

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

November 6, 2017, 7:00 p.m. - 8:30 p.m.

Call to Order: 7:03 p.m.

Roll Call:

Fremont Community Member	Present (Y/N)	FUSD Staff Member	Present (Y/N)
Edwardo Martinez , Parent, American Attendance Area	N	Thom Birbeck , Instructional Coach C & I Dept.	N
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	Y	Jeff Downing , Computer Specialist, Millard Elementary, <i>Chairperson 17-18</i>	Y
Linda Licari , Parent, Washington Attendance Area	Y	Maile Ferreira , Teacher Librarian, MSJ High, 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	Victoria Quintana , Teacher, Grimmer Elementary	Y
Rebecca Smith , Community Member, <i>Vice Chair 17-18</i>	Y	Rob Reibenschuh , Asst. Principal, American High	Y
Peter Xie , Parent, Washington Attendance Area	Y	Vacancy, SEIU Representative	N
Seated Voting Members: 15		Quorum Met: 12 / 15	
		Joe Siam, FUSD CTO ex-officio, non-voting	Y

Guests: Barth Paine, FUSD Web Designer; Henry Fung, Science Teacher, Irvington High School

Approval of last meetings minutes: Linda Licari made a motion to approve the minutes of the October 2, 2017 meeting. Following a second by Rob Reibenschuh, TAC Members voted to approve 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 Rob Reibenschuh, TAC members voted to unanimously approve the agenda.

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

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CTO Update: CTO Joe Siam reported that his department continues adapt to staffing changes. The School Board approved a change to a Systems Specialist position and the funding sources, and referred members to the recent Board meeting agenda and minutes for details regarding this position that supports Fremont Adult School and COIL. The phone technician vehicles have been replaced and are much safer. The Data Division has completed a data sharing agreement which will be included in future contracts to make sure FUSD is in compliance with federal and state legislation such as HIPAA, FERPA, COPA etc. This is an addendum to the regular contract and will support streamlining the regular contract process.

The Tech & Student Support departments watched a demonstration of online registration process. The Superintendent has asked for a good implementation rather than rushing an implementation so the project is still in the discussion phase. In other districts parents initiate the process, then receive a code via email to complete the process. It was noted that part of the process is completed at home, then the data (address and other data are verified to determine eligibility), then parents/guardian would still need an appointment to complete verifications and determine school placement.

Online Transcript Delivery: TAC received information on this topic for the second time. Staff continues to search for another system that is comparable to the system two of five FUSD High Schools are currently using (Parchment). FUSD likes to look at three vendors for a project such as this and it has been hard to find one more. Once three are found, a panel of Staff (including High School Registrars) and TAC members will be invited to demonstrations. IT and Purchasing hope to have the vendors and form a panel by the end of the year. Members asked that the needs of staff during summer when the high schools are closed be considered.

Refresh Cycle: TAC received information on this topic for the second time. No funding is available for the refresh cycle this year; no funding was available last year either as it was suspended due to budget cuts. TAC is continuing to discuss the Refresh Cycle so that when and if funding becomes available, TAC will have recommendations available for the School Board. Robust discussion ensued. Members are in consensus that technology needs are different at all school sites. Leasing was mentioned as an option. Members were reminded that recent purchases came from Refresh Cycle Funds and others from Supplemental Funding (LCAP) for Document Cameras and Projectors. Parity rather than equity was mentioned. Many members expressed that Needs Surveys at the sites (that are inclusive of a majority of staff members' input) be conducted to determine needs. Sites also need to be asked to prioritize needs.

One member felt the "needs" question is "what are you doing in the classroom and how can technology help you teach?" Another member asks "what does the standard classroom look like?" Other questions were "What would a comparison of long-term purchases versus leases look like?" Members noted that no one wants to increase the digital divide, and to widely share the information about a standardized baseline of equipment and access. Members noted that the FUSD provided laptops to certificated staff are now 4 years old and FUSD needs more for the increasing numbers of teachers as enrollment grows. Also mentioned was that new AP exams require equipment that has a disc drive so Chromebooks cannot be used during these exams at high schools. Some sites have raised donations to get more and better equipment. Discussion circled back to the desire for a needs assessment/survey that

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includes questions about teacher training needs, how to manage technology with students, how to expand access to technology teaching and ensure equitable access to computer instruction and skills at the elementary sites that do not have Computer Specialists (only 19 have Computer Specialists and not all of those sites have a 1.0/full-time specialist). Another member noted that elementary and junior high schools do not have Library Media Teachers as the high schools do (only a classified Library Media Technician).

One member asked why the retail cost of some laptops is less than what the school district pays? Consumer grade models are configured differently than the enterprise models that the school district purchases. Another member asked why TAC is so “in control” of the technology purchases. Libraries are given guidelines for book purchases—each school prepares the list of their needs then the list is attached to a requisition and goes through the approval process. Why isn’t technology handled this way?

TAC consensus is that there is a need for significant additional funding for technology and that TAC needs data to support accessing funding and suggesting how funding is allocated.

Policy and Compliance Issues: Due to the late hour, TAC agreed to table this New Business item to a later date.

For the first time, TAC had a short discussion on Email Services. Currently, FUSD staff use Microsoft Outlook email. Preliminary discussions with Senior Management regarding changing to another email vendor have begun though no decisions have been made. Some FUSD employees would like to see a change to Google’s Gmail. One reason is to better integrate with Google applications that staff and students are using. Some feel that if a change was made to Gmail for staff, then email for students should be enabled. TAC members noted that policies regarding email for students are not in place in FUSD. Many nearby districts have enabled email for students (New Haven, Fairfield/Suisun, Palo Alto were mentioned.) Members were reminded that currently FUSD students have access to Google Apps with their GAFE accounts and operated within a walled garden. Staff must use a different application to send an email about a GAFE project. Members noted that High School students prefer to use their personal drive because they can use their personal email to contact teachers, and they can chat and collaborate with classmates in real time. Email from SchoolLoop is within the school community.

As the discussion continued, all realized that questions and concerns around policy creation and implementation must be addressed to aid any possible change. Current curriculum for usage of email in class life and class lessons and the integration of email must be addressed as well. Lessons for staff and teachers (who need to teach kids) must be addressed, especially the difference between personal and school networks. Some discussed whether or not switching from Outlook to Gmail would mean cost-savings for FUSD and where back-ups for the mail server would be stored. Some questions if a change would be seamless—would staff training be provided? Others asked questions about the legal aspects of a change such as this—for example, what would FUSD do if Google suddenly started charging for their email service? and could they withhold contents? and who would have access to the contact information? and data mining? and warrants?

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Joe appreciated the many varied aspects of the conversation as he always looks to the expertise of TAC as he continues to gather information for a possible presentation to Senior Management regarding changing email providers. Members noted that they are interested in exploring ideas about email at future meetings. Several members agreed to gather more data about other school districts' providers as well as enabling email for student use.

Meeting Adjourned: 8:32 p.m. **Next Meeting:** Monday, January 22, 2018

Future Agenda Items:

- Policy and Compliance Issues (tabled at November 2017)
- Email services (November 2017)
- Refresh Cycle (Oct/November 2017)
- VoIP/Clock, Bell, PA feature recommendations (December 2017)
- Copier contract/standardized printers (January 2018)
- Surveillance cameras
- Online Enrollment/Maze
- Digital emergency radio system
- Technology Plan
- Network Operations Center (NOC) upgrade

Meeting Adjourned: 8:42 p.m.

Future Meetings:

Day	Date	Time	
Monday	January 22, 2018	7 – 8:30 p.m.	
Monday	February 5, 2018	7 – 8:30 p.m.	
Monday	March 5, 2018	7 – 8:30 p.m.	
Monday	April 16, 2018	7 – 8:30 p.m.	
Monday	May 7, 2018	7 – 8:30 p.m.	Last meeting of 17-18
Monday	June 4, 2018	7 – 8:30 p.m.	First Meeting of 18-19

Acronyms...Defined

C & I	Curriculum and Instruction
CTE	Career & Technical Education
DRS	Disaster Recovery Site
SIS	Student Information System
ISP	Internet Service Provider
SEIS	Special Education Information System
IDF	Intermediate Distribution Frame
MDF	Main Distribution Frame
RFI	Request for Information
RFP	Request for Proposal
SAAS	Software as a Service
GAFE	Google Apps for Education