

2017-2018 Regular Meeting of the Technology Advisory Committee (TAC)

Fremont Unified School District, Technology Training Center, District Office, 4210 Technology Drive, Fremont, CA 94538

May 7, 2018, 7:00 p.m. - 8:30 p.m.

Call to Order: 7:00 p.m.

Roll Call:

Fremont Community Member	Present (Y/N)	FUSD Staff Member	Present (Y/N)
Eduardo Martinez , Parent, _____	N	Thom Birbeck , Instructional Coach C & I Dept.	Y
Goutam Das , Parent, Mission Attendance Area	Y	Anne Damron , School Secretary & CSEA REP; <i>Secretary 17-18</i>	Y
Sameer Desai , Parent, American Attendance Area	N	Jeff Downing , Computer Specialist, Millard Elementary, <i>Chairperson 17-18</i>	Y
Linda Licari , Parent, Washington Attendance Area	N	Maile Ferreira , Teacher Librarian, MSJ HS, FUDTA Rep & FUSD Librarian	Y
Robert Hou , Community Member	Y	Allyson McAuley , Library Media Teacher, Irvington High, FUDTA Rep.	Y
Vikram Jung , Parent, Mission Attendance Area	Y	Vacancy, SEIU Representative	--
Rebecca Smith , Community Member, <i>Vice Chair 17-18</i>	N	Victoria Quintana , Teacher, Grimmer Elementary	Y
Peter Xie , Parent, Washington Attendance Area	Y	Rob Reibenschuh , Asst. Principal, American HS	Y
Seated Voting Members: 15		Quorum Met: 11 / 15	
		Joe Siam, FUSD CTO ex-officio, non-voting	Y

Guests: Barth Paine, FUSD Web Designer; Minh Vu, FUSD Risk Management; Victor Galis, parent, possible TAC applicant; Dr. Jorge Gonzalez, Patterson Elementary Principal; Tom Hippensteel, Strategic Education Sales Executive, Raptor Technologies; Nelson Lins, VP, Raptor Technologies.

Oral Communications: none

CTO Update: Joe Siam reported that staff was fielding queries from Vendors interested in the Request for Proposals for the VOIP system. The system has been discussed previously at TAC (see meeting minutes for project goals). It appears six major vendors are interested in the project and bids are due May 17th.

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Also, three schools will be piloting the online Maze for the upcoming school year. Weibel Elementary is in the second pilot year, and this year Cabrillo Elementary and Thornton Junior High will test the system, which is connected to the portals of the Student Information System (Illuminate).

Approval of minutes: Following arrival of enough members for quorum, Peter Xie made a motion to approve the minutes of the April 16, 2018 meeting. Following a second by Goutam Das, TAC Members voted to approve the minutes. Members absent at the last meeting abstained from the vote.

Approval of Agenda: Thom Birbeck made a motion to approve the agenda. Following a second by Peter Xie, TAC members voted to unanimously approve the agenda as amended.

Unfinished Business:

For the second time, TAC discussed the proposed Visitor Management System. Many technical questions were asked at the last meeting, so two representatives from the proposed vendor joined TAC. Mr Vu, FUSD Risk Management, reminded TAC members that Raptor Technologies offers a Visitor Management System that requires a government issued identification as the basis for signing in at schools. The system can also process families who are picking their student up early and with knowing about court orders. The system features a self-checkin kiosk and a badge prints showing where the visitor will be on campus. Return visitors can use the quick find system for badges. FUSD hopes to pilot the system on some sites, then roll out and offer training during the next school year. Raptor was established in 2002 and has systems in 20,000 schools nationwide.

Dr. Gonzalez spoke about the system currently being used at Patterson Elementary. His predecessor found the system and started using the free trial of the Lobby Track Visitor Management System that uses a laptop and printer. First time visitors spend a couple of minutes entering information; repeat users enter their name and location then print their badge. Also, for field trips, chaperone names can be pre-entered to make the system faster. The labels have the school name and logo along with visitor destination. One drawback is with the free trial Patterson can only register 50 people a day. For a large event, the school reverts to pencil and paper. Visitors like the system—it has a WOW factor and people are intrigued. If on a paid system, Lobby Track can be queried to see if visitors are on site during an emergency.

Members asked the Raptor Representatives about privacy issues, back-ups, recovery systems, encryption at rest and in transit, intrusion security, etc. One member asked about the vendor's liability coverage (TAC has noted that the human element is often the weakest link). Mr Vu noted that all FUSD contracts that deal with data have an indemnification clause, and contracts are vetted for adequate insurance for both FUSD and vendor. Members asked what information is stored on the vendors servers: First Name, Last Name, Date of Birth, last 4 digits of the Government Issued identification and the photo. The system does not store a picture of the Government Issued identification card. FUSD would determine the length of time the encrypted data is stored in the cloud and would direct the vendor.

TAC members asked about the occurrence of false positives and whether or not that created a liability for the school district. Another member noted that many visitors are itinerant staff and whether or not

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employee ids would be scanned. Each school would have a database of visitors, but the enterprise wide design could mean the the entire school district is enabled. Members noted again that at the secondary level, many visitors are former students who do not have ids, and what about undocumented folk? Each district sets its own policy. The system can be set to create a record manually for special situations where someone might not have an id. Raptor representatives stated that some districts have up to five locations where people can register if they have not ids—districts find this also increases control.

Members noted that at any school one benefit is efficiency and accuracy. Discussion then followed regarding school district policies, open campuses, spoofing systems, vigilance of administrators and educators, etc. The discussion then turned system piloting and training. Raptor representatives noted that they offer onsite end user training, an online knowledge base that includes documents and videos, live webinars and onsite system administrator training.

At this point in the meeting, the Raptor guests, Dr. Gonzalez and Mr. Vu left the meeting. TAC members attempted to formulate a motion regarding the proposed Visitor Management System. Discussion continued about policies, open campuses, security, customer service, funding source, best us of currently limited funds, and the role of TAC. TAC has always discussed alternative and the only alternative presented was non-technical (pen & paper). Members noted that if FUSD is trying to standarize the sign ins for visitors on our campuses, then other things need to be standardized (ie all closed campuses). One member asked if information regarding this type of system has been presented to the principals (ie Principal's Advisory Committee). One member noted that the Raptor system meets most of the goals as stated at the April meeting (see TAC minutes) but suggested that several schools pilot the system and that the proposal should be compared to systems offered by other vendors. Joe noted he will see if the Risk Management Department will still go to the Board without a motion from TAC. Another members asked how committed Senior Management was to the idea of this Visitor Management System.

Due to the late hour, the discussion regarding the Refresh Cycle was tabled until the June meeting.

New Business: none

Meeting Adjourned: 9 p.m.

Next Meeting: June 4, 2018 (*first meeting of 18/19 term*)

Potential Future Agenda items: (*Note that the dates are planned and can change*)

Elections for 2018/19 (See Bylaws)

Network Operations Center (NOC) upgrade

Future Meetings: Proposed Calendar to be presented June 4, 2018