I agree with Cynthnia about support. I feel that we are stretched right now to offer individual website support so I wouldn't feel comfortable supporting any other platforms. (Note: high support volume is normal this time of year, but a bit heightened since everyone is online)

Okay, these are just my initial thoughts.

Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)



On Fri, Sep 25, 2020 at 8:43 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

When the "Teacher Toolbox" group met, we looked at Google Sites as an option but decided to use Presence instead. Notes from Fall 2018 and Winter 2019 - [https://docs.google.com/document/d/1VZC36s5xxITc6dVjCb7pwgrPBGx1hBarPQrlg\\_yfzI/edit?usp=sharing](https://docs.google.com/document/d/1VZC36s5xxITc6dVjCb7pwgrPBGx1hBarPQrlg_yfzI/edit?usp=sharing) has details on why we did not think Google Sites would be a good choice. I think the biggest concern was the inability to "track changes" or see version history. If we had someone change something incorrectly, how do you hold them accountable. Also there was concern about content being ADA compliant since there was no way to review changes before they were posted.

Apparently the LIT coaches disagreed and have continued to use Google Sites. I am wondering if the features of Sites have improved during this past year and it has restored some of features that were in the classic version of Site.

If more people start using Google Sites, who in Tech/Communications is going to support them, and will we be reverting back to being at risk of another OCR complaint?

I am not that impressed with Presence, but it did meet these administrative needs when we chose it over staying with SchoolWires.

Anyway, those are my thoughts.

On Fri, Sep 25, 2020 at 8:23 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

See below - thoughts?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: **Nancy Ray** <[rayn@edmonds.wednet.edu](mailto:rayn@edmonds.wednet.edu)>  
Date: Fri, Sep 25, 2020 at 8:21 AM  
Subject: Sites  
To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Chris,

Allison and I have been discussing alternative ways to connect our teachers/departments/families for an 'open house' and throughout the year. We would like to use Google Sites. We see that some ESD departments are using it and we have a few questions.

First of all, I read that the Classic Sites is transitioning to new Sites November 1, so I don't want to get too wrapped up in a lot of work and lose it (though I know there is a transfer process). I have created a practice

page/site and wanted to publish it (only to Allison and myself for now), but it needs a URL, not my forte'.

Second, we would like to be sure to add the option for language translation, as the [ESD Learning Resources](#) does. We don't know how to do that.

We would appreciate any guidance with these options and the processes for this project. Allison suggested I contact you, so thank you for your help in letting us know if we are on the right track and/or who we can turn to for moving forward.

All the Best,

*Nancy Ray*  
*Administrative Assistant*

***We're Better, Together!***

*The Edmonds-Woodway High School community empowers students to achieve educational excellence while demonstrating integrity and compassion through responsible citizenship.*

**From:** [Cynthia F. Nelson](#) on behalf of [Cynthia F. Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Chris Bailey](#); [Jenn Madsen](#)  
**Subject:** Re: Skyward Family Access - "Welcome to the 2020-21 school year!"  
**Date:** Sunday, August 9, 2020 3:16:11 PM

Sarah - Thanks for the information and check-in. I think you are handling this well. You tactfully asked to be included in the process before communication is sent out setting expectations for your staff. You also immediately started to work on how you could address what was happening in a very customer service perspective, and collaborated with others (Jenn) to come up with an acceptable solution.

When I read the draft that Amanda sent out, I thought this was addressed before the message was sent. I do think having one place for students/families to contact for tech issues makes sense, especially during this time when schools are kind of "closed". Before Covid-19 happened, there have been conversations about needing a Tech support line for our families. Therefore, as you work on the various areas where the IT Support team supports, keep this in mind. I don't think this need will go away even if we return to school. Having a supervisor for all IT Support (staff, students, families) is something we need, and I am confident that you will come up with some creative ways to address all of these needs.

Cynthia

On Sun, Aug 9, 2020 at 12:01 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Hi Cynthia and Chris,

I just wanted to loop you in on the below with Amanda as an FYI regarding Friday afternoon's district communication regarding Skyward Family Access being supported by the Student Technology Support team. I did make some requests to review Communications moving forward. I hope that was okay to do. I am trying to be proactive and address this issue sooner rather than later to help our families find the right staff person/team for the support they need.

Jenn and I talked through options Friday afternoon (thank you Jenn!) and, as a backup plan, Jenn is working on a spreadsheet (again, thank you Jenn!) with a static list of Family Access logins for the Student Support team that we can use if the volume of families asking for login support continues to go up.

I do not intend to forward all of my district communications to you (I promise), but want to make sure I am doing the right thing for our department during my transition. Please let me know if you feel like there is something more we should be considering at this time.

Thank you,  
Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

----- Forwarded message -----

**From:** Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>  
**Date:** Sun, Aug 9, 2020 at 11:53 AM  
**Subject:** Re: Skyward Family Access - "Welcome to the 2020-21 school year!"  
**To:** Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)>

Hi Amanda,

First, I know you guys are juggling so much right now so please don't read this email as criticism on my end. I am just trying to learn from what happened this time and provide appropriate feedback so that we can best support our families.

I wanted to give you an update on how the District Skyward communication has impacted our families needing support. From Friday after the District communication regarding Skyward was sent to Sunday afternoon, I have responded to 32 requests for Skyward support. There have been 3 so far that I was able to help, employees that didn't know how to toggle between their Employee Access and Family Access. The rest have been responded to with one of two canned responses (see below).

As suspected, the Student Technology Support team is not equipped to support the majority of the Skyward issues that families are asking for help with and we are having to pass them on to someone else. I am concerned this makes our customer service frustrating to families.

I am hoping that Communications will consider both updating the website information by removing the instructions to contact the Student Technology Support team with Skyward issues as well as perhaps sending a second message to families about contacting their schools for Skyward login information. I did talk to Jenn on Friday afternoon about any other strategies we could employ to help our families when they contact Student Support, but the permissions they would need to help with Family Access logins are not appropriate for that team.

In the future, would it be okay if I review any communication schedule to go to families that include Student Technology Support before it is scheduled to be sent? And that for anything telling families to contact us include our support hours? Our summer support hours are Monday through Friday from 8:00 AM - 4:00 PM and Friday's communication was sent at 3:30 PM giving families almost no time to communicate with our team before they left for the weekend.

If you can think of anything else I can do to help please let me know. Communications is doing an amazing job and we are all in this together.

Thank you,  
Sarah

**Sarah Luczyk**  
Pronouns: She/Her/Hers



Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

Canned Responses:

Here is a link to the Skyward Family Access Users Guide:

[https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/584133\\_Family\\_Access.pdf](https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/584133_Family_Access.pdf) It should help provide steps on editing your contact information.

If you need any additional support to update your Skyward Family Access account you will need to contact your student's school. Only the school office staff has the permissions needed to look into your account and help make changes. Sorry for any confusion the district communication may have caused.

--OR--

Please contact your student's school for your Skyward Family Access login information. Only the school office staff can provide login information. Sorry for any confusion the district communication may have caused.

Here is a link to the Skyward Family Access Users Guide:

[https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/584133\\_Family\\_Access.pdf](https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/584133_Family_Access.pdf)

On Fri, Aug 7, 2020 at 3:12 PM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:

Sorry, it's already sent out. I think your team would only be assisting directly if it was related to getting or getting to the links and other issues and how to click the "forgot password" type in their email and then look at their email account for next steps.

I think it's fair that if there are email questions about specific Skyward access, then your team could simply forward them to the proper school to address. We really want each school to own Skyward for their families.

Basically, I think the schools should be responding, but we liked the idea of having one access point, just like a webmaster email.



**Amanda Ralston**  
Communications Coordinator  
425-431-7046  
[@EdmondsSchools](https://twitter.com/EdmondsSchools)

On Fri, Aug 7, 2020 at 3:06 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Thank you, Amanda.

I just tried to call you. I am a bit concerned with the Skyward portion of our message. Our team does not have access to Skyward Family Access logins. Families need to contact their schools for that information. We can certainly troubleshoot general login issues but cannot help them with their login if they do not have that information. We cannot even verify if it is correct.

Is there any editing that can be done at this point or is the message already out there?

Sarah  
Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Fri, Aug 7, 2020 at 2:52 PM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:

Sarah,

I'm not sure if you receive DLT emails, but I wanted you to know that we are sharing the Student/Family Tech support email in a district email to families about Skyward access.

I wanted your team to know in case you start receiving emails on this topic.

Thanks,  
Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

----- Forwarded message -----

**From:** Amanda Ralston <[ralston@edmonds.wednet.edu](mailto:ralston@edmonds.wednet.edu)>

**Date:** Fri, Aug 7, 2020 at 2:51 PM

**Subject:** Skyward Family Access - "Welcome to the 2020-21 school year!"

**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

Hello team,

We wanted to let you know that we are sending the following email to all district families this afternoon. It shares details for how families, new and continuing, are able to access Skyward.

The email will be send out in the following languages:

- English
- Spanish
- Vietnamese
- Russian
- Amharic
- Arabic
- Korean
- Mandarin

Please let us know if you have any questions.

Happy Friday!



We look forward to welcoming our new and continuing students to the Edmonds School District in September! While we hoped to be back in-person, we made the difficult decision to begin the school year in the fully remote learning model of Continuous Learning 2.0 to keep students, staff and families safe.

We want to share with those of you new to the district (and remind those who have been here and may have forgotten) information about our student information system. We hope all families will get familiar with the important system as we prepare for the school year.



**Please click the link above, sign in and double check contact information!**

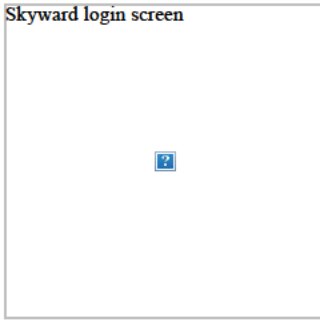
Skyward Family Access in our student information system that contains important information like grades, attendance and other important information for each family and student. We ask each parent/guardian to go to Skyward to set up or review your account.

We use the contact information within Skyward Family Access to connect families with different programs and software, which will be more important than ever as we begin school with learning completely online. Please double check that all contact information is correct. If you find any errors with your phone or email, please make updates directly in Skyward to update any other information please your student's school office to request updates.

It is important you set up/review your account now as we will be sending out information about a Student Intent Form to be completed within Skyward soon. We want to make sure all families are able to access accounts in order to make decisions for each student.

**New or lost account access**

Skyward login screen



Each parent/guardian attached to a registered student has been given a Skyward account. In order to access that account, we will need to make sure you are authorized. Do this by clicking the "Forgot your Login/Password?" link to have an email sent to you. The email address must be attached to a student's record on file. From there you can create a unique password for all future Skyward access.

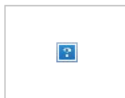
For issues, please contact Student/Family Technology Support at [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org).



Does your family need support to access the internet at home? Click on the above link for available options.



Based on household income, your family might be eligible for free or reduced meals during the 2020-21 school year. Families must apply every school year to receive benefits. Click on the above link for details.



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Harmony Weinberg](#)  
**Subject:** Re: Snohomish health district recommends remote learning  
**Date:** Wednesday, July 29, 2020 1:26:11 PM

---

You got it! :) Looks like about what you were hoping for. Snohomish also announced Remote Only to start, just a bit ago.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Jul 29, 2020 at 1:13 PM Harmony Weinberg <[weinbergh683@edmonds.wednet.edu](mailto:weinbergh683@edmonds.wednet.edu)> wrote:

Thanks! :)



**Harmony Weinberg**

Communications Manager

She/her pronouns  
425.431.7044 (desk)

971.704.9099 (mobile/Google Voice)

On Wed, Jul 29, 2020 at 1:12 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Chris Bailey  
Manager - IT Operations  
x7101

----- Forwarded message -----

**From:** **Chris & Sheena Bailey** <[baileys.sc@gmail.com](mailto:baileys.sc@gmail.com)>  
**Date:** Wed, Jul 29, 2020, 1:10 PM  
**Subject:** Fwd: Snohomish health district recommends remote learning  
**To:** Bailey, Chris (ESC) <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Chris & Sheena Bailey

<https://www.snohd.org/CivicAlerts.aspx?AID=390>

REMOTE LEARNING RECOMMENDED FOR START OF SCHOOL YEAR IN

SNOHOMISH COUNTY

GIVEN THE CONTINUED INCREASE IN COVID-19 CASES, HEALTH DISTRICT FAVORS REMOTE LEARNING AT THIS TIME.

SNOHOMISH COUNTY, Wash. – Schools across the nation are facing immensely difficult decisions about how to teach students during the COVID-19 pandemic.

Dr. Chris Spitters, Health Officer for the Snohomish Health District, today provided a recommendation to Snohomish County public school superintendents and private school administrators that they plan for distance learning for the start of the school year.

The Centers for Disease Control and Prevention (CDC) released updated guidance for K-12 administrators to aid in preparing for the upcoming school year. Washington’s Office of Superintendent of Public Instruction (OSPI) also issued a district planning guide for reopening schools. These recommendations, as well as a recent statement from State Superintendent Chris Reykdal, all point to the need for local schools and local public health officials to work together to make local decisions.

The level of COVID-19 transmission in the community is one of a number of factors considered when making decisions for the coming year. While school-age children are not typically a high-risk population for this illness, there are many staff and some students who are particularly vulnerable to severe illness due to COVID-19 because of age or underlying medical conditions. It also is important to remember that even otherwise healthy staff and students can have serious and long-lasting complications from a COVID-19 infection, and that transmission in schools may amplify transmission in the community.

Recent case investigations here in Snohomish County have seen one confirmed case quickly spread through a business or an entire household. When considering resuming in-classroom school in the midst of high community transmission, the goal is to reduce the chances of a student or staff member spreading the disease to friends, family members, neighbors, or others who are more vulnerable.

The continued upward trajectory of COVID-19 cases in Snohomish County is concerning. The county’s case rates have continued to climb for more than a month and the rate is now at nearly 100 cases per 100,000 population. This is close to the rate Snohomish County experienced in March when schools first closed.

“Taking all of this into consideration, I have concluded that reopening schools for in-person classes at this time poses a substantial risk to the school and the surrounding community--especially its medically vulnerable members,” Spitters said. “We know that fall is quickly approaching, and plans need to be finalized on how schools will start the academic year. By making this recommendation now, I hope that provides our schools and their staff and families with as much time as possible to prepare for online learning.”

The ability to safely resume in-person instruction in schools is directly linked to the actions of the community. There are steps we all must take to slow the spread of COVID-19 and create an environment that allows for schools to reopen for on-site learning. These include:

Wearing a face cover in public



Maintaining at least six feet of distance from non-household members

Avoiding gatherings larger than five people from outside of your household, and keeping your social group consistent

Staying home and getting tested if you are feeling ill

As we have experienced from the beginning, the COVID-19 pandemic is fluid and continually evolving. The Health District will continue to work with our local schools in the coming weeks and months.

The District wants to acknowledge the hard work, dedication, and care for students and staff that local schools have continually demonstrated since the pandemic emerged earlier this year. The District remains committed to providing schools with the public health support they need, including guidance, data and resources, and also stands ready to provide disease investigation and contact tracing expertise in the event of cases or outbreaks.

School leadership, educators and families should also monitor guidance from the Office of Superintendent of Public Instruction as well as the Washington State Department of Health's schools information page.

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Chris Bailey](#)  
**Subject:** Re: Specially Formulated Mobile Device Sanitizing Wipes!  
**Date:** Thursday, July 30, 2020 8:33:14 AM

---

How did the other wipes that we ordered from Amazon recently work out?

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Thu, Jul 30, 2020 at 8:31 AM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
I vote yes to give them a try!

On Thu, Jul 30, 2020, 8:27 AM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:  
FYI, I just got this from one of our Chromebook parts vendors. Might be something to consider.

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

----- Forwarded message -----

**From:** **AGParts Education** <[info@agpartseducation.com](mailto:info@agpartseducation.com)>  
**Date:** Thu, Jul 30, 2020 at 7:49 AM  
**Subject:** Specially Formulated Mobile Device Sanitizing Wipes!  
**To:** <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>



image



Hi Christine,

Did you know that using hand wipes or other cleansers on your Chromebook devices could leave an unwanted residue on your screens, trackpads, and keyboards? Additionally, cleaners that lack the correct amount, or contain too much, of the agents needed to kill germs and viruses simply aren't sanitizing your devices in the best way possible.

We're here to help. We now offer mobile device wipes that are specially formulated for use on electronic devices. These wipes are safe and effective to use on all electronic devices and components including **LCD screens, keyboards, trackpads, and accessories**. Each container includes 85 thick material wipes measuring 15 x 20 cm, with a 70%, non-irritating, isopropyl alcohol solution.

Ensuring the health and safety of your teachers and students is our number one priority. [Contact](#) your dedicated AGParts Education Account Executive to place an order for our Mobile Device Sanitizing Wipes today. Together, we can stop the spread of COVID-19.

Contact Us

---

## Download our COVID-19 Safety Products Guide!

We've expanded our product line to include essential COVID-19 supplies to support sanitation and social distancing efforts. This product line includes masks, gloves, sneeze guards, social distancing floor decals, sanitizer, dispensers, and more.



[Download COVID-19 Safety Guide](#)



---

[Unsubscribe](#)

AGI Inc, 220 Huff Avenue, Suite 400, Greensburg, Pennsylvania 15601 United States

---

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Christine Pasek](#)  
**Subject:** Re: Specially Formulated Mobile Device Sanitizing Wipes!  
**Date:** Thursday, July 30, 2020 8:32:07 AM

---

Agreed - let's get some ordered!

*Chris Bailey*  
Manager - IT Operations  
x7101

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FYI, I just got this from one of our Chromebook parts vendors. Might be something to consider.

**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

----- Forwarded message -----

**From:** **AGParts Education** <[info@agpartseducation.com](mailto:info@agpartseducation.com)>  
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**To:** <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>



image



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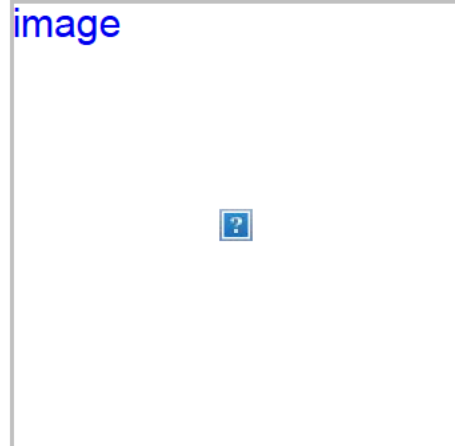
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Contact Us

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[Download COVID-19 Safety Guide](#)



---

[Unsubscribe](#)

AGI Inc, 220 Huff Avenue, Suite 400, Greensburg, Pennsylvania 15601 United States

---

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Staff Going to Student's house  
**Date:** Wednesday, August 26, 2020 6:54:38 PM

---

\*Community Forum Task Force\*

*Chris Bailey*  
Manager - IT Operations  
x7101

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x7101

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**Date:** Wed, Aug 26, 2020 at 6:41 PM  
**Subject:** Re: Staff Going to Student's house  
**To:** Manuel Juzon <[juzonm@edmonds.wednet.edu](mailto:juzonm@edmonds.wednet.edu)>



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**Cc:** [Sarah Luczyk](mailto:luczyks@edmonds.wednet.edu)  
**Subject:** Re: Staff Going to Student's house  
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**To:** [Cynthia E Nelson](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Staff Going to Student's house  
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Chris Bailey  
Manager - IT Operations  
x7101

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**Subject:** Re: Staff Going to Student's house  
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**Date:** Thursday, August 27, 2020 8:42:48 AM

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*x7101*

On Thu, Aug 27, 2020 at 8:40 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
I guess we shall see if Debby Carter says anything during the CER meeting.  
Chris - Please emphasize that we are thinking about using Temp Techs since our contracted staff will be very busy helping remotely, which is many ways is harder than in-person.

----- Forwarded message -----

**From:** **Manuel Juzon** <[juzonm@edmonds.wednet.edu](mailto:juzonm@edmonds.wednet.edu)>  
**Date:** Thu, Aug 27, 2020 at 8:15 AM  
**Subject:** Re: Staff Going to Student's house  
**To:** Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)>

Thank you for the additional information, Cynthia. I've lost track of the reporting relationships.

My thinking is that the majority of the consultation regarding this project would be with HR because this is mainly about personnel. I would be more comfortable from a risk management standpoint if it were our more seasoned staff that were conducting home assistance, which I thought would be less common. Please ask HR to weigh in regarding the use of temp techs for this project.

Thank you.  
Manny

On Wed, Aug 26, 2020 at 6:42 PM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Yes. Chris Bailey is going to bring this up at the CER meeting tomorrow. All Cabinet members attend this meeting. Technology is now supervised by the Superintendent, so the final approval will come from him, after I share with him information from you and Lydia.

Right now we are thinking that we will have to hire more Temp Techs (hourly Prof Tech) to do this work. September will be a busy month, then the work will slow down.

On Wed, Aug 26, 2020 at 6:35 PM Manuel Juzon <[juzonm@edmonds.wednet.edu](mailto:juzonm@edmonds.wednet.edu)> wrote:

Hi Cynthia-

I presume that if we go forward, it has the approval from the appropriate level. Would it

be Cabinet level?

Manny

On Tue, Aug 25, 2020 at 8:19 PM Manuel Juzon <[juzonm@edmonds.wednet.edu](mailto:juzonm@edmonds.wednet.edu)> wrote:

Sounds good. I am open to discussing if any of what I said seem restrictive. Once I have your input, I can then send it to the Pool for additional input, if that is the direction that Chris and Lydia wants to take.

On the "mandated reporting", I think a documented training is required, both for your staff and the district's protection.

Manny

On Tue, Aug 25, 2020 at 6:56 PM Cynthia E Nelson

<[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Manny - Thank you so much for your detailed and quick response. I have a meeting with Chris and Sarah tomorrow so we will discuss this and then reach out to HR, then get back to you.

Cynthia

On Tue, Aug 25, 2020 at 6:10 PM Manuel Juzon <[juzonm@edmonds.wednet.edu](mailto:juzonm@edmonds.wednet.edu)> wrote:

Hi Cynthia- thanks for asking the question. I think this is important enough to figure out, and formulate a plan first, before conferring with the Pool, so we do not paint ourselves in a corner if their initial answer is "no". My thinking is that if we do a good enough job in making a strong case, they can either agree, or tell us what part of the plan they disagree with or would like us reinforce.

My initial thoughts are as follows:

Having "a" staff member go to a student's home is OK, provided that:

- This is the only option available so the student can get internet access at home.
- A supervisor or manager will review each request for a home visit and needs to approve the visit. Supervisor is basically attesting that this is the only option available.
- One of the following will need to be at home and present during the entire time our staff person is in the home:
  1. One or both of the parents, or
  2. An immediate family member such as a grandparent. If the immediate relative is an uncle, aunt, cousin or sibling, that person must be over the age of 21.
  3. If (1) or (2) above cannot be arranged, we need to have two staff members go to the home. The assignment of the two staff members will be rotated; if it can be avoided, we don't want the same two staff members paired up all the time.
  4. A record will be created regarding each visit, to include: Date, staff member name/names, time arrived, time departed, work done, names of individuals present (and their relationship to the student) in the home when visit was made. If the "adult" present is not the parent or grandparents, our staff member should say "We are only allowed to provide assistance at home when someone 21 years of age or over is present." "May I please see a form of ID so I can verify your age?" Just like when someone buys cigarettes or alcohol, they

must be "carded" even if they look over 21 years of age. There will be a "remarks" section in the log where our staff member will need to note anything out of the ordinary. The supervisor or manager that approves the visits will review the visit records on a daily basis.

5. Please run this with HR to ensure that the type of background check we do for the staff that will do the visits is sufficient for what we intend to do. If something were to happen, we don't want to learn then that our staff member has a history of behavior that will expose us to negligent hiring.

6. Staff will be informed that they have the option to cancel the visit or terminate the visit if they feel that the requirements above are not being met, or if there is anything that makes them uncomfortable.

7. Please check with HR as well about "mandated reporting". If one of our staff members go into a home and find unsanitary or unsafe conditions, they need to know what their responsibilities are.

8. Our staff members will observe all health safety protocols and precautions, e.g. social distancing, wearing masks and gloves, etc.

9. Staff will "go in" to start and "get out" when done.

10. We need a way to know ahead of time if there are any pets in the home that could pose a danger to staff, and that this potential threat can be mitigated before we deploy staff to the home.

That is all I can think of for now. They are just initial thoughts so I am happy to discuss.

Manny

On Tue, Aug 25, 2020 at 4:46 PM Cynthia E Nelson

<[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Manny - With all of our students being so dependent on technology to do any learning, we have started a Student/Family Tech Support service. We respond to emails, phone calls and schedule some appointments for them to bring in their Chromebooks to be exchanged for one that works.

As we get into Continuous Learning 2.0 (remote learning) where we hold students more accountable for engaging in instruction, making sure all families have Internet Access is going to become a high priority. We are going to provide mobile hotspots and sponsor Comcast internet services.

There will be rare times, when the only way to get a family connected to the Internet is for us to send one of our tech staff to their homes to do troubleshooting and/or connection of devices. I have not seen anything from WSRMP on this topic, so am wondering if you have any thoughts about this. Is it a "don't do this" or "we will have to do research on this"?

Please let me know your thoughts.  
Cynthia



**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Marné Kristin](#)  
**Cc:** [Jenn Madsen](#); [Amanda Ralston](#); [Chris Bailey](#)  
**Subject:** Re: Staff Workspace  
**Date:** Tuesday, August 4, 2020 12:55:55 PM

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I guess people want to use Google Site instead of Intrado/Presence. Hmm...makes me wonder why we spend so much time with the "teacher toolbox" committee to just have them do whatever they wanted to.

Here is some of my notes from the meetings we had:

**What did we learn about Google sites?**

- Even if you share a new Google site with everyone in our district, they cannot find it by searching. We would need to link it somewhere, like on the district Presence website.
- Tracking changes on new Google sites is not easy. It is straightforward on the classic Google sites.
- You can't make templates on new Google sites. You can on the classic version that will be going away eventually.
- No tagging feature in Google Sites
- Cannot export data from Google Sites

I think we decided to go with Intrado/Presence because of the ability to track changes.

While I am not happy that Student Learning chose to go this route, I think this is something we address after the pandemic is done.

Cynthia

On Tue, Aug 4, 2020 at 12:00 PM Marné Kristin <[kristinm@edmonds.wednet.edu](mailto:kristinm@edmonds.wednet.edu)> wrote:  
Same here.

On Tue, Aug 4, 2020 at 11:40 AM Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)> wrote:  
I just saw this on Shelley's newsletter as well.

**Jennifer Madsen**  
Supervisor, Information Systems  
Technology Department  
Edmonds School District

[425.431.7265](tel:425.431.7265) Phone  
[425.431.7040](tel:425.431.7040) Skyward Helpline  
[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)

[Create a HelpDesk Ticket](#)

On Tue, Aug 4, 2020 at 11:36 AM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:

Hello Staff Workspace team!

Did anyone else know that Student Learning created a new "office site"? It's a Google site. I'm just finding out about it through the Office Connection newsletter that Shelley puts together. I copied the notice below:

## Student Learning School Office Site

### Contact: Sari White

Student Learning has created a new Google Site just for school offices. Please see "[Student Learning School Office Site](#)" for up-to-date Student Learning Department information that pertains to school offices. This site will sit on our Student Learning Workspace under "Helpful Links." We still have the [Student Learning Workspace](#) that has a lot of information to help you work with families, but we think having a space of your own will help in fine tuning some areas of need.

We wish you a wonderful start to the 2020-2021 school year. We know this is a really difficult time for all of us. May you make sure to take time to give yourself grace and patience and we wade through all the logistics to this school year.

Amanda



### Amanda Ralston

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Staffing in Offices at Schools  
**Date:** Monday, September 28, 2020 2:21:18 PM

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I've not circled back with them; wanted your take beforehand. :) I can let them know they can follow up if you like.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 2:19 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
Yes, definitely. Will they send that message so they can escalate if needed?

Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
IT Support Supervisor  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Mon, Sep 28, 2020 at 2:16 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Sarah,  
Lori and Brandon had raised this question because a school Office Manager has been struggling with remote desktop for some time (4 iterations of support that they could recall). Do you agree that Mark's email plus the information below is enough to respond back with "because you've been directed to be on-site, we cannot continue to troubleshoot this remote issue" or something similar?

*Chris Bailey*  
Manager - IT Operations  
x7101

----- Forwarded message -----

**From:** **Greg Schwab** <[schwabg@edmonds.wednet.edu](mailto:schwabg@edmonds.wednet.edu)>  
**Date:** Fri, Sep 4, 2020 at 8:56 AM  
**Subject:** Staffing in Offices at Schools  
**To:** @Elem. Principals <[elem.principals@edmonds.wednet.edu](mailto:elem.principals@edmonds.wednet.edu)>, @Middle Principals <[middleprincipals@edmonds.wednet.edu](mailto:middleprincipals@edmonds.wednet.edu)>, @High Principals <[highprincipals@edmonds.wednet.edu](mailto:highprincipals@edmonds.wednet.edu)>

Good Morning All:

As we have reopened our offices to support staff coming into buildings and also to meet the needs of our community who may require to access someone at their schools, we have been working to identify what the minimum staffing levels are for our school offices. With that in mind, we have developed the following expectations for staffing on-site in offices at each level. Please keep in mind that as teachers access their classrooms for remote learning and as you work to develop your individual school's office staffing plans in alignment with the staffing levels we have identified, you **must** ensure that all staff who are on-site are following all of the following health protocols:

- **Wear face coverings at all times you are inside except behind closed office doors**
- Work on-site at the direction of your immediate supervisor
- While working on-site we expect staff to use email, Zoom, or phone for communications with others
- Work in your own given space and do not cross over into other departments/areas
- Do not congregate within workspaces or common areas
- Lunchrooms may be utilized to prepare food and store foods but not used for breaks or gatherings
- Complete the "Health Attestation Form" upon arriving online daily
- Complete the "Building Access Tracking Form" upon departing online daily
- Adjacent or diagonal cubicles will not have people working in them at the same time
- Physical/social distancing of 6 feet or greater at all times from other humans
- Schedule use of conference rooms with direct supervisor and honor capacity

restrictions

- Limit restroom capacity to two or less at any given time
- Practice proper hand hygiene
- One person in an elevator at a time

Following are the minimum expectations for staffing on-site for each level:

Staffing for Officers at Schools-- School offices are open and the expectation is that we will staff our schools to support them

- a. Each school is responsible for providing a minimum level of office staffing on-site in order to support the needs of staff and the school community

- i. Elementary Minimum Staffing

- 1. Principal
- 2. Assistant Principal (for those elementary schools with an AP)
- 3. Office Manager
- 4. Office Assistant

- ii. Middle School Minimum Staffing

- 1. Principal
- 2.

Assistant Principal

3. Office Manager
4. Attendance Secretary
5. Counseling Secretary/Registrar

iii.

High School Minimum Staffing

1. Principal
2. Assistant Principals
3. Office Manager
4. Attendance Secretary
5. ASB Secretary
6. Counseling Secretary/Registrar

b.

Additional staff may work on-site if necessary, provided that all guidelines are adhered to for staff access to buildings

Please do not hesitate to reach out to your supervisor if you have any questions about this.

Thank you,  
Greg, Helen, Victor, and Dana

**Greg Schwab, Assistant Superintendent (he/him/his)**  
Edmonds School District  
425-431-7105



**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Stewart Mhyre](#)  
**Cc:** [madsenj@edmonds.wednet.edu](#); [Chris Bailey](#)  
**Subject:** Re: Student Engagement  
**Date:** Tuesday, September 15, 2020 5:21:48 PM

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Hi Stewart - We have been exploring a few tools that will help us assess student engagement - CatchOn, LearnPlatform, Gopher. When we have time, we will be doing some analysis on the features and costs of the various options.

I have included Chris Bailey on this email since he has been leading this effort.

We have standardized our LMS to be Canvas for Grade 3-12 and SeeSaw for K-grade 2. We do not allow teachers to use Google Classroom now. This is because it is hard for our students & families to have to learn multiple LMS.

Hope all is well with you. I just announced today that my last day with the Edmonds School District will be Oct. 2, 2020. I am retiring and hope to one day be able to take a long RV trip like you did.

Cynthia

On Tue, Sep 15, 2020 at 2:48 PM Stewart Mhyre <[smhyre@forecast5analytics.com](mailto:smhyre@forecast5analytics.com)> wrote:

Cynthia and Jen,

I hope you are doing well.

These are really different times. Tracking and engaging with students has never been more important and also more difficult. I know that Edmonds is really interested in making data driven decisions. Forecast5 has an increasable tool called 5Lab. It provides so many data analytics, is truly amazing and integrate with Google classroom.

I would love to have someone from Forecast5 show it to you and what districts like West Valley Yakima are doing with it. I think it would provide invaluable information to the leadership, Superintendent and School Board.

Let me know if I can set something up just to show you.

**Stewart Mhyre, MBA** | Senior Analytics Advisor

FORECAST5 ANALYTICS | O 630.955.7651

2135 CityGate Lane, Suite 420, Naperville, IL 60563

[www.forecast5analytics.com](http://www.forecast5analytics.com)

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Merry Senn](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Subbing FAQ for Office Managers / Principals  
**Date:** Thursday, September 17, 2020 1:14:23 PM

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Merry,

This school has a conference room that has a Chromebox with microphone and camera in their conference room. Do you think they could reserve this space for substitutes?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Sep 17, 2020 at 9:34 AM Merry Senn <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)> wrote:

Hey Chris - Debby referred me back to you for this one. Is it possible to get a work station with a camera set up at ALderwood MS for subs? Or would it make more sense to distribute 1 or 2 of the sub lap tops to them?

Thanks for your help!


***Merry Senn***

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

----- Forwarded message -----

**From:** **Merry Senn** <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)>  
**Date:** Thu, Sep 17, 2020 at 8:38 AM  
**Subject:** Re: Subbing FAQ for Office Managers / Principals  
**To:** Brian Stewart <[stewartbr@edmonds.wednet.edu](mailto:stewartbr@edmonds.wednet.edu)>, Debby Carter <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)>

Hello -

Do you mean you have no camera ready workspaces at your school?

Debby - would it make sense to designate 1 or 2 sub laptops to Alderwood MS? Or who could I contact about getting a work station set up there?

Thanks,


**Merry Senn**

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

On Thu, Sep 17, 2020 at 8:28 AM Brian Stewart <[stewartbr@edmonds.wednet.edu](mailto:stewartbr@edmonds.wednet.edu)> wrote:

Hello,

Our Chromeboxes/Chromebits do not have a webcam. So if subs are supposed to log into them, how do we make sure they are seen on camera? We do not have extra webcams available.

Brian

On Tue, Sep 15, 2020 at 8:43 AM Merry Senn <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)> wrote:

Clarification on Attendance!

Subs will not have access to attendance in Skyward. The attendance secretary should be emailing the roster to the sub. Then the sub will report back and the Attendance Sec enters in Skyward.

Please let me know if you have any questions.


**Merry Senn**

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

On Mon, Sep 14, 2020 at 6:53 AM Merry Senn <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)> wrote:

FYI - Here is the outgoing message in Frontline every time a staff member logs in to create an absence:

**NOTICE FOR ALL TEACHERS AND PARAS:**

When a sub has picked up your assignment you MUST DO THE FOLLOWING:

1. **Add the substitute as a co-host to your class Zoom.**
2. Leave the Substitute very specific lesson plans and all of the needed resources.
3. TEACHERS - Upload all lessons into your Canvas/Seesaw.
4. Teachers wanting subs to have access to their LMS course, will need to create a screencast showing them.

PLEASE NOTE - Subs do not have a canvas log in! So they must have co host access to your zoom in order to teach your class.

If you need support, please contact your instructional coach.


***Merry Senn***

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

On Fri, Sep 11, 2020 at 9:59 AM Merry Senn <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)> wrote:

Good Morning!

A few clarifications:

- Office Personnel subs should report to the buildings. They would not work remotely.
- Please forward the Para and Cert FAQs to your staff so they are aware of the protocols and expectations set.
- There is an outgoing message to Teachers in Frontline when they log in that outlines what they need to do to prepare a sub (i.e. make the sub a cohost of zoom, etc.)
- Both the employee and the substitute must sign their respective forms (leave slip or substitute timesheet) and return the signed originals to the office manager so the OM can prepare their monthly payroll as usual. Then, you will send all the original paperwork to payroll like usual, along with your signed report.

I will share more information as it becomes available. Please feel free to contact me with questions and I will do my best to get answers!

Thanks all!


***Merry Senn***

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

On Thu, Sep 10, 2020 at 8:23 AM Merry Senn <[sennm586@edmonds.wednet.edu](mailto:sennm586@edmonds.wednet.edu)> wrote:

Hello!

Thank you so much for working with us as we navigate remote learning. Below you will find an FAQ to help understand how remote learning is working with our subs. Please note the change to how sign in sheets will need to be handled.

Please feel free to contact me with any questions you have.

Substitute FAQ for Principals and OMS

How will subs pick up assignments?

- All assignments will be posted in Frontline like they normally would.

What subs are able to work?

- All Cert subs in Frontline have been trained to work in the remote learning environment.
- All classified subs that are active in Frontline.

How do subs sign in and out?

- The OM should email the PDF of the sign in sheet to the employee who is out and the sub. Then the employee and sub would need to return the signed sheet via mail or drop off to the OM.
- Obviously, if anyone is reporting to the school they can sign in and out in person.

Where do subs report?

- Cert subs – They can report to the school to work if they need a workstation or they can work from home if they have adequate technology. We are working on identifying laptops for subs as well. This is still being arranged and I will update everyone of that process when it is established.
- Para subs will report to the school.
- Office subs are at the schools discretion. If you need them in the building please review all safety expectations. If they are able to work from home, please call and confirm they have the technology needed to complete the tasks for the assignment.

What do subs need when they arrive?

- Subs need to fill out the visitor attestation google doc.
- Subs need to sign in.
- Review of any additional safety protocols in your building.
- Given a workspace for working online.
- Any additional instructions from the employee (materials, plans etc)

When can subs work?

- Subs can be assigned Monday, Tuesday, Thursday and Friday. There are no cert or para subs on Wednesdays.

What do teachers need to do to prepare for an absence?

- Enter their absence in Frontline.
- Attach plans to their absence or email the sub their plans.
- The night before the assignment, the teacher needs to add the sub as a cohost of their Zoom classroom.
- Have all assignments and materials in Canvas.
- The sub WILL NOT have access to the Canvas.

How do subs get access to the teachers Canvas?

- Subs do not have a canvas account. The sub will not access the teachers Canvas/Seesaw directly. Teachers wanting subs to have access to their LMS course, will need to create a screencast showing them and send the screencast to the sub along with their lesson plans, Zoom links, etc.

How do subs get access to the teachers Zoom?

- o Teachers will need to make the sub a cohost of their Zoom.

What do we need to know about Para Subs?

- o Para subs will report to the school.
- o The school is responsible for reviewing safety protocols.
- o If the para is expected to work online (for example, attend a zoom classroom), they will need access to a workspace at the school.
- o We recommend that all para employees have a detailed daily schedule and plan for a substitute. The employee can attach this to their absence in Frontline to easy access.

What do we need to know about Cert Subs?

- o I have attached the Cert FAQ for your reference.

Thank you again, and feel free to reach out to me with any questions.


***Merry Senn***

Substitute Services - Human Resources

Edmonds School District

[SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

 20420 68<sup>th</sup> Ave W Lynnwood, WA 98036

 425-431-7072

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Brian Stewart  
Alderwood Middle School Principal  
Edmonds School District  
425-431-7581  
Member of: [www.ascd.org](http://www.ascd.org) & [www.wsascd.org](http://www.wsascd.org)  
Disaster Distress Helpline: (800)985-5990  
or, text: "TalkWithUs" to 66746

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Substitute Questions  
**Date:** Thursday, August 20, 2020 1:37:23 PM

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Ah - I missed that. Yes - please let her know that we don't believe we have inventory to provide to our subs, and that we believe an order placed now would likely be delayed due to the remote learning climate we are in. If she asks that we pursue a purchase, I will chime in about funding, etc.

Thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Aug 20, 2020 at 1:32 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
I agree with the solution but her email specifically addresses subs in the at-risk group not able to come into district buildings. I am comfortable telling her we do not have a solution for that at this time and defer to you on the response since I have not had much interaction with Debby yet.

Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
IT Support Supervisor  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Thu, Aug 20, 2020 at 1:30 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Still wondering about options on this. How would you feel about replying that we are not aware of a solution to provide subs with computers - but that we can explore whether desktop computers in schools might be available, for subs to come into a district building to teach?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Aug 10, 2020 at 1:41 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Debby,

Thank you for your email. I will be transitioning to the temporary IT Support Supervisor role on August 18 and would definitely like to be included in problem-solving this challenge. I think that I would like to include Chris Bailey as well. Together I think we can determine a solution. Would you like to schedule some time to meet and provide us



with more details or do you think the information provided in your email is sufficient for us to make a plan?

Thank you,  
Sarah



**Sarah Luczyk**

Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Mon, Aug 10, 2020 at 1:17 PM Debby Carter <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)>  
wrote:

Sarah,

I was referred to you regarding some issues with subs having access to technology when subbing in the remote model. One option is to come on site when filling in for a teacher. However, we have a large part of our sub pool who may fall into the high risk area and can sub, but need to do so remotely. It is critical we have an adequate number of subs. Do you have suggestions on who we might problem solve this challenge?

Thanks,  
Debby

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Substitute Questions  
**Date:** Friday, August 21, 2020 12:30:50 PM

---

An estimate of the # needed per day would be a great start. I know HR has some laptops in the HR Conference Room. We could also ask Brandon about L440s available in schools. He pulled some of them back in the spring, but not 100% I believe. That's the most likely path to the solution that I can think of.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Aug 21, 2020 at 12:17 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

----- Forwarded message -----

**From:** **Debby Carter** <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)>  
**Date:** Fri, Aug 21, 2020, 12:10 PM  
**Subject:** Re: Substitute Questions  
**To:** Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>

Sarah,

Thanks for the information. My understanding is that subs currently are using desktops at the schools as most teachers have their laptops at home when they need a sub. If these are not available for subs to access, the problem is going to be more significant since we will need subs and they will need to provide synchronous learning to students. Are there any options for subs to be able to get loaned a computer to use on the day they are subbing and returning at the end of the day? If this is an option, I can work on a proposed process. Or is our inventory such that we are not able to even consider this?

Thanks,  
Debby

On Thu, Aug 20, 2020 at 1:52 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
Debby,

I wanted to make sure to follow up with you regarding the request for computers for substitute teachers. We don't believe we have inventory to provide computers to substitutes that would need to teach remotely at this time. We believe an order placed now would likely be delayed due to the remote learning climate we are in. We do believe we can explore whether desktop computers in schools might be available, for subs to come into a district building to teach.

Thank you,  
Sarah

**Sarah Luczyk**  
Pronouns: She/Her/Hers



IT Support Supervisor  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Mon, Aug 10, 2020 at 1:41 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>  
wrote:

Debby,

Thank you for your email. I will be transitioning to the temporary IT Support Supervisor role on August 18 and would definitely like to be included in problem-solving this challenge. I think that I would like to include Chris Bailey as well. Together I think we can determine a solution. Would you like to schedule some time to meet and provide us with more details or do you think the information provided in your email is sufficient for us to make a plan?

Thank you,  
Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Mon, Aug 10, 2020 at 1:17 PM Debby Carter <[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu)>  
wrote:

Sarah,

I was referred to you regarding some issues with subs having access to technology when subbing in the remote model. One option is to come on site when filling in for a teacher. However, we have a large part of our sub pool who may fall into the high risk area and can sub, but need to do so remotely. It is critical we have an adequate number of subs. Do you have suggestions on who we might problem solve this challenge?

Thanks,  
Debby

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [James Raymond](#)  
**Subject:** Re: Summer Registration Plan  
**Date:** Monday, June 1, 2020 9:33:44 AM

---

Thanks, Jim. Was anyone else from Tech on this email from Shelley?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Jun 1, 2020 at 9:31 AM James Raymond <[raymondj@edmonds.wednet.edu](mailto:raymondj@edmonds.wednet.edu)> wrote:

Chris

You probably already know, but here is an FYI, just in case you had not yet received this information.

Jim

**Jim Raymond**  
Technology Help Desk Specialist  
Technology Department  
Phone: 425.431.4155

On Thu, May 28, 2020 at 2:30 PM Shelley Roehl <[roehls@edmonds.wednet.edu](mailto:roehls@edmonds.wednet.edu)> wrote:

Hi everyone! We are proceeding with a central registration process this summer, but with some tweaks due to COVID and social distancing. Our current plan is to have office staff work at the ESC from July 27 to August 20, no more than 4-5 people in room 101 at a time. There will be no 1:1 interaction with ESD staff and parents. That said:

- Room 101 is reserved from July 24 through August 20 - we can set up the room on July 24 and leave it that way until we are done
- Parents will either drop off packets at a table daily outside of the ESC, or email their packet to a special email
- 3-support secretaries and/or registrars will work 4-hour shifts in room 101 daily to review packet information and input data into Skyward
- I'll prepare a setup diagram for room 101 which will be much less extensive than last year!
- We will need 4 laptops available for the secretaries starting the morning of July 27. The first shift starts at 9:00 am. There will be 8 OP rotating shifts.
- I've asked for a copier again (and will make sure it's stocked with several reams of paper!). Devone Miles will have this set up by the start date.
- Either Leslie Anderson or myself will be available to let the OPs in to start their day unless the ESC opens up by then - earliest start time is 9:00 am

Questions? What have I missed? Let me know!

*Shelley*

---

Shelley Roehl | Administrative Assistant

Superintendent's Office | Edmonds School District

[roehls@edmonds.wednet.edu](mailto:roehls@edmonds.wednet.edu) | ph: 425-431-7176

fax: 425-431-7182

20420 68<sup>th</sup> Ave W Lynnwood WA 98036



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [James Raymond](#)  
**Subject:** Re: Summer Registration Plan  
**Date:** Monday, June 1, 2020 11:44:26 AM

---

Ok - just wanted to make sure Jenn was in the loop. :)  
Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Jun 1, 2020 at 11:43 AM James Raymond <[raymondj@edmonds.wednet.edu](mailto:raymondj@edmonds.wednet.edu)> wrote:

Just me and Jen Madson.

Jim

**Jim Raymond**  
Technology Help Desk Specialist  
Technology Department  
Phone: 425.431.4155

On Mon, Jun 1, 2020 at 9:34 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Thanks, Jim. Was anyone else from Tech on this email from Shelley?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Jun 1, 2020 at 9:31 AM James Raymond <[raymondj@edmonds.wednet.edu](mailto:raymondj@edmonds.wednet.edu)> wrote:

Chris

You probably already know, but here is an FYI, just in case you had not yet received this information.

Jim

**Jim Raymond**  
Technology Help Desk Specialist  
Technology Department  
Phone: 425.431.4155

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Questions? What have I missed? Let me know!

*Shelley*

---

**Shelley Roehl | Administrative Assistant**

Superintendent's Office | Edmonds School District  
[roehls@edmonds.wednet.edu](mailto:roehls@edmonds.wednet.edu) | ph: 425-431-7176  
fax: 425-431-7182

20420 68<sup>th</sup> Ave W Lynnwood WA 98036



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Brandon Crader](#); [Andrea Collins](#)  
**Subject:** Re: Summer School Google Voice Access  
**Date:** Thursday, July 2, 2020 12:41:13 PM

---

Thanks, Brandon!

Andrea - we are moving away from Google Voice, and are instead providing Jabber. I presume this teacher has a laptop, so if I add her to our Jabber list, can one of my staff reach out to her to help her to get setup?

Thanks in advance,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jul 2, 2020 at 12:33 PM Brandon Crader <[craderb@edmonds.wednet.edu](mailto:craderb@edmonds.wednet.edu)> wrote:

FYI

Thanks,

Brandon

Sent from my iPhone

Begin forwarded message:

**From:** Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>  
**Date:** July 2, 2020 at 12:31:59 PM PDT  
**To:** Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>, Brandon Crader <[craderb@edmonds.wednet.edu](mailto:craderb@edmonds.wednet.edu)>  
**Cc:** Christy Frary <[fraryc@edmonds.wednet.edu](mailto:fraryc@edmonds.wednet.edu)>  
**Subject:** Fwd: Summer School Google Voice Access

Hi Peter and Brandon,

I didn't want to open a new ticket, however do you have a status update for Tess Carlson and her access to google voice as a summer school teacher?

Thank you,  
Andrea

**Andrea B. Collins**  
**Principal**  
**College Place Middle School**



**Home of the Cougars!**



**Edmonds School District Contacts during school closure due to COVID-19**

[Edmonds School District Family Resources](#) & [Supplemental Resources for Learning](#)

Chromebook Support Line: (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

Family Support Office Number: 425-431-1454

Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)

For updates on Closure: [CLICK HERE](#)

Additional Resources: <http://bit.ly/ESDfamilysupport>

Begin forwarded message:

**From:** Tess Carlson <[carlson593@edmonds.wednet.edu](mailto:carlson593@edmonds.wednet.edu)>

**Date:** July 2, 2020 at 11:56:45 AM PDT

**To:** Christy Frary <[fraryc@edmonds.wednet.edu](mailto:fraryc@edmonds.wednet.edu)>, Andrea Collins <[CollinsA@edmonds.wednet.edu](mailto:CollinsA@edmonds.wednet.edu)>

**Subject:** Google Voice Access

Hi Andrea and Christy,

I put in a tech ticket on the 28th for Google Voice access and followed up on the 30th but still have not heard anything from tech support. Are there any additional steps I should take to get access?

Thanks,

**Tess Carlson**

Summer School Science Teacher

[CarlsonT593@edmonds.wednet.edu](mailto:CarlsonT593@edmonds.wednet.edu)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Andrea Collins](#)  
**Cc:** [Brandon Crader](#); [Christy Frary](#); [Tess Carlson](#)  
**Subject:** Re: Summer School Google Voice Access  
**Date:** Thursday, July 2, 2020 1:26:19 PM

---

Great - I have added her to our list; if not this afternoon, someone should reach out to her on Monday to assist with setup.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jul 2, 2020 at 1:23 PM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:  
Hi, yes she has a district laptop, and she can be reached anytime.

Thanks for connecting with Tess.

Sincerely,  
Andrea

**Andrea B. Collins**  
**Principal**  
**College Place Middle School**



**Home of the Cougars!**  
**Edmonds School District Contacts during school closure due to COVID-19**  
[Edmonds School District Family Resources](#) & [Supplemental Resources for Learning](#)  
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Family Support Office Number: [425-431-1454](tel:4254311454)  
Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)  
For updates on Closure: [CLICK HERE](#)  
Additional Resources: <http://bit.ly/ESDfamilysupport>

On Jul 2, 2020, at 12:41 PM, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Thanks, Brandon!  
Andrea - we are moving away from Google Voice, and are instead providing Jabber. I presume this teacher has a laptop, so if I add her to our Jabber list, can one of my staff reach out to her to help her to get setup?  
Thanks in advance,

*Chris Bailey*

Manager - IT Operations  
x7101

On Thu, Jul 2, 2020 at 12:33 PM Brandon Crader  
<[craderb@edmonds.wednet.edu](mailto:craderb@edmonds.wednet.edu)> wrote:

FYI

Thanks,

Brandon

Sent from my iPhone

Begin forwarded message:

**From:** Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>  
**Date:** July 2, 2020 at 12:31:59 PM PDT  
**To:** Peter Crawford <[CrawfordP@edmonds.wednet.edu](mailto:CrawfordP@edmonds.wednet.edu)>, Brandon Crader <[craderb@edmonds.wednet.edu](mailto:craderb@edmonds.wednet.edu)>  
**Cc:** Christy Frary <[fraryc@edmonds.wednet.edu](mailto:fraryc@edmonds.wednet.edu)>  
**Subject:** Fwd: Summer School Google Voice Access

Hi Peter and Brandon,

I didn't want to open a new ticket, however do you have a status update for Tess Carlson and her access to google voice as a summer school teacher?

Thank you,  
Andrea

**Andrea B. Collins**  
**Principal**  
**College Place Middle School**



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For updates on Closure: [CLICK HERE](#)

Additional Resources:<http://bit.ly/ESDfamilysupport>

Begin forwarded message:

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<[carlsont593@edmonds.wednet.edu](mailto:carlsont593@edmonds.wednet.edu)>  
**Date:** July 2, 2020 at 11:56:45 AM PDT  
**To:** Christy Frary <[fraryc@edmonds.wednet.edu](mailto:fraryc@edmonds.wednet.edu)>, Andrea Collins <[CollinsA@edmonds.wednet.edu](mailto:CollinsA@edmonds.wednet.edu)>  
**Subject:** Google Voice Access

Hi Andrea and Christy,

I put in a tech ticket on the 28th for Google Voice access and followed up on the 30th but still have not heard anything from tech support. Are there any additional steps I should take to get access?

Thanks,

**Tess Carlson**  
Summer School Science Teacher  
[CarlsonT593@edmonds.wednet.edu](mailto:CarlsonT593@edmonds.wednet.edu)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Marina Espinoza-Tello](#)  
**Cc:** [Garcia, Maria D. \(ESC\)](#)  
**Subject:** Re: Support with Calls to Families  
**Date:** Friday, September 4, 2020 12:23:04 PM

---

Thank you so much! I think Annette will be in touch with you both soon.

Chris Bailey  
Manager - IT Operations  
x7101

On Fri, Sep 4, 2020, 12:15 PM Marina Espinoza-Tello  
<[espinozatellom@edmonds.wednet.edu](mailto:espinozatellom@edmonds.wednet.edu)> wrote:

Hi Chris,

Dr. Vergara asked me to follow up to offer help with making calls to families. I know Maria reached out and that you are working on an internal plan. Please know that we are on standby to help your team. All hands on deck. We're ready!

Thanks,  
Marina

*Marina Espinoza, M.Ed.*

She/Her/Ella Pronouns  
Student Success Coordinator  
Coordinadora del Éxito Académico de Estudiantes  
Diversity, Equity, and Outreach  
[425-431-7086](tel:425-431-7086) Phone | [425-431-7206](tel:425-431-7206) Fax  
20420 68th Ave. W Lynnwood, WA 98036

**District Contact during school closure due to COVID-19**

Family Support Office Number: 425-431-1454  
Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)  
For updates on Closure: [CLICK HERE](#)  
Additional Resources: <http://bit.ly/ESDfamilysupport>

**From:** Chris Bailey on behalf of Chris Bailey <baileym@edmonds.wednet.edu>  
**To:** Alfia Munshi  
**Cc:** Anshul Batta  
**Subject:** Re: Symptom Check?  
**Date:** Monday, September 28, 2020 9:04:26 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

I heard from several last week, but we assume they were related to the issue you had shared with us, so did not make a list at that time Thank you both!

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 8 58 AM Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)> wrote:

Hi Chris

Let us investigate this for you Is this the only respondent facing this issue yet?

@Anshul please look into this

Peace

**Alfia Munshi**

Qualtrics Technology Consultant

Ph +91 96196 96106





20 Years & Onward

[www.ugamsolutions.com](http://www.ugamsolutions.com)

Qualtrics Support | +1.800.340.9194 | [support@qualtrics.com](mailto:support@qualtrics.com) | [www.qualtrics.com/support/](http://www.qualtrics.com/support/) | [Qualtrics experience BASECAMP](#)

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 28 September 2020 21:21  
**To:** Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)>  
**Subject:** Re: Symptom Check?  
**Importance:** High

Thanks, Alfia The "Directories" button is what I forgot about I see Molly Evans there:

Molly Evans    
EvansM520@edmonds.wednet.edu

Attributes Lists Statistics

Summary	
First Name	Molly
Last Name	Evans
Email	EvansM520@edmonds.wednet.edu
Directory Status	Opted-in
Reference ID	283499
Phone Number	13609101011
Language	No Value

It appears she opted in for text messaging, but indicates she has not received them since the 24th

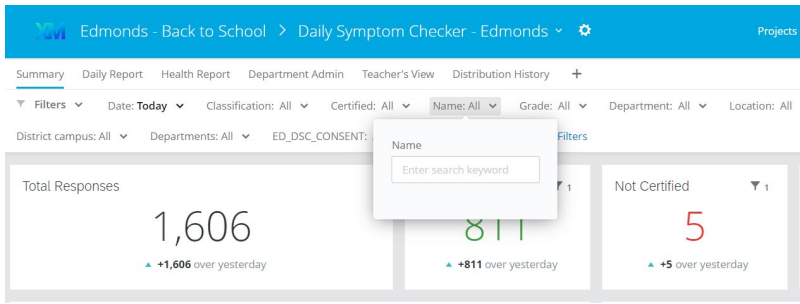
Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 8:42 AM Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)> wrote:

Hi Chris

Good morning! Yes hope you had a wonderful weekend too!!

The dashboard would help you see when the contact last took the survey



As for the timeline of the invites etc please navigate to the below

Status	First Name	Last Name	Email	Reference ID	Language	Classification	ED_DSC_E
Opted-in	Tess	Carlson	CarlsonT593@edmonds.w...	380374		E	N

**Tess Carlson**  
CarlsonT593@edmonds.wednet.edu

**Attributes**

First Name	Tess
Last Name	Carlson
Email	CarlsonT593@edmonds.wednet...
Directory Status	Opted-in
Reference ID	380374
Phone Number	No Value
Language	No Value
Classification	E
Contact Number	2067196507
Department	COLLEGE PL MDLE
ED_DSC_EXCLUDE	N
ED_DSC_STATUS	NOT CERTIFIED
EMPL_ID	380374

In case you still have queries please feel free to revert

Peace

**Alfia Munshi**

Qualtrics Technology Consultant

Ph +91 96196 96106



[www.ugamsolutions.com](http://www.ugamsolutions.com)

Qualtrics Support | +1.800.340.9194 | [support@qualtrics.com](mailto:support@qualtrics.com) | [www.qualtrics.com/support/](http://www.qualtrics.com/support/) | [Qualtrics experience BASECAMP](#)

**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 28 September 2020 21:02  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Subject:** Fwd: Symptom Check?  
**Importance:** High

Alfia,

Good morning Hope you had a good weekend! I was having difficulty finding tracking down where I can filter by an individual to see when they last received the attestation email Is this a permissions issue or was I in the wrong dashboard?

Thanks in advance,

Chris Bailey  
 Manager - IT Operations  
 x7101

----- Forwarded message -----

From: **Andrea Collins** <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>  
Date: Mon, Sep 28, 2020 at 6:53 AM  
Subject: Re: Symptom Check?  
To: Molly Evans <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)>  
Cc: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Molly,

Thank you for letting us know again

Happy Monday,

Andrea

**Andrea B. Collins**

*She/Her/Hers*

**Principal  
College Place Middle School  
Home of the Cougars!**

[CollinsA@edmonds.wednet.edu](mailto:CollinsA@edmonds.wednet.edu)

Resources For Families & Students:

[ESD Family Support](#)

[Supplemental Resources](#)

[Family Canvas Resources](#)

[Student Canvas Resources](#)

On Sep 28, 2020, at 6:47 AM, Molly Evans <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)> wrote:

Hello Chris and Andrea,

I didn't get it again today. But I am not on campus today.

Thank you,

Molly

On Sat, Sep 26, 2020 at 8:27 PM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Chris,

CPM Teacher Molly Evans, did not get her auto generated email from the Qaltrics health symptom check on Friday, 9/25.

Can you please troubleshoot this concern for us?

Molly is typically on campus daily.

Thank you,

Andrea

**Andrea B. Collins**

**Principal**

*She/Her/Hers*



**Andrea B. Collins**  
Principal/Directora: se habla español  
College Place Middle School

[CollinsA@edmonds.wednet.edu](mailto:CollinsA@edmonds.wednet.edu)

Home of the Cougars!

Distance Learning Guides: [For Staff](#) & [For Families](#)

Tech Ph. (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

----- Forwarded message -----

From: **Molly Evans** <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)>  
Date: Fri, Sep 25, 2020 at 10:17 AM  
Subject: Re: Symptom Check?



To: Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>

Andrea,

I am on campus.

I understand completely! I just assume you have like 1000 emails all the time.

Happy Friday!

Molly

On Fri, Sep 25, 2020 at 10 08 AM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Molly,

Sorry my inbox is full today with ShoutOuts. etc, and I have 7:30-8:30mtg and a 9-9:45am mtg...

Let me know if you are on campus? And thank you for letting me know as well that you did not receive the email and/or text alert, I will follow-up with Tech

Thank you,

Andrea

**Andrea B. Collins**

**Principal**

*She/Her/Hers*



**Andrea B. Collins**  
Principal/Directora: se habla español  
College Place Middle School

[CollinsaA@edmonds.wednet.edu](mailto:CollinsaA@edmonds.wednet.edu)

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On Fri, Sep 25, 2020 at 7:43 AM Molly Evans <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)> wrote:

Hello Andrea,

I never received a Symptom Check today via email. I have been checking the box that asks to get the survey through my cellphone number, but it isn't there either. I want to come into school. I also don't have symptoms and I haven't been in contact with someone who has Covid. I'm not sure what to do.

--

Molly Evans

8th Grade Humanities

College Place Middle School

Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

--

Molly Evans

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Andrea Collins](#)  
**Cc:** [Molly Evans](#); [Mara Marano-Bianco](#)  
**Subject:** Re: Symptom Check?  
**Date:** Monday, September 28, 2020 8:05:37 AM

---

Thank you both; I've heard of several issues related to text messages not arriving, and I know Qualtrics was working on some issues with a carrier late last week. I expect an update later this morning. In the interim, please use the visitor link on your building entry door, if you do need to come on campus.

Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 28, 2020 at 6:53 AM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Molly,

Thank you for letting us know again.

Happy Monday,  
Andrea

**Andrea B. Collins**  
*She/Her/Hers*  
**Principal**  
**College Place Middle School**  
**Home of the Cougars!**  
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Family Canvas Resources  
[Student Canvas Resources](#)

On Sep 28, 2020, at 6:47 AM, Molly Evans  
<[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)> wrote:

Hello Chris and Andrea,

I didn't get it again today. But I am not on campus today.

Thank you,

Molly

On Sat, Sep 26, 2020 at 8:27 PM Andrea Collins

<[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Chris,

CPM Teacher Molly Evans, did not get her auto generated email from the Qaltrics health symptom check on Friday, 9/25.

Can you please troubleshoot this concern for us?

Molly is typically on campus daily.

Thank you,  
Andrea

**Andrea B. Collins**

**Principal**

*She/Her/Hers*



**Andrea B. Collins**

**Principal/Directora: se habla español**

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----- Forwarded message -----

From: **Molly Evans** <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)>

Date: Fri, Sep 25, 2020 at 10:17 AM

Subject: Re: Symptom Check?

To: Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>

Andrea,

I am on campus.

I understand completely! I just assume you have like 1000 emails all the time.

Happy Friday!

Molly

On Fri, Sep 25, 2020 at 10:08 AM Andrea Collins

<[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Molly,

Sorry my inbox is full today with ShoutOuts. etc, and I have 7:30-8:30mtg and a 9-9:45am mtg...

Let me know if you are on campus? And thank you for letting me know as well that you did not receive the email and/or text alert, I will follow-up with Tech

Thank you,  
Andrea

**Andrea B. Collins**

**Principal**

*She/Her/Hers*



**Andrea B. Collins**

**Principal/Directora: se habla español**

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On Fri, Sep 25, 2020 at 7:43 AM Molly Evans

<[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)> wrote:

Hello Andrea,

I never received a Symptom Check today via email. I have been checking the box that asks to get the survey through my cellphone number, but it isn't there either. I want to come into school. I also don't have symptoms and I haven't been in contact with someone who has Covid. I'm not sure what to do.

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Molly Evans

8th Grade Humanities

College Place Middle School

Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

--

Molly Evans

8th Grade Humanities  
College Place Middle School  
Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

--

Molly Evans  
8th Grade Humanities  
College Place Middle School  
Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

**From:** Chris Bailey on behalf of Chris Bailey <baileym@edmonds.wednet.edu>  
**To:** Alfia Munshi  
**Cc:** Anshul Batla; Harmony Weinberg; Mara Marano-Bianco; Cindy-Lou Goergen  
**Subject:** Re: Symptom Check?  
**Date:** Monday, September 28, 2020 9:11:12 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

Yes, I do want to make that change. I think we will need to modify the "opt in to text messaging" page to clarify that if you opt in, you will also still receive email messages. Can you make this change as well?

If you wish to opt-in to receive the daily symptom check survey through text messages on your phone in addition to via email, please enter your cell phone number.

In the future, if you wish not to receive these text messages, you can change this selection later.

Text messages will be delivered at 4:30AM Monday through Friday.

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 9:08 AM Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)> wrote:

In that case if you'd like to switch to Email + SMS instead of SMS only please let us know as this will be an ongoing process for Edmonds SD

Peace

**Alfia Munshi**

Qualtrics Technology Consultant

Ph +91 96196 96106



20 Years & Onward

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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 28 September 2020 21:34  
**To:** Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)>  
**Cc:** Anshul Batla <[anshul.batla@ugamsolutions.com](mailto:anshul.batla@ugamsolutions.com)>  
**Subject:** Re: Symptom Check?  
**Importance:** High

I heard from several last week, but we assume they were related to the issue you had shared with us, so did not make a list at that time

Thank you both!

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 8:58 AM Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)> wrote:

Hi Chris

Let us investigate this for you. Is this the only respondent facing this issue yet?

@Anshul please look into this

Peace

**Alfia Munshi**

Qualtrics Technology Consultant

Ph +91 96196 96106



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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 28 September 2020 21:21  
**To:** Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)>  
**Subject:** Re: Symptom Check?

Importance: High

Thanks, Alfia The "Directories" button is what I forgot about I see Molly Evans there:

Molly Evans    
EvansM520@edmonds.wednet.edu

Attributes Lists Statistics

Summary	
First Name	Molly
Last Name	Evans
Email	EvansM520@edmonds.wednet.edu
Directory Status	Opted-in
Reference ID	283499
Phone Number	13609101011
Language	No Value

It appears she opted in for text messaging, but indicates she has not received them since the 24th

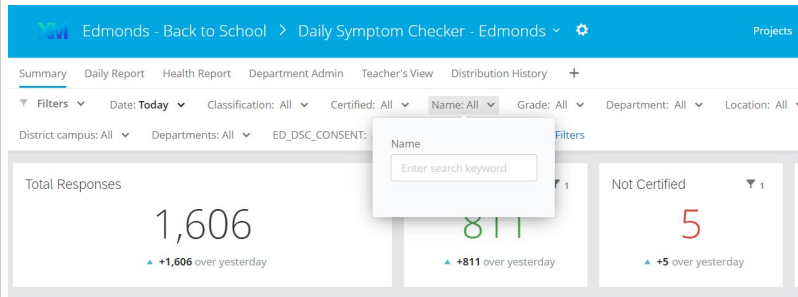
Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020 at 8:42 AM Alfia Munshi <[alfia\\_munshi@ugamsolutions.com](mailto:alfia_munshi@ugamsolutions.com)> wrote:

Hi Chris

Good morning! Yes hope you had a wonderful weekend too!

The dashboard would help you see when the contact last took the survey



As for the timeline of the invites etc please navigate to the below



**XM Directory** Projects Directories Actions Library Admin Help

Summary **Directory Contacts** Lists Distributions Automations Directory Settings 3 of 3 Tasks Completed

1 contact  [Advanced Filter](#) Directory Options **+ Add Directory Contacts** [View Experiences](#)

Status	First Name	Last Name	Email	Reference ID	Language	Classification	ED_DSC_E
<input checked="" type="checkbox"/> Opted-in	Tess	Carlson	CarlsonT593@edmonds.w...	380374		E	N

**Tess Carlson**  
CarlsonT593@edmonds.wednet.edu

Attributes Lists Statistics

**Summary**

First Name: Tess  
Last Name: Carlson  
Email: CarlsonT593@edmonds.wednet...  
Directory Status: Opted-in  
Reference ID: 380374  
Phone Number: No Value  
Language: No Value

All Attributes [Add Attribute](#)

Classification: E  
Contact Number: 2067196507  
Department: COLLEGE PL MDLE  
ED\_DSC\_EXCLUDE: N  
ED\_DSC\_STATUS: NOT CERTIFIED  
EMPL\_ID: 380374

1 of 1

In case you still have queries please feel free to revert

Peace

**Alfia Munshi**

Qualtrics Technology Consultant

Ph: +91 96196 96106



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**From:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Sent:** 28 September 2020 21:02  
**To:** Alfia Munshi <[alfia.munshi@ugamsolutions.com](mailto:alfia.munshi@ugamsolutions.com)>  
**Subject:** Fwd: Symptom Check?  
**Importance:** High

Alfia,

Good morning! Hope you had a good weekend! I was having difficulty finding tracking down where I can filter by an individual to see when they last received the attestation email. Is this a permissions issue or was I in the wrong dashboard?

Thanks in advance,

*Chris Bailey*  
 Manager - IT Operations  
 x7101

----- Forwarded message -----

**From:** Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)>  
**Date:** Mon, Sep 28, 2020 at 6:53 AM  
**Subject:** Re: Symptom Check?  
**To:** Molly Evans <[evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)>  
**Cc:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Hi Molly,

Thank you for letting us know again

Happy Monday,

Andrea

**Andrea B. Collins**

*She/Her/Hers*

**Principal**  
**College Place Middle School**  
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[Supplemental Resources](#)

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**Principal**

*She/Her/Hers*



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Hi Molly,

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Let me know if you are on campus? And thank you for letting me know as well that you did not receive the email and/or text alert, I will follow-up with Tech

Thank you,

Andrea

**Andrea B. Collins**

Principal

*She/Her/ Hers*



**Andrea B. Collins**  
Principal/Directora: se habla español  
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Molly Evans

8th Grade Humanities

College Place Middle School

Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

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Molly Evans

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Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

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Molly Evans

8th Grade Humanities

College Place Middle School

Email: [evansm520@edmonds.wednet.edu](mailto:evansm520@edmonds.wednet.edu)

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**From:** [Cindy-Lou Goergen](#) on behalf of [Cindy-Lou Goergen <goergenc@edmonds.wednet.edu>](#)  
**To:** [baileym@edmonds.wednet.edu](#)  
**Cc:** [Mara Marano-Bianco](#); [Sarah Luczyk](#)  
**Subject:** Re: Symptoms Screening Attestation Form (ESC Staff) - Invitation to edit  
**Date:** Thursday, July 16, 2020 4:06:46 PM

---

Sounds perfect. Our calendars are current for Monday!

Thank you both so much!

Cindy

On Thu, Jul 16, 2020 at 3:48 PM Chris Bailey <[baileym@edmonds.wednet.edu](#)> wrote:  
Thanks, Sarah. Cindy - maybe we should set something up for Monday so the four of us can talk through the logic, etc.?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jul 16, 2020 at 3:41 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](#)> wrote:  
Hi Cindy,

Thank you for your feedback. The following logic is already set up (it is hard to see without clicking on the question):

1. If someone selects 'Yes' for the close contact question it will take them to the Close Contact section and then the Not Cleared to Work section.
2. If someone selects 'Yes' for the COVID-19 diagnosis question it will take them to the Positive COVID-19 Diagnosis section and then the Not Cleared to Work section.
3. If someone selects 'No' for the close contact question it will take them to the COVID-19 diagnosis question and if they answer 'No' for that question it will take them to the Cleared to Work section.
4. Everyone has to complete the Confirmation section at the end.

I am not able to do what you are asking for the symptoms question, but maybe there is another way to cover symptoms/logic. I will try some things and let you know. It might not hurt to talk it through before we make it live too. Let me know what works for you.

Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Thu, Jul 16, 2020 at 3:28 PM Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)> wrote:

Hi Team!

Thank you Chris and Sarah for your help! I don't think this is possible, but you are the tech experts, so here it goes...

If someone checks a box other than "none of the above" in the symptom checklist in Section 1, can it automatically punt them to Section 5? Same for a "yes" answer to any of the other questions in Section 1? I am just wondering if there is a way to send them to the correct section of "cleared" or "not cleared" instead of going through each section.

If this is easier to talk about in a meeting, Mara will be back from vacation on Monday.

Thank you!  
Cindy

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
[20420 68th Ave W.](https://www.edmonds.wednet.edu/20420-68th-Ave-W)  
[Lynnwood, WA 98036-7405](https://www.edmonds.wednet.edu/lynnwood-wa-98036-7405)

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)  
425-431-1711

Preferred pronouns: She/Her

Mondays: Out of District  
Tuesdays: Meadowdale Middle School  
Wednesdays: Meadowdale Middle School  
Thursdays: Department Support  
Fridays: Department Support

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On Thu, Jul 16, 2020 at 1:26 PM Chris Bailey (via Google Forms) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)> wrote:

Chris Bailey has invited you to edit the following form:



Symptoms Screening Attestation Form (ESC Staff)



Mara/Cindy,  
Sarah put together this Google Form. Please look it over and let us know if you'd like to review/discuss together.  
Thanks,

Chris

Open in Forms

Google Forms: Create and analyze surveys.

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](https://www.google.com)



--

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
20420 68th Ave W.  
Lynnwood, WA 98036-7405

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)

425-431-1711

Preferred pronouns: She/Her

Mondays: Out of District

Tuesdays: Meadowdale Middle School

Wednesdays: Meadowdale Middle School

Thursdays: Department Support

Fridays: Department Support

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Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치):/

: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии): <http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Cc:** [Cindy-Lou Goergen](#); [Mara Marano-Bianco](#)  
**Subject:** Re: Symptoms Screening Attestation Form (ESC Staff) - Invitation to edit  
**Date:** Thursday, July 16, 2020 3:47:55 PM

---

Thanks, Sarah. Cindy - maybe we should set something up for Monday so the four of us can talk through the logic, etc.?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Thu, Jul 16, 2020 at 3:41 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
Hi Cindy,

Thank you for your feedback. The following logic is already set up (it is hard to see without clicking on the question):

1. If someone selects 'Yes' for the close contact question it will take them to the Close Contact section and then the Not Cleared to Work section.
2. If someone selects 'Yes' for the COVID-19 diagnosis question it will take them to the Positive COVID-19 Diagnosis section and then the Not Cleared to Work section.
3. If someone selects 'No' for the close contact question it will take them to the COVID-19 diagnosis question and if they answer 'No' for that question it will take them to the Cleared to Work section.
4. Everyone has to complete the Confirmation section at the end.

I am not able to do what you are asking for the symptoms question, but maybe there is another way to cover symptoms/logic. I will try some things and let you know. It might not hurt to talk it through before we make it live too. Let me know what works for you.

Sarah



**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Thu, Jul 16, 2020 at 3:28 PM Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)> wrote:

Hi Team!

Thank you Chris and Sarah for your help! I don't think this is possible, but you are the tech experts, so here it goes...

If someone checks a box other than "none of the above" in the symptom checklist in

Section 1, can it automatically punt them to Section 5? Same for a "yes" answer to any of the other questions in Section 1? I am just wondering if there is a way to send them to the correct section of "cleared" or "not cleared" instead of going through each section.

If this is easier to talk about in a meeting, Mara will be back from vacation on Monday.

Thank you!  
Cindy

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
20420 68th Ave W.  
Lynnwood, WA 98036-7405

[GoergenC@edmonds.wednet.edu](mailto:GoergenC@edmonds.wednet.edu)  
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: (حقوق الوالدين والطالب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии): <http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>


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On Thu, Jul 16, 2020 at 1:26 PM Chris Bailey (via Google Forms) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)> wrote:

Chris Bailey has invited you to **edit** the following form:

 [Symptoms Screening Attestation Form \(ESC Staff\)](#)

 Mara/Cindy,  
Sarah put together this Google Form. Please look it over and let us know if you'd like to review/discuss together.  
Thanks,

Chris

[Open in Forms](#)

Google Forms: Create and analyze surveys.  
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cindy-Lou Goergen](#)  
**Cc:** [Mara Marano-Bianco](#)  
**Subject:** Re: Symptoms checker  
**Date:** Wednesday, September 30, 2020 10:10:38 AM

---

Got it - thank you!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Wed, Sep 30, 2020 at 9:56 AM Cindy-Lou Goergen <[goergenc@edmonds.wednet.edu](mailto:goergenc@edmonds.wednet.edu)> wrote:

Hi Chris,

If it is not attributable to a known condition (such as allergies), then yes. Many symptoms cross the upper respiratory infections, flu and COVID. If they have symptoms, then yes, they should work remotely if that is an option, or take leave. We know this will be challenging. Thus the reasons for all the hand washing, social distancing, and face coverings. I wish I had a better answer for you. If the staff member feels more symptoms coming, they should consider testing. A negative COVID test may shorten the length of time needed to work remotely.

Take care,  
Cindy

Cindy Goergen, MSN, RN, NCSN  
Certificated School Nurse  
Student Health Services Department  
20420 68th Ave W.  
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On Wed, Sep 30, 2020 at 9:29 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Good morning!

See below from one of my supervisors; with the cold/flu season coming, will our staff who present any symptoms that "could" be Covid-19 be expected to stay home (and work remotely, I presume)? Thanks in advance for your thoughts.

*Chris Bailey*  
Manager - IT Operations  
x7101

----- Forwarded message -----

From: **Debbie Erickson** <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>

Date: Wed, Sep 30, 2020 at 9:12 AM

Subject: Symptoms checker

To: Bailey, Chris (ESC) <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Chris, is the daily symptoms checker set up to keep any illness at all out of district buildings? One of my staff has a stuffy nose and the symptoms checker says to stay home. Is that right?

Thanks,

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Subject:** Re: Symptoms checker  
**Date:** Wednesday, September 30, 2020 9:14:06 AM

---

I believe that any symptom that "could be" Covid-19 is on the screening list, and that employees are supposed to stay home if they present with any of these symptoms. I can double-check with Health Services to be sure.

*Chris Bailey*  
Manager - IT Operations  
x7101

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IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

**From:** [Cindy-Lou Goergen](#) on behalf of [Cindy-Lou Goergen <goergenc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Cc:** [Mara Marano-Bianco](#)  
**Subject:** Re: Symptoms checker  
**Date:** Wednesday, September 30, 2020 9:56:06 AM

---

Hi Chris,

If it is not attributable to a known condition (such as allergies), then yes. Many symptoms cross the upper respiratory infections, flu and COVID. If they have symptoms, then yes, they should work remotely if that is an option, or take leave. We know this will be challenging. Thus the reasons for all the hand washing, social distancing, and face coverings. I wish I had a better answer for you. If the staff member feels more symptoms coming, they should consider testing. A negative COVID test may shorten the length of time needed to work remotely.

Take care,  
Cindy

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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From: **Debbie Erickson** <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>

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IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Subject:** Re: Symptoms checker  
**Date:** Wednesday, September 30, 2020 10:11:40 AM

---

Here's what I got back:

If it is not attributable to a known condition (such as allergies), then yes. Many symptoms cross the upper respiratory infections, flu and COVID. If they have symptoms, then yes, they should work remotely if that is an option, or take leave. We know this will be challenging. Thus the reasons for all the hand washing, social distancing, and face coverings. I wish I had a better answer for you. If the staff member feels more symptoms coming, they should consider testing. A negative COVID test may shorten the length of time needed to work remotely.

Let me know your thoughts; we can process the implications together in our meeting tomorrow afternoon if you like.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Wed, Sep 30, 2020 at 9:27 AM Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)> wrote:

That will keep many, many people that are used to working with a minor illness from working in the office for the duration of their illness. I sure hope that we can allow staff to keep working remotely while we are using this health attestation system. Unfortunately, that could still leave us in a bind when it comes to network staff who need to sometimes physically go to wiring closets. This will be a challenging cold and flu season.

Thanks,

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

On Wed, Sep 30, 2020 at 9:14 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

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*Chris Bailey*  
Manager - IT Operations  
x7101

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*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Debbie Erickson](#)  
**Cc:** [Bailey, Chris \(ESC\)](#); [Annette Thornhill](#)  
**Subject:** Re: T-Mobile Order  
**Date:** Saturday, September 12, 2020 1:02:15 PM

---

Thanks. I will monitor this and tell Christine to submit a purchase request for 100 mobile hotspots from T-mobile on Monday.

On Fri, Sep 11, 2020 at 5:58 PM Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)> wrote:

I've let Dustin know that he can send the contract to Lydia now.

Thanks,

*Debbie Erickson*

IT Infrastructure Supervisor  
Edmonds School District  
425-431-7264

On Fri, Sep 11, 2020 at 5:28 PM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:

Hi All - T-Mobile will be sending a DocuSign envelope to Lydia for her signature. Lydia - If you could sign as soon as possible, it will be appreciated since we are out of mobile hotspots and the requests are starting to escalate (50 today).

Here is supporting documentation:

- A copy of the Covid-19 Education Agreement (document that will be in the envelope).
  - We plan to ask for 500 service lines at \$20/month so the total is \$120,000. They told us that we do not have to actually purchase all 500, but including this number will eliminate the need to sign an agreement for each purchase order. RE\_2 Hotspot Accounts.eml is the email that confirms this.
  - This is covered under NASPO
- A spreadsheet (Continuous Learning Hotspot Matrix) that shows the quotes we received for this.
  - T-Mobile Project 10 Million is the least expensive, but is only for NSLP families and hotspots will not be available until mid-October. We cannot wait that long.
  - Kajeet is what we are using now for student mobile hotspots. While we would like to continue with them, they too have a delay in providing hotspots to us (about 3 weeks). Also there are bandwidth limitations that can be a problem during 100% remote learning.

We do plan to use CARES Act funding for this and some hotspots will be used for staff.

Please let me know if you have any questions.  
Thanks,

| | Cynthia

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Beckley, Brian J.](#)  
**Subject:** Re: TAC 2020-21  
**Date:** Wednesday, September 9, 2020 2:52:21 PM  
**Attachments:** [image001.png](#)

---

Count me in!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Sep 9, 2020 at 2:15 PM Beckley, Brian J. <[BBeckley@everettsd.org](mailto:BBeckley@everettsd.org)> wrote:

Good afternoon all.

Wow! First day of school! Now more than ever our Technology Advisory Council plays an important role in guiding the district's monitoring and updating of the Integrated Technology Plan, planning for a potential Capital Technology Levy, and now we include remote learning.

You have been part of our TAC this past year and I am checking to see if you would be interested in continuing with our group. We will begin meeting remotely, but hopefully at some point we would begin to meet in person. Please let me know if you can continue with us.

Our meeting dates are:

- October 29
- December 3
- February 11
- March 11
- April 22
- May 20

All meetings begin at 4:30pm.

Thanks for considering.



**Brian Beckley**

**Chief Information Officer**

Learning & Information Technology Services

[bbeckley@everettsd.org](mailto:bbeckley@everettsd.org)

425-385-4200

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Emily Yim](#)  
**Cc:** [Gustavo Balderas](#); [Chris Bailey](#)  
**Subject:** Re: TMobile Follow Up - Technology/Internet Access Needs  
**Date:** Monday, September 14, 2020 6:15:36 AM

---

Emily - Thank you for coordinating the meeting.

For Edmonds School District, I would say that our potential need is 50 mobile hotspots through this program. We are not part of Sprint 1 million. In the Notes, I would put: Delay of receiving hotspots is a reason we are moving forward with ordering some through the COVID-19 Education program offered by T-Mobile. We have also already deployed 400 Kajeet hotspots last Spring and are offering sponsorship with Comcast Internet Essentials for our Free/Reduced Lunch families so there will be only a few left that would need hotspots by mid-October.

Cynthia Nelson

On Fri, Sep 11, 2020 at 2:12 PM Emily Yim <[emilyy@wabsalliance.org](mailto:emilyy@wabsalliance.org)> wrote:

Thank you all for joining yesterday's call with our partners at TMobile as they launch their community investment program called Project 10 Million to support internet and technology access for families across the country.

**Key items discussed:**

1. Summary of the catalyst and purpose of Project 10 Million - provided by VP Dave Bezzant, TMobile.

2. Project 10 Million will provide for households that qualify for free and reduced lunch and in coordination through the school district.

- Free 100GB per year
- 100GB data, \$12 per month
- Unlimited data, \$15 per month

\*Please note, there is an allocation per state and will be rolled out over 10 years to serve 10Million households. This is also to help ensure that all allocations are not absorbed by a few districts at once.

3. Districts who are receiving the Sprint 1 Million program and want to discuss transitioning into Project 10 Million include: Renton, Northshore, Everett, Highline. Carl Done, Sr Manager, TMobile will host a meeting to discuss the transition with the districts specifically as Sprint is now a part of TMobile.

4. Areas of challenges/concerns brought up by school districts include:

- Co-location of cell towers - Highline
- Lack of cell towers in certain communities - Mukilteo
- Need for FCC support/policy
- Information getting lost and not out to the districts from OSPI/State about Project 10 Million

**ACTION ITEM:**

WABS is gathering any final unmet hotspot and data needs for our WABS member districts that could utilize Project 10 Million support. I would like to provide the



aggregate and the school district needs to TMobile if you are interested.

I know many of you will have a better sense over the days to come of what that gap or balance may be. If you can provide that to me by the end of next **Friday, 9/18** that would be great. See attached document. If you are aware of coverage issues please note that as well in the attachment.

If you have any further questions, please let me know or our colleague Carl Done, Sr Manager at TMobile at [Carl.Done@t-mobile.com](mailto:Carl.Done@t-mobile.com).

Thank you!  
Emily Yim

--

**Emily Yim, Executive Director**

(She|Her|Hers)

Washington Alliance for Better Schools (WABS)

[www.wabsalliance.org](http://www.wabsalliance.org)

Shoreline Conference Center

18560 1st Ave NE

Shoreline, WA 98155

w: 206-393-4917 [emilyy@wabsalliance.org](mailto:emilyy@wabsalliance.org)

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Mara Vlasic](#)  
**Cc:** [Chris Bailey](#); [Lauren Wishkoski](#); [Christopher Ellinger](#)  
**Subject:** Re: Teacher Candidate Devices  
**Date:** Tuesday, June 16, 2020 11:31:53 AM

---

Chris Bailey, Lauren and I have a meeting tomorrow. We will discuss this and get back to you.

On Tue, Jun 16, 2020 at 11:16 AM Mara Vlasic <[vlasicma@edmonds.wednet.edu](mailto:vlasicma@edmonds.wednet.edu)> wrote:

Good afternoon,

I know that this topic most likely got pushed to the back burner with the pandemic and all, but I wanted to reach out to you all and see if there was any update about providing Teacher Candidates with district issued devices.

The teacher candidate coordinator at MTHS, Chris Ellinger (cc'd), reached out to me today asking about any follow up from the Tech-LIT meeting where this was discussed last winter. He is currently interviewing teacher candidates for the upcoming school year and he realizes that now, more than ever, they will need a district issued device, when and if we go to a hybrid or remote learning model. It will be extremely difficult to support them if they don't have similar equipment.

Has there been any further discussions on this topic? I know that Chris is more than willing to provide any further information in regards to teacher candidates and their experiences in our schools. Thank you and I hope you are all doing well.

Sincerely,  
Mara Vlasic

--



**Mara Vlasic**

Instructional Technology Coach at [MTHS](#) & [LHS](#)

**Phone:** 425-431-5752

**Resources during the Closure:** [For Families](#) / [For Staff](#)

[vlasicma@edmonds.wednet.edu](mailto:vlasicma@edmonds.wednet.edu)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](mailto:Chris Bailey <baileym@edmonds.wednet.edu>)  
**To:** [Christa Polzin](#)  
**Cc:** [Lauren Wishkoski](#)  
**Subject:** Re: Teacher Question about Audio for Instruction  
**Date:** Wednesday, July 15, 2020 11:15:23 AM  
**Attachments:** [Classroom Reopening Challenges AB0581US01-1 \(1\).pdf](#)

---

Christa,

Good question. I asked Lightspeed for their recommendation, and the attached is what they have put together for supporting using Lightspeed sound systems with Zoom meetings (for example). It sounds like (per Rob) we are not expecting teachers to interact with students via Zoom while in the classroom, but I would think Lightspeed sound systems would be our preferred in-classroom amplification option as well?

*Chris Bailey*  
*Manager - IT Operations*  
x7101

On Wed, Jul 15, 2020 at 10:28 AM Christa Polzin <[polzinc@edmonds.wednet.edu](mailto:polzinc@edmonds.wednet.edu)> wrote:  
Since you are involved in more of the operations and tech resources discussions, I thought that I would share this concern and question from a teacher:

I teach at Meadowdale HS, and some of our rooms are acoustically challenging—meaning that normal

instructional volume can get lost in a packed classroom, as can student voices.

I have done some practice speaking with facemasks on and it is not promising, at least for my voice.

So: I am looking for some technology that can take a wireless signal from a portable microphone and put

it into my computer sound system. Please let me know if anyone has any ideas. I imagine that this could

be a popular item.

Thanks for the help,  
Bob Youngken  
Science Teacher  
Meadowdale High School

Is there a device that can be recommended? I am sure this is not going to be the only person with this concern.

Take Care,

*Christa Polzin*  
Instructional Tech Coach/Coordinator

### **Resources For Staff:**

- [Staff Resources for Online Learning Site](#)
- [Edmonds Instructional Tech Resources](#)
- [Canvas Resource Site](#)

**Resources For Families & Students:**

[ESD Family Support](#)

[Supplemental Resources Site](#)

[Family Canvas Resources Site](#)

[Student Canvas Resource Site](#)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Lauren Wishkoski](#)  
**Subject:** Re: Teaching Math in 4th-6th Grade  
**Date:** Monday, September 28, 2020 9:07:02 AM

---

Yes, I agree. Hopeful that's the approach they are taking, as I know the board is well aware of concerns like this one.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 28, 2020 at 9:05 AM Lauren Wishkoski  
<[wishkoski1631@edmonds.wednet.edu](mailto:wishkoski1631@edmonds.wednet.edu)> wrote:

Thanks, Chris. This is definitely a question for JoAnn since it has to do with what curricular and supplemental resources are available to teachers to use for math instruction now (and I think later, too). The big question for me in reading this is: while it sounds like IXL provides something that iReady does not (which DHH also described), the funding would come from the parent org, and not all schools would have that funding. The question of how schools should be able to use parent org funding, and how that could contribute to inequity of access, seems like one for Cabinet and the Board.

On Mon, Sep 28, 2020 at 8:02 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
FYI only - thanks,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

**From:** **Robert Baumgartner** <[baumgartnerr@edmonds.wednet.edu](mailto:baumgartnerr@edmonds.wednet.edu)>  
**Date:** Mon, Sep 28, 2020 at 7:52 AM  
**Subject:** Fwd: Teaching Math in 4th-6th Grade  
**To:** JoAnn Todd <[toddj597@edmonds.wednet.edu](mailto:toddj597@edmonds.wednet.edu)>, Chris Bailey  
<[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

I'm working on a response to this and the one we received yesterday, but I need a little help with a response on how to teach math remotely with the tools we have that's consistent with the guidance your team has provided.



Rob Baumgartner, Ed.D.  
he/him/his  
Executive Director of Student Learning

425.431.7350 Phone  
[baumgartnerr@edmonds.wednet.edu](mailto:baumgartnerr@edmonds.wednet.edu)

----- Forwarded message -----

From: **Mitzi Fike** <[fikem@edmonds.wednet.edu](mailto:fikem@edmonds.wednet.edu)>  
Date: Mon, Sep 28, 2020 at 7:36 AM  
Subject: Teaching Math in 4th-6th Grade  
To: JoAnn Todd <[toddj597@edmonds.wednet.edu](mailto:toddj597@edmonds.wednet.edu)>, Robert Baumgartner <[baumgartnerr@edmonds.wednet.edu](mailto:baumgartnerr@edmonds.wednet.edu)>, Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Dear JoAnn Todd, Rob Baumgartner and Chris Bailey,

I am writing to you three concerning Seaview's request for the PTA to fund a license for IXL for 4th-6th grade classes. You denied this request multiple times.

Below is the response we received:

"The ESD has piloted and adopted, Board Approved iReady Math under Curriculum Policy 2020.

The Board and Cabinet are listening to our stakeholders by committing to universal tools throughout the district.

Alternative resources for math are not being approved using at this time.

Here is the link to the iReady District Assessment Selection

[https://docs.google.com/spreadsheets/d/1JDs48vAB9V6wiEpZRbwDvlQLh-7gFURmuYdO6\\_Bud\\_/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1JDs48vAB9V6wiEpZRbwDvlQLh-7gFURmuYdO6_Bud_/edit?usp=sharing)"

It is unclear why this decision was made, since it is at no financial cost to the district, and supplemental materials can be used at the discretion of the teacher according to our union and district policy. IXL is not an alternative resource, it is a supplemental resource for practice of skills taught.

Unlike K-3 students, Fourth through sixth grade classes have no workbooks or textbooks for Math Expressions. We were given an antiquated, clunky, unprofessional way for parents and students to find assignments online. As an instructor in Edmonds School District since 1992, I know that there has never been a full adoption of Common Core Math Materials in this district. Since we have no materials for students, teachers have made due with using Math Expressions for whole group instruction, and supplementing it with a variety of materials that we have found or purchased to provide practice of the skills for students.

About 5 years ago, we found IXL when it was just starting out. IXL allowed for the essential practice needed for Math students to become proficient in each subskill taught within the larger strand. It allowed us to assign differentiated practice. We taught a concept to the whole class. We modeled, we practiced together. Teachers were able to give students an opportunity to practice on their own, in order to attain mastery of the skills. If a child was struggling, we could provide them practice of the same subskill at a lower level. If a child had mastered the skill taught, we could challenge them with that subskill at a higher level. It has been an essential tool to support and foster student learning.

To further supplement instruction, teachers also used Moby Max Math Fluency for practicing facts. With repetition, students attain automaticity with Math facts. We used Moby Max Math, as another way to provide students with practice after we taught a concept since the Math Expressions provided little practice after instruction.

Last Spring, when we went remote, it was very challenging to provide a cohesive Math Program. We cobbled together support through videos of ourselves teaching, videos on YouTube, and relied heavily on IXL and Moby Max to provide that essential practice. We also used Khan Academy at times to help plug the gaps.

When we saw iReady in Clever, we piloted that as well. We used it in 3 ways:

1. Diagnostic Test--Students using it at their "Just Right" Learning Level in Math.
2. Assigning iReady lessons to the whole class to coincide with the specific concept we were teaching (Fractions, etc).
3. As a post lesson after we had taught the whole concept and had given students multiple opportunities to practice using IXL and Moby Max first.

This is what we found.

- The lessons run 27 minutes or so. 27-30 minutes is not enough time to develop a full understanding of a concept or a skill.

- The lessons teach 3 out of the 5-6 subskills necessary for complete understanding of the concept being taught within a strand. Every lesson lacked several key components.
- The lessons are just that, lessons--or, guided practice. Students are led through problems. They are provided 2 opportunities to answer the question on their own, and then are shown the answer on the 3rd try.
- There are a total of about 20 problems the kids work through. That is not enough practice to master one concept, let alone the 3 concepts introduced in each lesson.
- Using iReady alone to support teacher instruction was not enough. Students scored at 59-66% on average if we only used this tool for "practice" of the concept.
- If we taught the lesson, had students practice using IXL, Moby Max, or Khan Academy and then used iReady as a way to gauge student understanding, their scores were raised to an average of 75-88%.

I am confused about what the district's mandate is regarding teaching Math during remote learning. Is there an expectation that we actually teach students Math during this time? If so, with what exactly? What "universal tools" are you referring to? Having no tools is not universal, nor is it equitable for anyone. We have no support materials for students except iReady. Moby Max is gone. You have denied us IXL, we have no Math textbooks or workbooks for students. Please tell us how to do our job. iReady is simply not enough to support student learning and achievement.

In addition to the issue of materials for students, there is the issue of time. Third through sixth grade teachers are THE ONLY TEACHERS IN THE DISTRICT that were given ONE WEEK to learn Canvas--a very complicated LMS. We are working 12-14 hours a day to plan lessons, teach students, learn Canvas, grade assignments, communicate with families, process and act upon the many requests from the district. We have 7-11 more students to teach than our primary counterparts. The additional task of finding or creating adequate practice for students after teaching them each Math concept seems daunting and undoable.

I guess the next step is to get support from our actual stakeholders, the parents of



those 4-6th grade children. They are familiar with IXL and the benefits of the program for their children. PTA has already approved the cost of the license for the 20-21 school year. I am sure that they would be curious as to why you are denying their students access to something that they are more than willing to support financially.

Thank you for your attention and consideration to this matter.

Sincerely,

Mitzi Sheppard Fike,

--

*Mitzi Fike  
4th Grade Teacher  
Seaview Elementary School  
Google Voice: 440-462-6694*



--

**Lauren**  
she/her/hers  
425.341.7299 [for voicemail only during school closures]

**Resources during the Closure:** [For Families](#) / [For Staff](#)

**Currently reading:**

*Untamed* by Glennon Doyle  
*The Mindful Self-Compassion Workbook* by Kristin Neff & Christopher Germer

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Tech Position  
**Date:** Wednesday, July 8, 2020 9:10:03 AM

---

Very strange. I did not see the email last night, and not receive the original.

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Jul 8, 2020, 9:06 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
Did this get sent last night? I clicked on Send Later and it was supposed to go out this morning, but was in the Boomerang Outbox. When I took it out of there it appeared to have been sent. Need to work on getting rid of Boomerang since Gmail does the delayed sending now.

----- Forwarded message -----

**From:** **Cynthia E Nelson** <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)>  
**Date:** Tue, Jul 7, 2020 at 10:33 PM  
**Subject:** Tech Position  
**To:** Gustavo Balderas <[balderasg@edmonds.wednet.edu](mailto:balderasg@edmonds.wednet.edu)>  
**Cc:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Gustavo - Thank you for spending time getting more information about the need for a supervisory position in the Tech Dept. This will help Chris focus on Managing implementation of new services and changes to current practices instead of doing the daily supervision of staff.

I am planning on taking 3 of my non-contract days starting on Thursday, so if you hear back from Debby Carter and Lydia and think we can move forward with posting this position, Chris will be here to get this moving. He has already worked on a job description. He will be the hiring manager of this position.

To be clear, I do not see this as a "Covid only" temporary position. The 2020 Capital Tech Levy has an increase of 43.8% (\$25,380,000 over 4 years). It is going to take 3 full-time managers (Chris, Lauren Wishkowski, Cynthia) to get all of the work done for this levy, as well as ongoing management of Technology services.

Here are some of the new services we have added since March 2020 due to remote learning and work. I do not think any of these are going away when we can fully return to school.

- Student/Family Tech Support via email, calls and onsite appointments
- Video-conferencing and webinar administration and support (Zoom)
- Electronic signatures (DocuSign and Document Studio)
- Remote access

◦

VPN (~500) and Chrome RDP (~100) for staff on an approved basis

- Expanded to all staff laptop 1,613 PCs and 1,308 chromebooks
- Mobile Hotspots for staff (21) and students (~400) on approved basis
- Jabber - remote access to district phone
- Amazon workspace for virtual MS Office 365
- Microsoft self-service password reset
- Calendly training and support

There is also a long list of things we are working on now, and have built into the 2020-2024 Tech levy plans. All to say, there is more work to justify more staff.

Thanks again,  
Cynthia

**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Subject:** Re: Tech Position  
**Date:** Wednesday, July 8, 2020 9:12:21 AM

---

I will copy and paste into a new email to Gustavo. sorry to send you too many emails, but I wanted to make sure he got this message.

On Wed, Jul 8, 2020 at 9:10 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Very strange. I did not see the email last night, and not receive the original.

Chris Bailey  
Manager - IT Operations  
x7101

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Thanks again,  
Cynthia

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**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Tech Position  
**Date:** Wednesday, July 8, 2020 9:12:52 AM

---

Agreed, no worries.

Chris Bailey  
Manager - IT Operations  
x7101

On Wed, Jul 8, 2020, 9:12 AM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
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x7101

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-

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Thanks again,  
Cynthia

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Tech Staffing During Covid Closure - Invitation to edit  
**Date:** Tuesday, July 28, 2020 2:35:48 PM

---

Looks good - thanks!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Tue, Jul 28, 2020 at 2:34 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:  
I made suggested edits. Take a look when you have time.

Sarah




**Sarah Luczyk**  
Pronouns: She/Her/Hers  
Technology Projects Coordinator  
Technology Department  
425.431.7165 Phone  
[LuczykS@edmonds.wednet.edu](mailto:LuczykS@edmonds.wednet.edu)

On Tue, Jul 28, 2020 at 2:14 PM Chris Bailey (via Google Docs) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)> wrote:

Chris Bailey has invited you to edit the following document:

 [Tech Staffing During Covid Closure](#)

 Can you help me to fill in the blanks on this document?

[Open in Docs](#)

Google Docs: Create and edit documents online.  
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA  
You have received this email because [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)  
shared a document with you from Google Docs.





**From:** [Cynthia E Nelson](#) on behalf of [Cynthia E Nelson <nelsonc@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Subject:** Re: Tech Staffing During Covid Closure - Invitation to edit  
**Date:** Tuesday, July 28, 2020 3:04:18 PM


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You can email the link to the document, but I would include a summary in the actual email...something like we have 13 out of our 32 staff onsite.  
Also, what about Christian Smith being here? When I asked Debbie about this, she said "If we need to deploy a new cell phone, a hotspot for either staff or student, or physical phone or receive a cell phone or staff hotspot from some returning the device or otherwise physically support a device, we utilize the in the office person. This person also is available to the on-site help desk person for support issues. I call him and ask him to look for equipment and parts to see if we have them, etc. The person is also available to run out to schools as needed."

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 [Tech Staffing During Covid Closure](#)

 Here's what I think our ESC staffing currently looks like. Sarah helped me to fill in a few blanks. Would you suggest emailing this versus sharing the document?

Chris

[Open in Docs](#)

Google Docs: Create and edit documents online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu) shared a document with you from Google Docs.



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Cynthia E Nelson](#)  
**Subject:** Re: Tech Staffing During Covid Closure - Invitation to edit  
**Date:** Tuesday, July 28, 2020 3:37:19 PM

---

Done - thanks!


*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Jul 28, 2020 at 3:04 PM Cynthia E Nelson <[nelsonc@edmonds.wednet.edu](mailto:nelsonc@edmonds.wednet.edu)> wrote:  
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Google Docs: Create and edit documents online.  
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA  
You have received this email because [baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu) shared a document with you from Google Docs.





**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Andrea Collins](#)  
**Cc:** [Sarah Luczyk](#)  
**Subject:** Re: Tech Update: Chromebooks  
**Date:** Monday, June 29, 2020 7:48:11 AM

---

Yes, though it will not be a brand new Chromebook. I believe the current plan is for all middle school students to use the N22 Touch-screen Chromebooks next year (though we are still finalizing our plans). As you can imagine, some things were changed around in order to provide 1:1 to an additional 2k students.

Long-term, our goal is to provide new Chromebooks to all 5th grade students that they will retain thru 8th grade.

Let me know if this leads to any other questions or concerns.

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Jun 29, 2020 at 7:45 AM Andrea Collins <[collinsa@edmonds.wednet.edu](mailto:collinsa@edmonds.wednet.edu)> wrote:

Hi Chris,

So I understand that current 6th graders will exchange an old model for a new model, coming into 7th grade?

Thank you,  
Andrea

**Andrea B. Collins**  
**Principal**  
**College Place Middle School**  
**Home of the Cougars!**

[Edmonds School District Contacts during school closure due to COVID-19](#)  
[Edmonds School District FamilyResources & Supplemental Resources for Learning](#)

Chromebook Support Line: (425) 431-1211 or [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

Family Support Office Number: 425-431-1454

Family Support Email: [familysupport@edmonds.wednet.edu](mailto:familysupport@edmonds.wednet.edu)

For updates on Closure: [CLICK HERE](#)

Additional Resources:<http://bit.ly/ESDfamilysupport>

On Mon, Jun 29, 2020 at 7:40 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Principals,

In preparation for the various scenarios of remote and onsite learning for the 2020-2021 school year, the decision has been made that all students, grades PreK-12, will be assigned Chromebooks at a 1:1 ratio. This will require some inventory shuffling with students at all district schools. The Technology Department is currently working on a plan and will reach

out to school administrators as soon as possible to begin the planning process.

We ask that school administrators begin thinking about how a Chromebook exchange can be worked into any planned summer events at the school such as 7th and 9th grade orientations, ASB card distributions, and Kindergarten Jump Start.

If you have any questions in the interim, please reach out to Sarah Luczyk or me. Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [David Zwaschka](#)  
**Subject:** Re: Tech Update: Chromebooks  
**Date:** Sunday, July 5, 2020 9:29:33 PM

---

Dave,  
Thanks for the kind words. We have a pretty sharp team here, and we're really just thankful that our work has had a positive impact!  
Cheers!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Sat, Jul 4, 2020 at 5:00 PM David Zwaschka <[zwaschkad@edmonds.wednet.edu](mailto:zwaschkad@edmonds.wednet.edu)> wrote:  
Thanks for all you did for us this spring, Chris--it was such a pleasure to work with you, and everyone at Scriber is grateful for your team's help and support.

I hope you get a break this summer--no one deserves it more.

All the best,

Dave

On Mon, Jun 29, 2020 at 7:40 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Principals,

In preparation for the various scenarios of remote and onsite learning for the 2020-2021 school year, the decision has been made that all students, grades PreK-12, will be assigned Chromebooks at a 1:1 ratio. This will require some inventory shuffling with students at all district schools. The Technology Department is currently working on a plan and will reach out to school administrators as soon as possible to begin the planning process.

We ask that school administrators begin thinking about how a Chromebook exchange can be worked into any planned summer events at the school such as 7th and 9th grade orientations, ASB card distributions, and Kindergarten Jump Start.

If you have any questions in the interim, please reach out to Sarah Luczyk or me. Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

--

Dave Zwaschka  
He/him

Assistant Principal  
Scriber Lake High School  
(425) 431-5869

[ESD Family Support](#)

[Supplemental Resources Site](#)

[Family Canvas Resources Site](#)

[Grab and Go meals website](#)

**[SLHS Website: Closure Info, SLHS-Specific Info](#)**

**[ESD Family Support Page: Tech, Meals, Funds, Etc.](#)**

**[ESD COVID-19 Communications Page: Daily District Updates](#)**

TECH ISSUES or PASSWORD/LOG IN PROBLEMS: 425-431-1211 or

email: [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [David Zwaschka](#)  
**Subject:** Re: Tech Update: New Student Passwords  
**Date:** Wednesday, September 9, 2020 12:01:47 PM

---

Yes - first 4 of last name + birth month (2 digit) + birth date (2 digit) + year (4 digit)  
zwas12312000

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Sep 9, 2020 at 12:00 PM David Zwaschka <[zwaschkad@edmonds.wednet.edu](mailto:zwaschkad@edmonds.wednet.edu)> wrote:

Hi Chris--

Thanks. Is the default password their birthday info?

On Wed, Sep 9, 2020 at 11:58 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Good morning!

We've identified an issue affecting students that are new to the district. In short, their password must be reset one time in order for their Google account to function. We are working to bulk reset roughly 2k passwords belonging to students who have not changed their password since their student account was created. The anticipated effect is that the default password we advertise should begin working for new families where it is not currently allowing them to login to their district Chromebook or Google account. I expect this work will be completed by the end of the day today.

Thanks for all,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

This email has been sent to @DLT, @Office Personnel, and @EEA.

--

Dave Zwaschka  
He/him  
Assistant Principal  
Scriber Lake High School  
(425) 431-5869

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TECH ISSUES or PASSWORD/LOG IN PROBLEMS: 425-431-1211 or  
email: [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [K mathey](#)  
**Subject:** Re: Technology Department Update  
**Date:** Wednesday, September 30, 2020 9:50:59 AM

---

Yes, got it! Thanks Kim!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Wed, Sep 30, 2020 at 9:49 AM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

Is it there now?

Kim

On Wed, Sep 30, 2020, 9:45 AM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

I thought I uploaded it. Let me try again.

Kim

On Wed, Sep 30, 2020, 9:20 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

I didn't see a video come in from you - did you send it my way already?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 28, 2020 at 9:42 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

And I know you are too! You are a good man, Chris.

Kim

On Mon, Sep 28, 2020, 7:58 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

I am. He should be... He'll do much better than me, but I don't even want to ask him!  
He's a busy guy! :)

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:49 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

There always has to be one... Who is putting them all together? Jason?

On Mon, Sep 28, 2020 at 7:48 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Awesome - yes, definitely. No worries.

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:36 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:  
Oops. I missed the date. Can I get my video clip in Tuesday AM? Promise!  
And I plan on joining in on the parade. Great idea!  
Kim

On Mon, Sep 21, 2020 at 7:59 PM Chris Bailey  
<[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

She doesn't know what we're planning, but we'll need to tell her beforehand  
I think.  
Feel free to share with others that you think would like to know what we are  
planning.

Chris Bailey  
Manager - IT Operations  
x7101

----- Forwarded message -----

From: **Chris Bailey** <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
Date: Mon, Sep 21, 2020, 5:10 PM  
Subject: Re: Technology Department Update  
To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>, Jenn Madsen  
<[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>, Sarah Luczyk  
<[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>, Debbie Erickson  
<[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>, Karen Mosman  
<[mosmank490@edmonds.wednet.edu](mailto:mosmank490@edmonds.wednet.edu)>, Christine Pasek  
<[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

ESC and District Leadership Staff,  
As was shared below, Cynthia's last day as our Technology Director will be  
October 2. If you're looking for a way to wish her well, here it is! You are  
cordially invited to a socially distancing-approved 2020 celebration activity,  
the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no  
obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a  
**parade start of 3:00 pm.**
- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted  
to give Cynthia a video compilation of farewell messages from her  
Edmonds SD family. If you would be willing to record a video (under 30  
seconds) with a message for her, we'll be sharing this with her as well. Here  
are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom

meeting

- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick “Congratulations”

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
*Manager - IT Operations*  
x7101

----- Forwarded message -----

From: **Communications Department**  
<[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
Date: Tue, Sep 15, 2020 at 8:46 AM  
Subject: Technology Department Update  
To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

**\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\***

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cynthia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has

been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

--  
Kim

--  
Kim

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Teri Bryant](#)  
**Subject:** Re: Technology Department Update  
**Date:** Friday, September 25, 2020 10:27:26 AM

---

Teri,

Thanks for the email (I can relate RE myself on video!). This doesn't appear to be a video file format. How was it recorded? Usually, I would expect an .mp4 file to upload.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Fri, Sep 25, 2020 at 10:21 AM Teri Bryant <[bryantt@edmonds.wednet.edu](mailto:bryantt@edmonds.wednet.edu)> wrote:

Hey Chris, I'm trying to upload my video in your form (and I hate myself on video by the way) but it's not liking it.

I attached it, please can you do it for me?

*Teri*

Visiting the Building? [Attestation Form](#)



**Teri Bryant**

Fiscal Program Technician  
Student Services Department  
Office hours 8:00 - 4:30 M-F

425.431.7132 Phone  
[bryantt@edmonds.wednet.edu](mailto:bryantt@edmonds.wednet.edu)

Notice: Public records, including e-mails, are available to the public as provided by the Washington State Public Records Act (RCW 42.56). Your e-mail and my response may be considered a public record under the Act and subject to disclosure upon request by a third party.

Special Education Parent and Student Rights (Procedural Safeguards):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

On Fri, Sep 25, 2020 at 9:16 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

All,

Just a quick reminder - please take a few minutes on this beautiful Friday to record a brief farewell video message for Cynthia, and [use this form](#) to send it to me by Monday afternoon.

If you would like a hand, just let me know. Thank you!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of 3:00 pm.**
- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted to give Cynthia a video compilation of farewell messages from her Edmonds SD family. If you would be willing to record a video (under 30 seconds) with a message for her, we'll be sharing this with her as well. Here are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom meeting
- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick "Congratulations"

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
Date: Tue, Sep 15, 2020 at 8:46 AM  
Subject: Technology Department Update  
To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

**\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\***

Dear staff,

I want to share with you an update on the Technology Department and changes in

leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Laura Buccieri](#)  
**Subject:** Re: Technology Department Update  
**Date:** Friday, September 25, 2020 9:40:54 AM

---

Laura,

Yes - I think this link provides instructions for creating a video using a Chromebook: <https://www.lifewire.com/take-a-video-on-a-chromebook-4173352>

*Chris Bailey*  
*Manager - IT Operations*  
x7101

On Fri, Sep 25, 2020 at 9:38 AM Laura Buccieri <[buccieril@edmonds.wednet.edu](mailto:buccieril@edmonds.wednet.edu)> wrote:

Hi Chris,  
Do you have instructions to record using a chrome book?

Lori Buccieri, Dept Support  
Health Services  
Home Bound Services  
ESC M-F 7:00 to 3:30  
425-431-3001

Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /

: (حقوق الوالدين والطلاب في مجال التعليم الخاص) الضمانات الإجرائية: / Права родителей и учеников в специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>



Notice: Public records, including e-mails, are available to the public as provided by the Washington State Public Records Act (RCW 42.56). Your e-mail and my response may be considered a public record under the Act and subject to disclosure upon request by a third party.

This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA). If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please destroy all copies of the original message (including attachments) and notify me immediately by reply email message or by telephone at the number provided above. Thank you.

On Fri, Sep 25, 2020 at 9:16 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

All,  
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*Chris Bailey*  
*Manager - IT Operations*  
x7101

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
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*Chris Bailey*  
*Manager - IT Operations*  
x7101

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I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Annette Thornhill](#)  
**Subject:** Re: Technology Department Update  
**Date:** Friday, September 25, 2020 9:36:10 AM

---

Awesome - thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Fri, Sep 25, 2020 at 9:31 AM Annette Thornhill <[thornhilla@edmonds.wednet.edu](mailto:thornhilla@edmonds.wednet.edu)> wrote:

We did a group video. Debbie should be sending it to you.

**Annette**

On Fri, Sep 25, 2020 at 9:16 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

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Best,

Gustavo

**From:** [Chris Bailey](mailto:Chris.Bailey@edmonds.wednet.edu) on behalf of [Chris Bailey](mailto:Chris.Bailey@edmonds.wednet.edu) <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

**To:** [Chris Bailey](#); [Jenn Madsen](#); [Sarah Luczyk](#); [Debbie Erickson](#); [Karen Mosman](#); [Christine Pasek](#)

**Bcc:** [Alex Alexander](#); [Victoria Alunni](#); [Leslie Anderson](#); [Deann Anquiano](#); [Jessica Asp](#); [Gustavo Balderas](#); [Scott Barnes](#); [Laura Barney](#); [Robert Baumgartner](#); [Darcy Becker](#); [Leah Bracken](#); [Jennifer Braile](#); [Jo Callaghan](#); [Alicia Carter](#); [Debby Carter](#); [Fabian Castilleja](#); [Hanna Castillo](#); [Joy Castillo](#); [Nick Chou](#); [Andrea Collins](#); [Stacy Crum](#); [Chris Cullison](#); [Dan Davis](#); [Megan de Vries](#); [Kimberly Dreier](#); [Hayley Etnier](#); [Jay Etnier](#); [Daniel Falk](#); [Roberto Figueroa](#); [Matthew Finch](#); [Mary Fordham](#); [Christy Frary](#); [Mary Freitas](#); [David Friedle](#); [Philip Fry I](#); [Christopher Fulford](#); [Dana Geaslen](#); [Jesse Goodsky](#); [Carrie Gray](#); [Brett Hagen](#); [Stephanie Paolone Hannaford](#); [Robert Hansen](#); [Jill Harrison](#); [Stephen Hearn](#); [Jacklyn Henly](#); [Andrea Hillman](#); [Kathleen Hodges](#); [Kim Hunter](#); [WILLIAM JOHNSON](#); [Roger Jordan](#); [Helen Joung](#); [Allison Kaufmann](#); [Stephanie Kay-Fredrickson](#); [West Keller](#); [Christine Kessler](#); [Brandon Lagerquist](#); [Allison Larsen](#); [Norma Lee](#); [Christopher Lindblom](#); [Sara Lowes](#); [Joseph Luckraft](#); [Mark Madison](#); [Mara Marano-Bianco](#); [Michelle Jacobs-Mathis](#); [Scott Mauk](#); [Emily Moore](#); [Scott Morrison](#); [Kelly Moses](#); [Benjamin Mount](#); [Jimmy Nguyen](#); [Edward Peters](#); [Pamela Peters](#); [Heather Pickar](#); [Mike Piper](#); [Kate Pothier](#); [Charlotte Richardson](#); [Shelley Roehl](#); [Mark Roschy](#); [Danielle Sanders](#); [Greg Schellenberg](#); [Sarah Schumacher](#); [Greg Schwab](#); [Lydia Sellie](#); [David Shockley](#); [Katie Shook](#); [Sean Silver](#); [Robin Sloate](#); [Melissa Somoza](#); [Brian Stewart](#); [Johnna Stewart](#); [Julie Stroncek](#); [JoAnn Todd](#); [Thomas Trexel](#); [Allyn Turner](#); [Joseph Valenti](#); [Victor Vergara](#); [Erin Verschoor](#); [Joseph Webster](#); [Harmony Weinberg](#); [Sari White](#); [Mary MacLean](#); [Taine Wilton](#); [Lauren Wishkoski](#); [Holly Zenz](#); [David Zwaschka](#); [Taylor Abbott](#); [Peggy Aguilar](#); [Jason Aillaud](#); [Shaina Allen](#); [Wed Al Obaidi](#); [Victoria Alunni](#); [Mackenzie Alvarez](#); [Tory Amos](#); [Corey Anderson](#); [Elizabeth Anderson](#); [Leslie Anderson](#); [Michael Archbold](#); [Amy Arnold](#); [Bree Assaker](#); [Ammie Audal](#); [Gilbert Ayirebi](#); [Chris Bailey](#); [Gustavo Balderas](#); [Cassandra Barany](#); [Scott Barnes](#); [Laura Barney](#); [Alycia Barron](#); [Robert Baumgartner](#); [Darcy Becker](#); [Noelle Becker](#); [Tammy Beddoe](#); [Matthew Benuska](#); [Richie Bernal](#); [James Bettis](#); [Samantha Bircher](#); [Carol Blake](#); [Connie Blevins](#); [Brian Blomquist](#); [Cathy Bohnhoff](#); [Julie Brick](#); [Meredith Bright](#); [LeAnne Brisbois](#); [Heidi Brislin](#); [Michael Brookman](#); [Tiffany Brown](#); [Jillian Bruce](#); [Doris Brunson](#); [Teri Bryant](#); [Laura Bucciari](#); [Dawn Burgess](#); [Julie Busse](#); [Leslie Buter](#); [Tara Buttenob](#); [Amory Cable](#); [Olga Caffee](#); [Phil Cali](#); [Jo Callaghan](#); [Miriam Callaghan](#); [Pei-Yi Cao](#); [Kristen Capka](#); [Lenora Carey](#); [Monica Carlson](#); [Alicia Carter](#); [Debby Carter](#); [Becky Cass](#); [Hanna Castillo](#); [Joy Castillo](#); [Kaitlin Catlin](#); [Lynn Caulkins](#); [Carin Chase](#); [Barbara Childs](#); [Jennifer Choate](#); [Chong Suk Chong](#); [Nicolette Christians](#); [Corey Clark](#); [Molly Clarke](#); [Kirsten Clark](#); [Mary Cole](#); [Christian Comstock](#); [Julie Cooke](#); [Teasha Corrado](#); [Anna Costales](#); [Vickie Coury](#); [Brandon Crader](#); [Erin Crafton](#); [Brian Craig](#); [Ashley Crawford](#); [Peter Crawford](#); [Jayme Croff](#); [Gabriel Cross](#); [Rikke Cross](#); [Ronald Cross](#); [Chris Cullison](#); [Kelly Dack](#); [Clark Dalire](#); [Patrick Dalire](#); [Shermin Davidson](#); [Kathie Davis](#); [Richard Debaridi](#); [Leslie Delehanty](#); [Melissa Del Rio](#); [Ryna DeMarse](#); [Madeline Deresinski](#); [Peggy Derke](#); [Hannah de Vries](#); [Melissa Diltz](#); [Kurtis Dolman](#); [James Dotson](#); [Diana Drake](#); [Matthew Drumm](#); [Kieran Edmundson](#); [Nancy Edwards](#); [Michele Ehl](#); [Sue Elder](#); [Nicole Ellyson](#); [Ruth Eng](#); [Layne Erdman](#); [Debbie Erickson](#); [Samuel Escudero](#); [Abigail Espegard](#); [Marina Espinoza-Tello](#); [Annie Estrada](#); [Hayley Etnier](#); [Melissa Falleroni](#); [Patricia Farley](#); [Matthew Finch](#); [Sean Finerty](#); [Joann Fiore](#); [Anne Floe](#); [Laura Flynn](#); [Arieal Foley](#); [Amber Fonderwhite](#); [Emily Forman](#); [Melissa Fosse](#); [Sheena Friesen](#); [Brian Fulmer](#); [Annette Gahan](#); [Kaitlin Galvagno](#); [Maria Garcia](#); [Sharon Gardner](#); [Dana Geaslen](#); [Pamela Gerke](#); [Megan Gheen](#); [Katrina Gile](#); [Sally Gill Almqvist](#); [Stephen Gilles](#); [Lisa Glickman](#); [Mary Glockling](#); [Mary Glodowski](#); [Joanne Glover](#); [Kali Glynn](#); [Cindy-Lou Goergen](#); [Laura Gould](#); [Daniel Greenblatt](#); [Nelson Green](#); [Karen Grimsby](#); [Philip Grossenbacher](#); [Sally Guzmán](#); [Jennifer Hageman](#); [Christopher Hagen](#); [Oscar Halpert](#); [Robert Hansen](#); [Shane Hansen](#); [Karen Hardesty](#); [Marilyn Harmon](#); [Mary Harnish, PT](#); [Marilyn Harris](#); [Sheri Harrison](#); [Jennifer Hartley](#); [Sara Hasunuma](#); [Patricia Hathaway](#); [Ruth Haubenstock](#); [Sara Hearn](#); [Lori Held](#); [Amy Helgoe](#); [Megan Hendrickson](#); [Jennifer Hershey](#); [Mackenzie Hess](#); [Julie Hill](#); [Catherine Hodapp](#); [Sheri-Rae Holt](#); [Matthew Hopper](#); [Emma Howeler](#); [Kim Hunter](#); [Saiyad Iqbal](#); [Vanessa Jackson](#); [Lynn Jahed](#); [Omar Jallow](#); [Sharon James](#); [Jason Jennings](#); [Jacob Jensen](#); [Christine Jimenez](#); [Jeanne Johnson](#); [WILLIAM JOHNSON](#); [Brendan Jones](#); [Roger Jordan](#); [Scott Jorgensen](#); [Helen Joung](#); [Lisa Judd](#); [Nazia Junejo](#); [Manuel Juzon](#); [Diana Jyoti](#); [Amanda Kalberer](#); [Carrie Kandoll](#); [Nancy Katims](#); [Allison Kaufmann](#); [Julie Keating](#); [West Keller](#); [Allison Keresi](#); [Ritika Khanal](#); [Ellen Kilcup](#); [Deborah Kilgore](#); [Shannon King](#); [Jose Kinjanggo](#); [Laurie Klavins](#); [Jennifer Kleyn](#); [Karly Kline](#); [Amy Kneeland](#); [Cheryl Koenig](#); [Jody Korneliusen](#); [Kelcy Kriegel](#); [Jacob Krieger](#); [Marné Kristin](#); [Mariya Ksondzyk](#); [Kathryn Labiak](#); [Linda Lane](#); [Theresa Larsson](#); [Leighanne Law](#); [Anthony Le](#); [Andrea Ledger](#); [Leen, Tsana J. \(MDH\)](#); [Alexander Lewis](#); [Katt Lewis](#); [Amanda Lindley](#); [Lisa Link](#); [Michelle Lirette](#); [Andrea Paull](#); [David Lloyd](#); [Tracy Lord](#); [Jennifer Luce](#); [Sarah Luczyk](#); [Jessica Ludy](#); [Melissa Luna](#); [Jessica Lunde](#); [Teresa Lynd](#); [Nurse Lisa Lyons](#); [James MacArthur](#); [Mark Madison](#); [Jenn Madsen](#); [Sarah Mahoney](#); [Pauline Mallory](#); [Paula Malone](#); [Mara Marano-Bianco](#); [Karla Markowitz](#); [Ian Markussen](#); [Dana Marsden](#); [Diane Martineau](#); [Julie Martin](#); [Vicki Mason](#); [Lindsay Mathers](#); [Dena Maurer](#); [Rose Maxwell](#); [Kathleen Mayes](#); [Logan McAuley](#); [Megan McCarthy](#); [Kelly McCarty](#); [Patricia McClain](#); [Kevin McClenahan](#); [Jennifer McCloughan](#); [Courtney McCready](#); [Kristina McEvoy](#); [Barry McGuire](#); [Kathleen McKeehan](#); [Ann McMurray](#); [Luke McQuade](#); [Maria McRae](#); [Susan Melum](#); [Joelle Mertel](#); [Holly Mesta](#); [Michaela Meyer](#); [Shawn Miklausch](#); [Devone Miles](#); [Lynn Miller](#); [Bridget Molenda](#); [Kelly Moses](#); [Karen Mosman](#); [Zaynab Muhalhal](#); [Denise Mullins](#); [Karen Mustard](#); [Ana Maria Nacanaynav](#); [Beth Nagy](#); [Lynn Neal](#); [Annie Neilson](#); [Deborah Nguyen](#); [Tuan Nguyen](#); [Timothy Nguyen](#); [Thomas Nguyen](#); [Donata Nibarger](#); [Julie Nikaitani](#); [Gary Noble](#); [Begin Nora](#); [Bennett Norman](#); [Sydney Obbink](#); [Molly O'Brien](#); [Sarah Olive](#); [Karin Olson](#); [Matthew Onishi](#); [Erin Ortolano](#); [Sean Osborn](#); [Julie Paddock](#); [William Park](#); [Christine Pasek](#); [Elizabeth McCleave-Patterson](#); [Laura Pearce](#); [Merri Pearson](#); [Devago Peraza](#); [Alicia Percival](#); [Rich Petek](#); [Melissa Petersen](#); [Pamela Peters](#); [Peter Pham](#); [Mark Phelps](#); [Laurie Piper](#); [Isabelle Poirier Gandal](#); [Christa Polzin](#); [Marie Portugal](#); [Kate Pothier](#); [Shana Prine](#); [Ethan Pyke](#); [Valerie Rahill](#); [Amanda Ralston](#); [Mary Ramos](#); [James Raymond](#); [Paige Redding](#); [Tawny Redford](#); [Jamie Regis](#); [Rebekah Reilly](#); [Isaiah Reitan](#); [Stacey Rentfrow](#); [Collin Revoir](#); [Sarah Rhoads](#); [Meredith Richards](#); [Charlotte Richardson](#); [Tawny Richard](#); [Victoria Riggs](#); [Karla Rios](#); [Patrick Roach](#); [Belen Robasti](#); [Bernadette Roberts](#); [Miki Robinson](#); [Jo Anna Rockwood](#); [Dana Rodriguez](#); [Eliane Rodriguez](#); [Jared Rodriguez](#); [Shelley Roehl](#); [Mark Roschy](#); [Annie Rueda-Brown](#); [Merry Rumpel](#); [Miranda Rusler](#); [Cameron Russell](#); [Maria Saenz](#); [Audrey Sakamoto](#); [Siena Samione](#); [Marie Samy](#); [Suzanne Sander](#); [Megan Sandoval](#); [Jack Sanger](#); [Kathryn Sarin](#); [Kylie Sauer](#); [Lynn Schaffer](#); [Rebekah Scharf](#); [Nathaniel Schleimer](#); [Patty Schultz](#); [Greg Schwab](#); [Julie A. Schwab](#); [Solon Scott](#); [Virginia See](#); [Lydia Sellie](#); [Merry Senn](#); [Gloria Sepulveda](#); [Margaret Shaw](#); [Kelly Sheehan](#); [Harriet Shick](#); [Ana Shumway](#); [Cindy Shurtz](#); [Wendy Sinclair](#); [Mary Sison](#); [Christian Smith](#); [Elisa Smith](#); [Jennifer Smith](#); [Ashley Snow](#); [Tami Snyder](#); [Karen Soine](#); [Sovanrom Sot](#); [Henry Sparks](#); [Amy Stengele](#); [Jeff Stone](#); [Julie Stroncek](#); [Anna Stuart](#); [Melinda Stuart](#); [Jessica Suiter](#); [Christine Sutton](#); [Jordan Suver](#); [Rebecca Swanson](#); [Lola Taylor](#); [Liane Thomas](#); [Annette](#)

[Thornhill](#); [Anne Tibbetts](#); [Ashley Tiedeman](#); [Elsa Tivera](#); [JoAnn Todd](#); [Benjamin Trout](#); [Veronica Tucker](#); [Kathryn Turner](#); [Susan Turner](#); [Ailene Umayam](#); [Andy Ung](#); [Lydia Unger](#); [Tina Valdez](#); [Joseph Valenti](#); [Lisa VanHorne](#); [Kirsten Varg](#); [Victor Vergara](#); [Kristi Vernon](#); [Erin Verschoor](#); [Meaghan Veysey](#); [Kelly Wagner](#); [Sheila Waite](#); [Julie Wakeman](#); [Kelly Ward](#); [Mary Webb](#); [Harmony Weinberg](#); [Katherine West](#); [Kathryn Whetten](#); [Diana White](#); [Sari White](#); [Charell Williams](#); [Sarah Willis](#); [K'Leia Wilson](#); [Lauren Winner](#); [Lauren Wishkoski](#); [Mary Woerner](#); [Megan Wolfe](#); [Karen Wong](#); [Missi Young](#); [Maria Ziranda](#); [Taryn Zickefoose](#); [Karla Sanchez Bravo](#)

**Subject:** Re: Technology Department Update  
**Date:** Friday, September 25, 2020 9:15:43 AM

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All,

Just a quick reminder - please take a few minutes on this beautiful Friday to record a brief farewell video message for Cynthia, and [use this form](#) to send it to me by Monday afternoon. If you would like a hand, just let me know. Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of 3:00 pm.**
- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted to give Cynthia a video compilation of farewell messages from her Edmonds SD family. If you would be willing to record a video (under 30 seconds) with a message for her, we'll be sharing this with her as well. Here are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom meeting
- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick "Congratulations"

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

Chris Bailey  
Manager - IT Operations  
x7101

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>

Date: Tue, Sep 15, 2020 at 8:46 AM

Subject: Technology Department Update

To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Technology Department Update  
**Date:** Monday, September 21, 2020 5:26:33 PM

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Awesome. Is there any draft language for an email about that yet?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 21, 2020 at 5:23 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Yes. Here is the link to the form: <https://forms.gle/YN9fcEd3pHm8r7W8A>

Sarah Luczyk  
IT Support Supervisor  
Edmonds School District  
[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)  
425-431-7165

On Mon, Sep 21, 2020, 5:18 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

We were just going to target our department for that communication, right? Do you have a form ready to go for that yet?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 21, 2020 at 5:14 PM Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)> wrote:

Do you still want to use the Kudos form for the poster? Should I send that separately?

Sarah Luczyk  
IT Support Supervisor  
Edmonds School District  
[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)  
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Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Luczyk](#)  
**Subject:** Re: Technology Department Update  
**Date:** Monday, September 21, 2020 5:17:38 PM

---

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*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

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IT Support Supervisor  
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Best,

Gustavo



[KsondzykM224@edmonds.wednet.edu](mailto:KsondzykM224@edmonds.wednet.edu); [LabiakK@edmonds.wednet.edu](mailto:LabiakK@edmonds.wednet.edu); [Linda Lane](mailto:Linda Lane); [Theresa Larsson](mailto:Theresa Larsson); [Leighanne Law](mailto:Leighanne Law); [LeA834@edmonds.wednet.edu](mailto:LeA834@edmonds.wednet.edu); [LedgerA@edmonds.wednet.edu](mailto:LedgerA@edmonds.wednet.edu); [Leen, Tsana J. \(MDH\)](mailto:Leen, Tsana J. (MDH)); [LewisA@edmonds.wednet.edu](mailto:LewisA@edmonds.wednet.edu); [Katt Lewis](mailto:Katt Lewis); [LindleyA232@edmonds.wednet.edu](mailto:LindleyA232@edmonds.wednet.edu); [LinkL327@edmonds.wednet.edu](mailto:LinkL327@edmonds.wednet.edu); [LiretteM@edmonds.wednet.edu](mailto:LiretteM@edmonds.wednet.edu); [LisingPaullA206@edmonds.wednet.edu](mailto:LisingPaullA206@edmonds.wednet.edu); [David Lloyd](mailto:David Lloyd); [Tracy Lord](mailto:Tracy Lord); [Jennifer Luce](mailto:Jennifer Luce); [Sarah Luczyk](mailto:Sarah Luczyk); [LudyJ346@edmonds.wednet.edu](mailto:LudyJ346@edmonds.wednet.edu); [LunaM@edmonds.wednet.edu](mailto:LunaM@edmonds.wednet.edu); [LundeJ765@edmonds.wednet.edu](mailto:LundeJ765@edmonds.wednet.edu); [Teresa Lynd](mailto:Teresa Lynd); [Nurse Lisa Lyons](mailto:Nurse Lisa Lyons); [James MacArthur](mailto:James MacArthur); [Mark Madison](mailto:Mark Madison); [Jenn Madsen](mailto:Jenn Madsen); [MahoneyS462@edmonds.wednet.edu](mailto:MahoneyS462@edmonds.wednet.edu); [Pauline Mallory](mailto:Pauline Mallory); [Paula Malone](mailto:Paula Malone); [Mara Marano-Bianco](mailto:Mara Marano-Bianco); [MarkowitzK680@edmonds.wednet.edu](mailto:MarkowitzK680@edmonds.wednet.edu); [MarkussenI751@edmonds.wednet.edu](mailto:MarkussenI751@edmonds.wednet.edu); [Dana Marsden](mailto:Dana Marsden); [Diane Martineau](mailto:Diane Martineau); [Julie Martin](mailto:Julie Martin); [MasonV@edmonds.wednet.edu](mailto:MasonV@edmonds.wednet.edu); [MathersL686@edmonds.wednet.edu](mailto:MathersL686@edmonds.wednet.edu); [Dena Maurer](mailto:Dena Maurer); [Rose Maxwell](mailto:Rose Maxwell); [MayesK258@edmonds.wednet.edu](mailto:MayesK258@edmonds.wednet.edu); [McAuleyL428@edmonds.wednet.edu](mailto:McAuleyL428@edmonds.wednet.edu); [Megan McCarthy](mailto:Megan McCarthy); [Kelly McCarty](mailto:Kelly McCarty); [McClainP202@edmonds.wednet.edu](mailto:McClainP202@edmonds.wednet.edu); [McClenahanK820@edmonds.wednet.edu](mailto:McClenahanK820@edmonds.wednet.edu); [Jennifer McCloughan](mailto:Jennifer McCloughan); [McCreadyC@edmonds.wednet.edu](mailto:McCreadyC@edmonds.wednet.edu); [McEvoyK840@edmonds.wednet.edu](mailto:McEvoyK840@edmonds.wednet.edu); [McGuireB905@edmonds.wednet.edu](mailto:McGuireB905@edmonds.wednet.edu); [McKeekhank704@edmonds.wednet.edu](mailto:McKeekhank704@edmonds.wednet.edu); [McMurrayA@edmonds.wednet.edu](mailto:McMurrayA@edmonds.wednet.edu); [McQuadelL@edmonds.wednet.edu](mailto:McQuadelL@edmonds.wednet.edu); [McRaeM@edmonds.wednet.edu](mailto:McRaeM@edmonds.wednet.edu); [MelumS@edmonds.wednet.edu](mailto:MelumS@edmonds.wednet.edu); [MertelJ236@edmonds.wednet.edu](mailto:MertelJ236@edmonds.wednet.edu); [MestaH284@edmonds.wednet.edu](mailto:MestaH284@edmonds.wednet.edu); [MeyerM566@edmonds.wednet.edu](mailto:MeyerM566@edmonds.wednet.edu); [MiklautschS@edmonds.wednet.edu](mailto:MiklautschS@edmonds.wednet.edu); [Devone Miles](mailto:Devone Miles); [MillerLy@edmonds.wednet.edu](mailto:MillerLy@edmonds.wednet.edu); [MolendaB276@edmonds.wednet.edu](mailto:MolendaB276@edmonds.wednet.edu); [Kelly Moses](mailto:Kelly Moses); [Karen Mosman](mailto:Karen Mosman); [MuhahalZ589@edmonds.wednet.edu](mailto:MuhahalZ589@edmonds.wednet.edu); [MullinsDe@edmonds.wednet.edu](mailto:MullinsDe@edmonds.wednet.edu); [Karen Mustard](mailto:Karen Mustard); [Ana Maria Nacanaynay](mailto:Ana Maria Nacanaynay); [NagyB@edmonds.wednet.edu](mailto:NagyB@edmonds.wednet.edu); [Lynn Neal](mailto:Lynn Neal); [Annie Neilson](mailto>Annie Neilson); [NguyenD323@edmonds.wednet.edu](mailto:NguyenD323@edmonds.wednet.edu); [NguyenT350@edmonds.wednet.edu](mailto:NguyenT350@edmonds.wednet.edu); [Timothy Nguyen](mailto:Timothy Nguyen); [Thomas Nguyen](mailto:Thomas Nguyen); [NibargerD744@edmonds.wednet.edu](mailto:NibargerD744@edmonds.wednet.edu); [NikaitaniJ904@edmonds.wednet.edu](mailto:NikaitaniJ904@edmonds.wednet.edu); [Gary Noble](mailto:Gary Noble); [NoraB712@edmonds.wednet.edu](mailto:NoraB712@edmonds.wednet.edu); [Bennett Norman](mailto:Bennett Norman); [ObbinkS249@edmonds.wednet.edu](mailto:ObbinkS249@edmonds.wednet.edu); [OBrienM159@edmonds.wednet.edu](mailto:OBrienM159@edmonds.wednet.edu); [OliveS667@edmonds.wednet.edu](mailto:OliveS667@edmonds.wednet.edu); [OlsonKa@edmonds.wednet.edu](mailto:OlsonKa@edmonds.wednet.edu); [OnishiM596@edmonds.wednet.edu](mailto:OnishiM596@edmonds.wednet.edu); [OrtolanoE963@edmonds.wednet.edu](mailto:OrtolanoE963@edmonds.wednet.edu); [OsbornS738@edmonds.wednet.edu](mailto:OsbornS738@edmonds.wednet.edu); [Julie Paddock](mailto:Julie Paddock); [ParkW903@edmonds.wednet.edu](mailto:ParkW903@edmonds.wednet.edu); [Christine Pasek](mailto:Christine Pasek); [PattersonL@edmonds.wednet.edu](mailto:PattersonL@edmonds.wednet.edu); [PearceL@edmonds.wednet.edu](mailto:PearceL@edmonds.wednet.edu); [PearsonM499@edmonds.wednet.edu](mailto:PearsonM499@edmonds.wednet.edu); [Perazad477@edmonds.wednet.edu](mailto:Perazad477@edmonds.wednet.edu); [PercivalA345@edmonds.wednet.edu](mailto:PercivalA345@edmonds.wednet.edu); [Rich Petek](mailto:Rich Petek); [Melissa Petersen](mailto:Melissa Petersen); [Pamela Peters](mailto:Pamela Peters); [Peter Pham](mailto:Peter Pham); [Mark Phelps](mailto:Mark Phelps); [Laurie Piper](mailto:Laurie Piper); [PoirierGandall@edmonds.wednet.edu](mailto:PoirierGandall@edmonds.wednet.edu); [Christa Polzin](mailto:Christa Polzin); [PortugalM771@edmonds.wednet.edu](mailto:PortugalM771@edmonds.wednet.edu); [Kate Pothier](mailto:Kate Pothier); [PrineS347@edmonds.wednet.edu](mailto:PrineS347@edmonds.wednet.edu); [PykeE458@edmonds.wednet.edu](mailto:PykeE458@edmonds.wednet.edu); [RahillV@edmonds.wednet.edu](mailto:RahillV@edmonds.wednet.edu); [Amanda Ralston](mailto:Amanda Ralston);  [RamosM856@edmonds.wednet.edu](mailto: RamosM856@edmonds.wednet.edu); [James Raymond](mailto:James Raymond); [ReddingP762@edmonds.wednet.edu](mailto:ReddingP762@edmonds.wednet.edu); [RedfordT@edmonds.wednet.edu](mailto:RedfordT@edmonds.wednet.edu); [Jamie Regis](mailto:Jamie Regis); [ReillyR602@edmonds.wednet.edu](mailto:ReillyR602@edmonds.wednet.edu); [ReitanJ323@edmonds.wednet.edu](mailto:ReitanJ323@edmonds.wednet.edu); [RentfrowS665@edmonds.wednet.edu](mailto:RentfrowS665@edmonds.wednet.edu); [RevoirC123@edmonds.wednet.edu](mailto:RevoirC123@edmonds.wednet.edu); [RhoadsS@edmonds.wednet.edu](mailto:RhoadsS@edmonds.wednet.edu); [RichardsM643@edmonds.wednet.edu](mailto:RichardsM643@edmonds.wednet.edu); [Charlotte Richardson](mailto:Charlotte Richardson); [RichardT485@edmonds.wednet.edu](mailto:RichardT485@edmonds.wednet.edu); [RiggsV551@edmonds.wednet.edu](mailto>RiggsV551@edmonds.wednet.edu); [RiosK382@edmonds.wednet.edu](mailto>RiosK382@edmonds.wednet.edu); [Patrick Roach](mailto:Patrick Roach); [RobastiB853@edmonds.wednet.edu](mailto:RobastiB853@edmonds.wednet.edu); [RobertsB@edmonds.wednet.edu](mailto:RobertsB@edmonds.wednet.edu); [RobinsonM968@edmonds.wednet.edu](mailto:RobinsonM968@edmonds.wednet.edu); [Jo Anna Rockwood](mailto:Jo Anna Rockwood); [RodriguezD998@edmonds.wednet.edu](mailto:RodriguezD998@edmonds.wednet.edu); [RodriguezEl@edmonds.wednet.edu](mailto:RodriguezEl@edmonds.wednet.edu); [Jared Rodriguez](mailto:Jared Rodriguez); 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[SchleimerN284@edmonds.wednet.edu](mailto>SchleimerN284@edmonds.wednet.edu); [Patty Schultz](mailto:Patty Schultz); [Greg Schwab](mailto:Greg Schwab); [Julie A. Schwab](mailto:Julie A. Schwab); [Solon Scott](mailto:Solon Scott); [SeeV615@edmonds.wednet.edu](mailto:SeeV615@edmonds.wednet.edu); [Lydia Sellie](mailto:Lydia Sellie); [Merry Senn](mailto:Merry Senn); [Gloria Sepulveda](mailto:Gloria Sepulveda); [ShawMeg@edmonds.wednet.edu](mailto:ShawMeg@edmonds.wednet.edu); [SheehanK@edmonds.wednet.edu](mailto:SheehanK@edmonds.wednet.edu); [ShickH@edmonds.wednet.edu](mailto:ShickH@edmonds.wednet.edu); [ShumwayA@edmonds.wednet.edu](mailto:ShumwayA@edmonds.wednet.edu); [ShurtzC@edmonds.wednet.edu](mailto:ShurtzC@edmonds.wednet.edu); [Wendy Sinclair](mailto:Wendy Sinclair); [SisonM@edmonds.wednet.edu](mailto:SisonM@edmonds.wednet.edu); [Christian Smith](mailto:Christian Smith); [SmithE767@edmonds.wednet.edu](mailto:SmithE767@edmonds.wednet.edu); [Jennifer Smith](mailto:Jennifer Smith); [Ashley Snow](mailto:Ashley Snow); [Tami Snyder](mailto:Tami Snyder); [SoineK576@edmonds.wednet.edu](mailto:SoineK576@edmonds.wednet.edu); [SotsS574@edmonds.wednet.edu](mailto:SotsS574@edmonds.wednet.edu); [Sparksh595@edmonds.wednet.edu](mailto:Sparksh595@edmonds.wednet.edu); [Amy Stengele](mailto:Amy Stengele); [Jeff Stone](mailto:Jeff Stone); [Julie Stroncek](mailto:Julie Stroncek); [Anna Stuart](mailto:Anna Stuart); [StuartM331@edmonds.wednet.edu](mailto:StuartM331@edmonds.wednet.edu); [SuiterJ382@edmonds.wednet.edu](mailto>SuiterJ382@edmonds.wednet.edu); [SuttonC@edmonds.wednet.edu](mailto:SuttonC@edmonds.wednet.edu); [Jordan Suver](mailto:Jordan Suver); [Rebecca Swanson](mailto:Rebecca Swanson); [Lola Taylor](mailto:Lola Taylor); [ThomasL@edmonds.wednet.edu](mailto:ThomasL@edmonds.wednet.edu); [Annette Thornhill](mailto>Annette Thornhill); [TibbettsA957@edmonds.wednet.edu](mailto:TibbettsA957@edmonds.wednet.edu); [TiedemanA268@edmonds.wednet.edu](mailto:TiedemanA268@edmonds.wednet.edu); [TiveraE462@edmonds.wednet.edu](mailto:TiveraE462@edmonds.wednet.edu); [JoAnn Todd](mailto:JoAnn Todd); [TroutB282@edmonds.wednet.edu](mailto:TroutB282@edmonds.wednet.edu); [Veronica Tucker](mailto:Veronica Tucker); [TurnerK663@edmonds.wednet.edu](mailto:TurnerK663@edmonds.wednet.edu); [TurnerS@edmonds.wednet.edu](mailto:TurnerS@edmonds.wednet.edu); [UmayamA749@edmonds.wednet.edu](mailto:UmayamA749@edmonds.wednet.edu); [Andy Ung](mailto:Andy Ung); [UngerL844@edmonds.wednet.edu](mailto:UngerL844@edmonds.wednet.edu); [Tina Valdez](mailto:Tina Valdez); [Joseph Valenti](mailto:Joseph Valenti); [VanHorneL@edmonds.wednet.edu](mailto:VanHorneL@edmonds.wednet.edu); [VargK@edmonds.wednet.edu](mailto:VargK@edmonds.wednet.edu); [Victor Vergara](mailto:Victor Vergara); [Kristi Vernon](mailto:Kristi Vernon); [Erin Verschoor](mailto:Erin Verschoor); [VeyselM@edmonds.wednet.edu](mailto:VeyselM@edmonds.wednet.edu); [WagnerK970@edmonds.wednet.edu](mailto:WagnerK970@edmonds.wednet.edu); [Sheila Waite](mailto:Sheila Waite); [WakemanJ338@edmonds.wednet.edu](mailto:WakemanJ338@edmonds.wednet.edu); [WardK328@edmonds.wednet.edu](mailto:WardK328@edmonds.wednet.edu); [WebbM@edmonds.wednet.edu](mailto:WebbM@edmonds.wednet.edu); [Harmony Weinberg](mailto:Harmony Weinberg); [WestK254@edmonds.wednet.edu](mailto:WestK254@edmonds.wednet.edu); [Kathryn Whetten](mailto:Kathryn Whetten); [whited@edmonds.wednet.edu](mailto:whited@edmonds.wednet.edu); [Sari White](mailto:Sari White); [Charell Williams](mailto:Charell Williams); [WillieS022@edmonds.wednet.edu](mailto:WillieS022@edmonds.wednet.edu); [WilsonK220@edmonds.wednet.edu](mailto:WilsonK220@edmonds.wednet.edu); [Lauren Winner](mailto:Lauren Winner); [Lauren Wishkoski](mailto:Lauren Wishkoski); [WoernerM327@edmonds.wednet.edu](mailto:WoernerM327@edmonds.wednet.edu); [WolfeM289@edmonds.wednet.edu](mailto:WolfeM289@edmonds.wednet.edu); [WongK432@edmonds.wednet.edu](mailto:WongK432@edmonds.wednet.edu); [YoungM@edmonds.wednet.edu](mailto:YoungM@edmonds.wednet.edu); [Maria Ziranda](mailto:Maria Ziranda); [Taryn Zickefoose](mailto:Taryn Zickefoose); [Karla Sanchez Bravo](mailto:Karla Sanchez Bravo)

**Subject:** Re: Technology Department Update  
**Date:** Monday, September 21, 2020 5:10:00 PM

ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of**

**3:00 pm.**

- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted to give Cynthia a video compilation of farewell messages from her Edmonds SD family. If you would be willing to record a video (under 30 seconds) with a message for her, we'll be sharing this with her as well. Here are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom meeting
- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick "Congratulations"

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
*Manager - IT Operations*  
x7101

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
Date: Tue, Sep 15, 2020 at 8:46 AM  
Subject: Technology Department Update  
To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

**\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\***

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cynthia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.



I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Heather Pickar](#)  
**Subject:** Re: Technology Department Update  
**Date:** Thursday, September 17, 2020 2:38:24 PM

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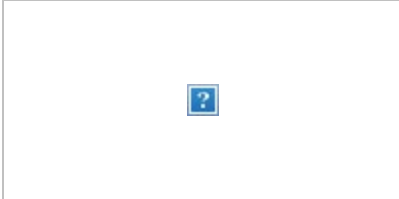
Thank you, Heather - I appreciate it!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Thu, Sep 17, 2020 at 2:35 PM Heather Pickar <[pickarh@edmonds.wednet.edu](mailto:pickarh@edmonds.wednet.edu)> wrote:  
Congratulations Chris! You certainly deserve it!

Heather

**Ms. Heather Pickar**



**[Family Support Services - Click Here](#)**

**[Supplemental Learning Resources - Click Here](#)**

**[Mental Health Resources - Click Here](#)**

**Technology Help Line Technology Support team at 425-431-1211 or email [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org).**



**Principal Seaview Elementary**  
**She/Her**  
**425-431-7387**

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----- Forwarded message -----

**From: Communications Department <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>**  
**Date: Tue, Sep 15, 2020 at 8:46 AM**  
**Subject: Technology Department Update**  
**To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>**

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [David Zwaschka](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 8:53:19 PM

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Thanks Dave - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 8:13 PM David Zwaschka <[zwaschkad@edmonds.wednet.edu](mailto:zwaschkad@edmonds.wednet.edu)> wrote:

Congratulations, Chris--the Department is in good hands.

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear staff,

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I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

--

Dave Zwaschka  
He/him  
Assistant Principal  
Scriber Lake High School  
(425) 431-5869

[ESD Family Support](#)  
[Supplemental Resources Site](#)  
[Family Canvas Resources Site](#)

**[SLHS Website: Closure Info, SLHS-Specific Info](#)**

**[ESD Family Support Page: Tech, Meals, Funds, Etc.](#)**

**[ESD COVID-19 Communications Page: Daily District Updates](#)**

TECH ISSUES or PASSWORD/LOG IN PROBLEMS: 425-431-1211 or  
email: [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Nancy Katims](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 6:23:27 PM

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Nancy - thank you so much. I really appreciate it. Thanks for your kind words as well!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 4:47 PM Nancy Katims <[katimsn@edmonds.wednet.edu](mailto:katimsn@edmonds.wednet.edu)> wrote:  
YEA!!!!!! Finally!!! I've been waiting for this moment and am so happy for you and for the district!

Congratulations!  
You will rock in this position as you have in all you do.  
Warmly,  
Nancy

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 9:02 AM  
**Subject:** Technology Department Update  
**To:**

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear ESC staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

|

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [K mathey](#)  
**Subject:** Re: Technology Department Update  
**Date:** Wednesday, September 30, 2020 9:19:33 AM

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I didn't see a video come in from you - did you send it my way already?

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 28, 2020 at 9:42 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

And I know you are too! You are a good man, Chris.

Kim

On Mon, Sep 28, 2020, 7:58 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

I am. He should be... He'll do much better than me, but I don't even want to ask him! He's a busy guy! :)

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:49 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

There always has to be one... Who is putting them all together? Jason?

On Mon, Sep 28, 2020 at 7:48 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Awesome - yes, definitely. No worries.

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:36 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

Oops. I missed the date. Can I get my video clip in Tuesday AM? Promise! And I plan on joining in on the parade. Great idea!

Kim

On Mon, Sep 21, 2020 at 7:59 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

She doesn't know what we're planning, but we'll need to tell her beforehand I think.

Feel free to share with others that you think would like to know what we are planning.

Chris Bailey  
Manager - IT Operations



x7101

----- Forwarded message -----

From: **Chris Bailey** <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

Date: Mon, Sep 21, 2020, 5:10 PM

Subject: Re: Technology Department Update

To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>, Jenn Madsen

<[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>, Sarah Luczyk

<[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>, Debbie Erickson

<[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>, Karen Mosman

<[mosmank490@edmonds.wednet.edu](mailto:mosmank490@edmonds.wednet.edu)>, Christine Pasek

<[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of 3:00 pm.**
- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted to give Cynthia a video compilation of farewell messages from her Edmonds SD family. If you would be willing to record a video (under 30 seconds) with a message for her, we'll be sharing this with her as well. Here are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom meeting
- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick "Congratulations"

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
Manager - IT Operations

x7101

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>

Date: Tue, Sep 15, 2020 at 8:46 AM

Subject: Technology Department Update

To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

--  
Kim

--  
Kim

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Jesse Goodsky](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 10:14:56 AM

---

Thanks, Jesse - I appreciate it! Yes, of course! :)

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 10:09 AM Jesse Goodsky <[goodskyj@edmonds.wednet.edu](mailto:goodskyj@edmonds.wednet.edu)> wrote:  
Congratulations Chris! I look forward to working with you more. I hope with your promotion, I can still email you :)

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

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I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Mara Marano-Bianco](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:51:39 AM

---

Thanks, Mara - I appreciate it!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Tue, Sep 15, 2020 at 9:50 AM Mara Marano-Bianco

<[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)> wrote:

Congratulations and well deserved. You have been an excellent leader and a great person to work with. All the best in this interim position.

Mara

*Mara Marano-Bianco*

**Mara Marano-Bianco RN, BSN, CPH**

**Pronouns- She/Her/Hers**

**Student Health Services Program Manager**

**Edmonds School District #15**

**20420 68<sup>th</sup> Ave. W, Lynnwood, WA 98036**

**Phone: (425) 431-7174 Fax: (425) 431-7182**

**[maranobiancom233@edmonds.wednet.edu](mailto:maranobiancom233@edmonds.wednet.edu)**

**In District: Monday, Wednesday and Thursday**

**[Family Support Services - click here.](#)**

**[Supplemental Learning Resources - click here.](#)**

**[Mental Health Resources - click here.](#)**



Special Education Parent and Student Rights (Procedural Safeguards):

Derechos de los padres y estudiantes de educación especial (garantías procesales): /

特殊教育家长和学生权利(程序保障):/ 특수 교육 학부모 및 학생의 권리 (절차 상 안전 조치): /

: (حقوق الوالدين والطلاب في مجال التعليم الخاص) الضمانات الإجرائية : / Права родителей и учеников в

специальной образовательной программе (процессуальные гарантии):  
<http://www.k12.wa.us/SpecialEd/Families/Rights.aspx>

Notice: Public records, including e-mails, are available to the public as provided by the Washington State Public Records Act (RCW 42.56). Your e-mail and my response may be considered a public record under the Act and subject to disclosure upon request by a third party.

This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA). If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please destroy all copies of the original message (including attachments) and notify me immediately by reply email message or by telephone at the number provided above. Thank you.

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>

Date: Tue, Sep 15, 2020 at 9:02 AM

Subject: Technology Department Update

To:

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

Dear ESC staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Julie Stroncek](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:51:30 AM

---

Thanks, Julie. I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:47 AM Julie Stroncek <[stroncekj@edmonds.wednet.edu](mailto:stroncekj@edmonds.wednet.edu)> wrote:  
Congratulations!!!

Sent from my iPhone

Begin forwarded message:

**From:** Communications Department <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** September 15, 2020 at 9:01:54 AM PDT  
**To:** undisclosed-recipients;;  
**Subject:** Technology Department Update

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Dear ESC staff,

I want to share with you an update on the Technology Department and changes in leadership.

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I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Schumacher](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:28:28 AM

---

I have a love/hate relationship with mine. Only 4 weeks in or so. :)  
Awesome - I'll follow you (from way back in the pack). #GoCrashGo

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:16 AM Sarah Schumacher <[schumachers@edmonds.wednet.edu](mailto:schumachers@edmonds.wednet.edu)> wrote:

That's cool! I love mine! Haven't been on it as much as I'd like to lately, but I do love it. I'm twigsdaughter on there.

Have a good one!

On Tue, Sep 15, 2020 at 9:09 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
Thanks, Sarah. I appreciate it. Yes - doing well. We recently got a Peloton so joining your ranks of the mildly insane. :)  
Hope you and the family are well also!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:06 AM Sarah Schumacher <[schumachers@edmonds.wednet.edu](mailto:schumachers@edmonds.wednet.edu)> wrote:

Congratulations! Very well deserved.

Hope you and the family are well!

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

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Best,

Gustavo

--

Sarah Schumacher  
Assistant Principal and Athletic Director  
Meadowdale Middle School  
(425) 431-7709

Website: <https://mms.edmonds.wednet.edu/>

Facebook: <https://www.facebook.com/MMSVikings>

Instagram: mms\_vikings

--

Sarah Schumacher  
Assistant Principal and Athletic Director  
Meadowdale Middle School  
(425) 431-7709

Website: <https://mms.edmonds.wednet.edu/>

Facebook: <https://www.facebook.com/MMSVikings>

Instagram: mms\_vikings

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Jennifer Braile](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:27:55 AM

---

Thanks, Jen - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:26 AM Jennifer Braile <[brailej@edmonds.wednet.edu](mailto:brailej@edmonds.wednet.edu)> wrote:

Whooo hooooo! Congratulations!

**Jen Braile**  
**English and Social Studies Teacher**  
**Alderwood Middle School**

----- Forwarded message -----

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Best,

Gustavo



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christy Frary](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:27:44 AM

---

Thanks, Christy - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:22 AM Christy Frary <[fraryc@edmonds.wednet.edu](mailto:fraryc@edmonds.wednet.edu)> wrote:  
Congratulations, Chris! You will do great at this.

Thank you and stay healthy,



## ***Christy Frary***

Principal  
Edmonds eLearning Academy  
Office: (425) 431-7298  
Pronoun: she/her

**Interested in attending Edmonds eLearning Academy? Please visit this link to enroll: [2020 EeLA Enrollment](#)**

**CHROMEBOOK Technology Help Desk:** The Student Tech Support team can be reached at [techsupport@edmonds15.org](mailto:techsupport@edmonds15.org) or 425-431-1211.

*Confidentiality Notice:* The information contained in this message is privileged and confidential. It is intended only for the use of the individual or entity named above. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

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Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Chris Cullison](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:16:17 AM

---

Thanks, Chris - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:15 AM Chris Cullison <[cullisonc@edmonds.wednet.edu](mailto:cullisonc@edmonds.wednet.edu)> wrote:  
Cynthia - Congrats on finally retiring! Hate to see you go, but I'm happy for you!

Chris - Congrats! This is well deserved, and I couldn't imagine anyone else in this role.

----- Forwarded message -----

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**To:**

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Best,

Gustavo

--

**Chris Cullison**

Director of Budget & Finance

Edmonds School District #15

ph: [425-431-7048](tel:425-431-7048) | email: [CullisonC@Edmonds.Wednet.EDU](mailto:CullisonC@Edmonds.Wednet.EDU)

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Brandon Lagerquist](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:16:06 AM

---

Thanks, Brandon - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:14 AM Brandon Lagerquist  
<[lagerquistb835@edmonds.wednet.edu](mailto:lagerquistb835@edmonds.wednet.edu)> wrote:

Congrats! And more than well deserved.  
Brandon Lagerquist  
he/him/his  
Director - Assessment, Research, and Evaluation  
Edmonds School District  
20420 68th Ave W  
Lynnwood, WA 98036  
425-431-7302



----- Forwarded message -----

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Technology Department.

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Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Deborah Brandi](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:15:59 AM

---

Thank you, Deborah. I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:14 AM Deborah Brandi <[deb@foundationesd.org](mailto:deb@foundationesd.org)> wrote:

Congratulations, buddy!!!

Deborah Brandi  
Executive Director  
Foundation for Edmonds School District  
425.431.7260 work  
206.334.0283 cell  
[Deb@foundationesd.org](mailto:Deb@foundationesd.org)  
Foundationesd.org

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
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Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Christine Pasek](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:15:49 AM

---

Thanks, Christine - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 9:10 AM Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)> wrote:  
Congrats on being named the Interim Tech Director! I'm so glad for you  
(and for the department)!

**Christine Pasek**  
Technology Office Coordinator  
Edmonds School District  
425-431-7290

----- Forwarded message -----

**From: Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 9:02 AM  
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**To:**

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Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Amanda Ralston](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 29, 2020 12:20:20 PM

---

Awesome. No worries.

Chris Bailey  
Manager - IT Operations  
x7101

On Tue, Sep 29, 2020, 12:19 PM Amanda Ralston <[ralstona@edmonds.wednet.edu](mailto:ralstona@edmonds.wednet.edu)> wrote:  
Chris,

I know I am one day late but we just had our team meeting today and we created a super short video message for Cynthia. I uploaded it to the form.

I hope we're not too late to be included.

I'm planning to drive through on Friday!!

Amanda



**Amanda Ralston**

Communications Coordinator

425-431-7046

[@EdmondsSchools](#)

----- Forwarded message -----

**From:** **Chris Bailey** <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
**Date:** Mon, Sep 21, 2020 at 5:10 PM  
**Subject:** Re: Technology Department Update  
**To:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>, Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>, Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>, Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>, Karen Mosman <[mosmank490@edmonds.wednet.edu](mailto:mosmank490@edmonds.wednet.edu)>, Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of 3:00 pm.**
- Where: **Former Alderwood Middle School Parking Lot**

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Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

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If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
Date: Tue, Sep 15, 2020 at 8:46 AM  
Subject: Technology Department Update  
To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

**\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\***

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct. 2, 2020. We are grateful for her many years of service. Cynthia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our

Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo



**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Sarah Schumacher](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 9:08:56 AM

---

Thanks, Sarah. I appreciate it. Yes - doing well. We recently got a Peloton so joining your ranks of the mildly insane. :)

Hope you and the family are well also!

*Chris Bailey*  
Manager - IT Operations  
x7101

On Tue, Sep 15, 2020 at 9:06 AM Sarah Schumacher <[schumachers@edmonds.wednet.edu](mailto:schumachers@edmonds.wednet.edu)> wrote:

Congratulations! Very well deserved.

Hope you and the family are well!

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

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Best,

Gustavo

--

Sarah Schumacher  
Assistant Principal and Athletic Director  
Meadowdale Middle School  
(425) 431-7709

Website: <https://mms.edmonds.wednet.edu/>

Facebook: <https://www.facebook.com/MMSVikings>

Instagram: mms\_vikings

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Emily Moore](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 8:59:03 AM

---

Thanks Emily - I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 8:48 AM Emily Moore <[mooree@edmonds.wednet.edu](mailto:mooree@edmonds.wednet.edu)> wrote:  
Congratulations my friend.

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

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Best,

Gustavo

--  
Emily Moore

Principal  
Spruce Elementary School  
Home of the Dragons

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Jimmy Nguyen](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 15, 2020 8:58:34 AM

---

Thanks, Jimmy. I appreciate it!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Tue, Sep 15, 2020 at 8:47 AM Jimmy Nguyen <[nguyenji@edmonds.wednet.edu](mailto:nguyenji@edmonds.wednet.edu)> wrote:  
Congrats Chris. Love working with you. Can't picture another in the role.

Go get em...jn

Jimmy Nguyen  
Terrace Park Elementary, Assistant Principal  
425.431.7483

----- Forwarded message -----

**From:** **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
**Date:** Tue, Sep 15, 2020 at 8:46 AM  
**Subject:** Technology Department Update  
**To:** @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

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Best,

Gustavo

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Taine Wilton](#)  
**Cc:** [Chris Bailey](#)  
**Subject:** Re: Technology Department Update  
**Date:** Wednesday, September 30, 2020 9:45:43 AM

---

Sorry, Taine. I don't have Zelle or Venmo. Karen Mosman and I are also taking cash contributions in the Tech Dept, if that helps at all.

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Tue, Sep 29, 2020 at 12:03 PM Taine Wilton <[wiltont@edmonds.wednet.edu](mailto:wiltont@edmonds.wednet.edu)> wrote:  
Sorry I don't have a paypal account, but I do have a zelle and venmo account. could either of those work?  
Thanks, Tw



**Taine Wilton** AIA | LEED AP  
Design and Construction Manager

Capital Projects Office  
425.431.7172 wk  
206.306.5605 cell  
[WiltonT@edmonds.wednet.edu](mailto:WiltonT@edmonds.wednet.edu)

On Tue, Sep 29, 2020 at 10:49 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:  
You can use paypal to contribute, if that works. Please let Christine know if that works for you.

*Chris Bailey*  
Manager - IT Operations  
x7101

On Tue, Sep 29, 2020 at 10:41 AM Taine Wilton <[wiltont@edmonds.wednet.edu](mailto:wiltont@edmonds.wednet.edu)> wrote:  
Good morning Chris,  
I missed the video, but wanted to venmo a contribution. Please let me know how to proceed.  
Thanks for organizing, and see you Friday  
Taine



**Taine Wilton** AIA | LEED AP  
Design and Construction Manager

Capital Projects Office  
425.431.7172 wk  
206.306.5605 cell

| [WiltonT@edmonds.wednet.edu](mailto:WiltonT@edmonds.wednet.edu)

On Fri, Sep 25, 2020 at 9:16 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

All,

Just a quick reminder - please take a few minutes on this beautiful Friday to record a brief farewell video message for Cynthia, and [use this form](#) to send it to me by Monday afternoon.

If you would like a hand, just let me know. Thank you!

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

ESC and District Leadership Staff,

As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

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- A team of staff recording a "Gallery" style message in a Zoom meeting
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Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,



Chris Bailey  
Manager - IT Operations  
x7101

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From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>

Date: Tue, Sep 15, 2020 at 8:46 AM

Subject: Technology Department Update

To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

***\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\****

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I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#)  
**Cc:** [Marné Kristin](#)  
**Subject:** Re: Technology Department Update  
**Date:** Monday, September 28, 2020 2:48:22 PM

---

Hi Marne,

You can send the contribution to my PayPal account via my email address:  
[christinepasek@comcast.net](mailto:christinepasek@comcast.net).

Thanks!

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Mon, Sep 28, 2020 at 2:45 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Christine - can you assist Marne?

Thanks in advance,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

**From:** **Marné Kristin** <[kristinm@edmonds.wednet.edu](mailto:kristinm@edmonds.wednet.edu)>  
**Date:** Mon, Sep 28, 2020 at 2:41 PM  
**Subject:** Re: Technology Department Update  
**To:** Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>

I'd like to do PayPal if that's not too big a pain. Or Zelle.



**Marné Kristin**  
Technology Projects Coordinator  
Technology Department  
425.431.7266 Phone  
she/her

On Fri, Sep 25, 2020 at 9:16 AM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

All,

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*Chris Bailey*  
Manager - IT Operations  
x7101

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

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Date: Tue, Sep 15, 2020 at 8:46 AM

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Gustavo

**From:** [Christine Pasek](#) on behalf of [Christine Pasek <pasekc619@edmonds.wednet.edu>](#)  
**To:** [Chris Bailey](#); [Jenn Madsen](#); [Debbie Erickson](#); [Karen Mosman](#); [Sarah Luczyk](#)  
**Subject:** Re: Technology Department Update  
**Date:** Thursday, September 24, 2020 9:06:42 AM

---

FYI: I told Chris, but I should mention to you too, if anyone wants to contribute to Cynthia's gift pool via Paypal, they can to my Paypal account: [christinepasek@comcast.net](mailto:christinepasek@comcast.net).

**Christine Pasek**

Technology Office Coordinator  
Edmonds School District  
425-431-7290

On Mon, Sep 21, 2020 at 5:10 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

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*Chris Bailey*

Manager - IT Operations  
x7101

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**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [Taine Wilton](#); [Christine Pasek](#)  
**Subject:** Re: Technology Department Update  
**Date:** Tuesday, September 29, 2020 10:48:32 AM

---

You can use paypal to contribute, if that works. Please let Christine know if that works for you.

*Chris Bailey*  
*Manager - IT Operations*  
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**Taine Wilton** AIA | LEED AP  
Design and Construction Manager

Capital Projects Office  
425.431.7172 wk  
206.306.5605 cell  
[WiltonT@edmonds.wednet.edu](mailto:WiltonT@edmonds.wednet.edu)

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*Manager - IT Operations*  
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Best,

Gustavo

**From:** [Chris Bailey](#) on behalf of [Chris Bailey <baileym@edmonds.wednet.edu>](#)  
**To:** [K mathey](#)  
**Subject:** Re: Technology Department Update  
**Date:** Monday, September 28, 2020 7:58:07 PM

---

I am. He should be... He'll do much better than me, but I don't even want to ask him! He's a busy guy! :)

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:49 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

There always has to be one... Who is putting them all together? Jason?

On Mon, Sep 28, 2020 at 7:48 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

Awesome - yes, definitely. No worries.

Chris Bailey  
Manager - IT Operations  
x7101

On Mon, Sep 28, 2020, 7:36 PM K mathey <[matheyk@gmail.com](mailto:matheyk@gmail.com)> wrote:

Oops. I missed the date. Can I get my video clip in Tuesday AM? Promise! And I plan on joining in on the parade. Great idea!

Kim

On Mon, Sep 21, 2020 at 7:59 PM Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)> wrote:

She doesn't know what we're planning, but we'll need to tell her beforehand I think. Feel free to share with others that you think would like to know what we are planning.

Chris Bailey  
Manager - IT Operations  
x7101

----- Forwarded message -----

From: **Chris Bailey** <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>  
Date: Mon, Sep 21, 2020, 5:10 PM  
Subject: Re: Technology Department Update  
To: Chris Bailey <[baileym@edmonds.wednet.edu](mailto:baileym@edmonds.wednet.edu)>, Jenn Madsen <[madsenj@edmonds.wednet.edu](mailto:madsenj@edmonds.wednet.edu)>, Sarah Luczyk <[luczyks@edmonds.wednet.edu](mailto:luczyks@edmonds.wednet.edu)>, Debbie Erickson <[ericksond659@edmonds.wednet.edu](mailto:ericksond659@edmonds.wednet.edu)>, Karen Mosman <[mosmank490@edmonds.wednet.edu](mailto:mosmank490@edmonds.wednet.edu)>, Christine Pasek <[pasekc619@edmonds.wednet.edu](mailto:pasekc619@edmonds.wednet.edu)>

ESC and District Leadership Staff,  
As was shared below, Cynthia's last day as our Technology Director will be October 2. If you're looking for a way to wish her well, here it is! You are cordially invited to a

socially distancing-approved 2020 celebration activity, the Honk-and-Wave Retirement Party. Safe, Fun, Memorable, and no obligatory speeches!

- When: **Friday, October 2nd** - Staging starts at 2:30 pm for a **parade start of 3:00 pm**.
- Where: **Former Alderwood Middle School Parking Lot**

In addition to this fun celebration for Cynthia's retirement, we also wanted to give Cynthia a video compilation of farewell messages from her Edmonds SD family. If you would be willing to record a video (under 30 seconds) with a message for her, we'll be sharing this with her as well. Here are some ideas:

- A team of staff recording a "Gallery" style message in a Zoom meeting
- A cell phone recording sharing a special memory or funny story involving Cynthia
- A quick "Congratulations"

Deadline is **Monday, September 28**. [Please use this form to upload your video](#). If you would like assistance with this, please let me know.

Lastly, if you would like to contribute to a gift for Cynthia, we will be putting together a gift basket with some items we know Cynthia will appreciate. You can contribute in person in the Tech Department - Karen Mosman and Christine Pasek are collecting contributions. If you'd prefer to contribute digitally (Paypal/Venmo), please let me know and we can make arrangements for that too.

If none of these feels quite right - please consider reaching out to Cynthia directly (but don't share the items above with her - she's not in the know!). I know she'd appreciate hearing what her time and efforts mean to you all! Also, please share this information as appropriate. Thanks for your consideration,

*Chris Bailey*  
*Manager - IT Operations*  
*x7101*

----- Forwarded message -----

From: **Communications Department** <[communications@edmonds.wednet.edu](mailto:communications@edmonds.wednet.edu)>  
Date: Tue, Sep 15, 2020 at 8:46 AM  
Subject: Technology Department Update  
To: @District Leadership Team <[dlt@edmonds.wednet.edu](mailto:dlt@edmonds.wednet.edu)>

**\*\*This message is being sent on behalf of Superintendent Dr. Gustavo Balderas\*\***

Dear staff,

I want to share with you an update on the Technology Department and changes in leadership.

After more than 26 years serving as the Technology Director for the Edmonds School District, Cynthia Nelson, is retiring. Her last day with the district will be Oct.

2, 2020. We are grateful for her many years of service. Cythia originally planned to retire at the end of June, however, when COVID-19 hit, she decided to stay on and continue to support our Technology Department.

I have named Chris Bailey as Interim Technology Director. Chris has been with the district since 2007 and has been the Operations Manager for the Technology Department since 2013.

Best,

Gustavo

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Kim

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Kim