2018-2019 Regular Meeting of the Technology Advisory Committee (TAC)

Fremont Unified School District, Technology Training Center, District Office, 4210 Technology Drive, Fremont, CA 94538
October 1, 2018, 7:00 p.m. - 8:30 p.m.

Call to Order: 7:07 p.m.

Roll Call:

Fremont Community Member	Present (Y/N)	FUSD Staff Member	Present (Y/N)
Anita Balaraman, Parent, Mission Attendance Area	Y	**Thom Birbeck**, Teacher, Centerville Junior High School	N
Goutam Das, Parent, Mission Attendance Area	Y	**Anne Damron**, School Secretary & CSEA Rep; *TAC Secretary 18-19*	Y
Rob Chan, Parent, Irvington Attendance Area	Y	**Jeff Downing**, Asst. Principal, Oliveira Elementary	Y
Linda Licari, Parent, Washington Attendance Area, *TAC Chairperson 18-19*	Y	**Maile Ferreira**, Teacher Librarian, MSJ HS, & FUSD Librarian	N
Robert Hou, Community Member	Y	**Allyson McAuley**, Library Media Teacher, Irvington High, FUDTA Rep.	Y
Vikram Jung, Parent, Mission Attendance Area	Y	**Rob Reibenschuh**, Asst. Principal, American HS	Y
Rebecca Smith, Community Member	N	**Michele Hartman Gruber**, SEIU Representative	Y
Yulin Xu, Parent, Community Member	Y	**Dawn Nogueiro,** Secondary Instructional Coach, Curriculum & Instruction Department	Y
Seated Voting Members: **16**		Quorum Met: 13 / 16	
		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: tabled until quorum reached. May 7, 2018
June 4, 2018

Approval of Agenda: The meeting opened with a few housekeeping issues while awaiting arrival of quorum. Members who need to be added to the TAC yahoo group are asked to contact Joe Siam.

Members introduced themselves. Once quorum was reached at 7:14 p.m., TAC was able to approve the May and June minutes. (Motion Jeff Downing, Second Rob Reibenschuh, unanimous vote with members/new members that were not in attendance at the meeting(s) abstaining from the votes.)

Oral Communications: Comments from public or members on items not on agenda:
Members asked that agenda items have a brief synopsis included to help members prepare. One member suggested including "What is the ask?" and include background information in the agenda.

CTO Update: Joe Siam reported on the car crash causing an extended power outage at Irvington High School. Feeder schools now have internet/power and generators are supporting IHS. P.G. & E. and the electrical subcontractor are trying to work out the issues that seem to be related to a connection to the power grid. Teachers have been creative without the use of technology. The IT employees have been working long hours and weekends to support the school and received compliments from the IHS staff members at the TAC meeting. The IT employees are being compensated for their time. One in five computers on the campus have very slow internet connections.

  Joe reported that delays with the cabling network installations are affecting the clock/bell/speaker project. Ordering equipment takes more time than anticipated. Some elementary sites that had no ability to make public address announcements (especially to the outside) now have that ability though through a temporary software patch for the clocks (Grimmer, Durham, Hirsch, Green).

  Members asked for information about the online Maze Days held at Weibel and Cabrillo Elementaries and Thornton Junior High. The goal of an online Maze is to eliminate the paper based system. In year one, Weibel was the pilot and used a third party system but that was hard to import the data into the current SIS. In year two and year three, IT and the schools chose to use the Illuminate SIS Parent Portal. The results were pretty good, especially in the area of form filling. The shortcomings were related to FUSD internal process especially related to the incentive of parent/student access to the student schedule/classroom teacher. IT and the piloting schools have suggestions about standardizing the release of schedule. No requirements exist now. From the disaster preparedness viewpoint, schools have been advised to have some paper copies of parent contact information available (see power outage above) and to refresh the data on paper with some regularity.

  Members asked guest Barth Paine to comment on the FUSD website migration. Currently the website is hosted by Blackboard/Schoolwire and consists of about 7000 pages. The migration has started and is expected to be fully completed by the end of January 2019. The migration will be to School Loop 2.0 and he has shared sample pages with staff. Niles Elementary has migrated and is fully live. Once the new back end is in place, members asked how FUSD plans to get the Schoolwires users "turned on" to the new platform. Barth indicated that both drop-in and scheduled trainings have been held. Information continues to be included in the Staff Bulletins. Members noted that they hope power users of the current site, department directors and the secretaries would have at least a two week window before the migration. One wondered if people would be able to see the content in parallel. Members asked general questions about

categorization and documentation policies, and noted that in addition to last modified date, it would be beneficial to include read/write/update dates as well. Joe noted that the website has no storage issues.

Unfinished Business:

Linda brought up the Refresh Cycle. She believes this is not a TAC issue. Members asked for information from the IT Help Desk tickets to help quantify the data on the hardware needing replacement. Members noted that the board is asking why isn't TAC giving a recommendation, that this is the end of the 2nd calendar year with no funding in the IT department for refreshing devices, the teacher laptops are six years old and are in need of hinges, screens and batteries. TAC has been asked to have a plan/recommendation ready when funding is available. One member stated that TAC's role is to advise, or the topic shouldn't be discussed. Others noted that TAC has a balance of point of views and has an efficient process. Other comments included researching shelf life of purchases, IT support of items obtained through grants, in-kind donations, etc. and if FUSD has internal controls in the financial approval process in place to prevent purchase of items that cannot be supported. Joe will ask the IT Support Administrator for a report with data points from the Help Desk System to see if there are trends that can help members understand the need to continue discussing the Refresh Cycle. Due to time and that this is not an action item, further discussion was tabled

New Business:

OSHA-type issue involving staff and the server boxes: As the FUDTA Representative and at the request of a teacher, Alyson McAuley asked that this item be on the agenda. She gave background about the concerns of a teacher who has an IDF added to a small office space and the related heat issue since HVAC wsa not also added to the 120 square foot room shared by two teachers. The teacher tried numerous avenues to find an acceptable resolution and recently the teacher did contact OSHA. Joe noted that HVAC was a requirement in the Request for Proposals, but with so many Measure E firms/contractors involved in the design phase, HVAC was not installed. One member asked if a Williams complaint was filed?

Google Gmail for students: Joe introduced information about an internal change for employees from the current email system using an Exchange product to Gmail. This is tentatively scheduled to happen over Winter Break. Unanswered questions exist such as will the servers/active directory be a seamless migration? What is currently underutilized--are school domains being abandoned? Gmail for students will not be far behind. Staff need to be able to communicate with students, especially in the secondary schools. Personal email addresses are hard to integrate with Google classroom. Is the goal to enable communication in a controlled environment? Jeff did a study of other school district's and determined that most have the student email accounts active. Joe asked that members come to the November meeting with the best policies and procedures and other elements from other school districts and universities. Unanswered questions include the appropriate and safe way to email in the academic environment, will the emails remain with in the "walled garden" or perhaps even with in a classroom "cabbage patch". FUSD is already working on Digital Citizenship/Common Sense Media education and has many Google Certified educators

on staff. Agreements that need to be created/reviewed include data share agreements, parental access agreements, how long data/accounts are maintained after a student leaves FUSD/graduates, a gradual approach to email access, budgetary implications, training/access for employees--especially those who do not work in classroom environments, parent education, etc. One member wants information of how gmail would fit within the Google classroom environment.

Members made suggestions for future agenda items.

Meeting Adjourned: 8:37 p.m.   **Next Meeting: November 5, 2018**

Potential Future Agenda items *(Note that the dates are planned and can change)*
 -Network Operations Center (NOC) upgrade
 -FUSD Website update
 -Google Gmail for students--members to bring sample policies and procedures from other districts.
 -Report from members who visit classrooms (sub-committee?)
 -Possible sub-committee on equipment & report to TAC

Future Meetings:

December	**3,**	**2018**
January	**14,**	**2019**
February	**4,**	**2019**
March	**4,**	**2019**
April	**1,**	**2019**
May	**6,**	**2019**
June	**3,**	**2019**