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
February 5, 2018, 7:00 p.m. - 8:30 p.m.

Call to Order: 7:04 p.m.
Roll Call:

Fremont Community Member	Present (Y/N)	FUSD Staff Member	Present (Y/N)
Edwardo Martinez, Parent, _____	N	**Thom Birbeck**, Instructional Coach C & I Dept.	Y
Goutam Das, Parent, Mission Attendance Area	N	**Anne Damron**, School Secretary & CSEA REP; *Secretary 17-18*	Y
Sameer Desai, Parent, American Attendance Area	Y	**Jeff Downing**, Computer Specialist, Millard Elementary, *Chairperson 17-18*	Y
Linda Licari, Parent, Washington Attendance Area	Y	**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	N	Vacancy, SEIU Representative	N
Rebecca Smith, Community Member, *Vice Chair 17-18*	Y	**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: 12 / 15	
		Joe Siam, FUSD CTO ex-officio, non-voting	Y

Guests: Mary Lasica, FUSD IT Support Administrator; Barth Paine, FUSD Web Designer; Henry Fung, Science Teacher, Irvington High School.

Approval of last meetings minutes: Thom Birbeck made a motion to approve the minutes of the October 2, 2017 meeting. Following a second by Peter Xie, TAC Members voted to approve the minutes with one abstention from Alyson McAuley as she had not read the minutes. Members absent at the last meeting abstained from the vote.

Approval of Agenda: Following a review of the agenda, Linda Licari made a motion to approve the agenda. Following a second by Alyson McAuley, TAC members voted to unanimously approve the agenda.

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Oral Communications: Comments from public or members on items not on agenda: none

CTO Update: Mary Lasica reported on her data collection regarding the number of devices in the FUSD system funded by refresh dollars. Using a 2014 list of purchases as well as mining the data in the FUSD financial system and IT help desk system for purchases by the district and sites, Mary presented TAC with some information about the number of computing devices available at schools. The count is mostly of PCs, but does include a few Chromebooks, netbooks and Macs existing in classrooms, labs and offices. The majority of the devices are used by students. The numbers presented include the devices in carts. Mary also learned that many sites are buying just Chromebooks. With more than 38,000 students in our district, these numbers show that we are approximately 3 students to 1 device across the district—though the ratio may be very different at some school sites. It should also be noted that in schools that have new labs or machines in a library, the recent devices were purchased with grants or donations.

Mary also noted that only items over $500 have an FUSD Asset Tag, so it is hard to track the purchases through that system. One member asked if FUSD tracks the usage of the devices. It was noted that FUSD can see who is on the network but it is not data that is routinely pulled or tracked. As the IT Support Administrator, Mary noted that she can see how many of the teacher laptops are in need of support as she manages the Help Desk. 50-60% of the technical support requests are captured in the system—many support needs are handled when a staff member just asks a tech for support. When the techs are not responding to actual requests, they perform cart maintenance and install upgrades to keep devices in use. Many of the requests are for the teacher laptops as any certificated staff member with a .4 FTE or higher was issued one of the laptops (often called Common Core laptops) that were purchased in approximately October of 2013 and went out of warranty in November of 2016. As these machines are getting older, IT is receiving an increasing number of requests for battery replacements. In 2016-17, IT spent $10,000 on replacement batteries. To date in 2017-18, IT has spent $14,000 on batteries. In addition, many have needed the WiFi cards replaced and have broken hinges and frames. IT has kept some of the old CC laptops to use for parts.

One member noted that it seems that FUSD has two priorities: teacher devices so teachers can teach, and student devices. Since long-term teacher substitutes often need a laptop, this has increased the number of devices needed. No data exists on the number of teachers who do not use their device, but 10-15% is the suggested number. One member asked how encouraging is FUSD for BYOD (Bring your own device)? Others noted that BYOD is not equitable for staff or students. Some feel it is extremely important to have a working and up to date laptop. One member stated that as a government organization, FUSD should be able to afford new devices. Leasing was once again suggested because FUSD could access a larger number of devices at once and use any available refresh dollars to pay the lease payment.

Circles of Support were discussed again as a tool to determine a TAC recommendation so one is in place if refresh dollars become available. One member asked if staff needs a laptop or can staff use a Chromebook? Again, TAC discussed what teachers are actually using laptop for? Discussion continue regarding security (of devices and data), cloud storage, VPNs (Virtual Private Network), open internet access, etc.

Discussion continued and a possible wish list could include 1) teacher devices, possibly with 10-key pads for entering grades; 2) student use devices with consideration for high school testing, testing on devices starting at Grade 2, SBAC testing, etc. and 3) the need for high performance secondary school labs for

CAD, photo editing, robotics etc. Leasing was suggested again and the use of a Linux server to use centralized computational power, as well as input from other departments on trends for testing and instruction that require technology. One member noted that if FUSD departments continue to offer classes that rely on updated technology, perhaps those departments need to offer funding support for technology devices.

The baseline technology toolkit for teachers was mentioned again (document camera, projector, printer/scanner, copier access, software for teacher computing device). One member reiterated that a needs assessment must be completed—particularly in the area of secondary school labs. One member noted that many students in school now have never used MS Office, and noted that computer specialists are teaching process and skill—not a product or a technology. Again, a current inventory at each site was suggested, noting that one may have been done in 2016.

The Technology Department has been firefighting for a long time—reacting to needs such as getting devices into schools for testing. As soon as possible,TAC must clearly define refresh needs, then the cost estimates (leasing estimates?) can be prepared and FUSD will be prepared to quickly refresh devices when funds are available.

Joe agreed to contact Curriculum & Instruction, Assessment and Accountability, Secondary and Elementary Education Departments for input.

Unfinished Business

Refresh Cycle[2] –TAC discussed this as part of the CTO report (see above).

Email services[2:] For the second time TAC discussed a possible change of email services. Chair Jeff Downing noted that many other districts are using Gmail for staff and student email (he has a list of districts that includes information on districts that have enabled student Gmail) within their district's walled gardens. He noted that the human component is crucial and that training would need to be offered. One member noted the lack of security when teachers use personal email accounts to communicate with students. It was suggested that TAC list the benefits of using Gmail, and why should staff be afraid of learning something new? At 8:30 p.m., Jeff asked for a motion to extend the meeting for 10 minutes to discuss this item. Linda Licari made the motion and Peter Xie seconded it. Members voted unanimously to approve the time extension.

Discussion of email services continued to include potential for cost savings, ease of use, training, security (i.e. strong passwords), storage size (Gmail is unlimited for education users), integration with Google Drive in classrooms and departments, etc. Members noted that change is always a challenge and that realized savings from the cost of Outlook could be used for Gmail training. Questions members asked included: What would Gmail do for students? Will they learn about Digital Citizenship? TAC agreed to continue the discussion of the pros and cons at the March meeting.

New Business
- Policy and Compliance Issues[1] –not addressed due to the late hour.

Meeting Adjourned: 8:43 p.m.   Next Meeting: March 5, 2018

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

Policy and Compliance Issues Email services *(February 2018)*
Refresh Cycle *(Ongoing 11/17-3/18)*
VoIP/Clock, Bell, PA feature recommendations
Copier contract/standardized printers
Surveillance cameras
Online Enrollment/Maze
Digital emergency radio system
Technology Plan
Network Operations Center (NOC) upgrade

Future Meetings:

April 16, 2018
May 7, 2018 *(last meeting for the 2017/18 term)*
June 4, 2018 *(first meeting of the 2018/19 term)*