

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

Fremont Unified School District, Technology Training Center, District Office, 4210 Technology Drive, Fremont, CA 94536

September 18, 2017, 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)
Edwardo Martinez , Parent, American Attendance Area,	N	Thom Birbeck , Instructional Coach C & I Dept.	Y
Goutam Das , Parent, Mission Attendance Area,	N	Anne Damron , School Secretary, & CSEA Rep.; Secretary 2017-18	Y
Sameer Desai , Parent, American Attendance Area,	N	Jeff Downing , Computer Specialist, Millard Elementary, Chairperson 2017-18	Y
Linda Licari , Parent, Washington Attendance Area	Y	Maile Ferreira , Teacher Librarian, MSJ High, FUDTA Rep. & FUSD Librarian	N
Robert Hou , Community Member	N	Vacancy FUDTA Appointee	N
Vikram Jung , Parent, Mission Attendance Area	Y	Vacancy, SEIU Representative	N
Rebecca Smith , Community Member, Vice Chair 2017-18	Y	Victoria Quintana , Teacher, Grimmer Elementary	Y
Peter Xie , Parent, Washington Attendance Area	Y	Rob Reibenschuh , Asst. Principal, American HS	Y
Seated Voting Members: 14		Quorum Met: 9/14	
		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 month's meeting minutes: Linda Licari made a motion to approve the minutes of the June 5, 2017 meeting. Following a second by Peter Xie, 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 Peter Xie, TAC members voted to unanimously approve the agenda.

Oral Communications: none

CTO update: Joe Siam reported on the IT upgrade projects which include cabling and equipment installation. One challenge is that consistency is difficult to maintain with so many different contractors being used. Many of the projects will be complete by the end of the year. Several schools who are experiences building construction and grade level changes may be the last to have upgrades. Meetings with the construction management firm regarding these schools continue to determine the best course of action and financial sense. The WAN project is nearly complete with 99% of the fiber optic cable pulled. Next will be the FUSD Data Center equipment upgrade, along with locating a secondary DRS. Hopefully these projects will be completed before testing begins. Coordinating schedules for contractors to have access, but not interrupt instruction, is an ongoing process.

The Online Maze Day pilot at Weibel Elementary finished the second year. IT used a vendor that staff had previous experience with from other districts. Review are mixed. Parents liked the system, but the pilot took a lot of staff time to initiate and coordinate. Another positive was the information linked with the Student Information System (SIS) Illuminate. A challenge was that Illuminate does not have a payment portal, so the PTO could not collect membership dues, etc. A link to a PTO site was included in communications, but results showed many families did not click the link. The pilot did allow FUSD to beta test the Home Connection module. A drawback that in order to use the module, the SIS made the student schedules "live", thus they were

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viewable even while class lists were still being adjusted by school staff. Another positive was the process could be completed on smart phones. The Director of Student Support Services has asked the IT department to have preliminary conversations about online registration for all grade levels for the 2018-19 School Year.

Additionally, the IT Department is being audited by the Universal Services Administration, the group that administers e-Rate funding. E-Rate funding supports about 40% of the ISP cost and about 40% of the cost of the hardware purchases for the IT upgrades. The audit is time consuming.

Illuminate is in the final stages of linking their data with SEIS. This link may help improve productivity, and may help staff with management of details for other accommodation plans such as 504 plans. Members noted that IT has done a great job supporting teachers at the start of this school year. Joe noted that the standardization of equipment makes the support much easier for the IT staff.

Unfinished Business:

Members asked about the status of the Technology Plan. Joe noted that the owner of the project is Mary Lasica from the IT Department and that he would ask her for a status report

New Business:

Electronic Document Management System: TAC received information and discussed this topic for the first time. The primary goal of an Electronic Document Management System is to support the Human Resources Department with workflow and management of paper. Members noted that you have to fill out a paper form to do pretty much anything in most FUSD departments. HR and IT are examining if documents can be stored electronically, as many need to be stored in perpetuity and others for about 10 years. Research is determining if the documents can be digitized and stored to satisfy the requirements. Robust discussion continued on this topic. Subjects included efficiency, searchable documents, legalities, archiving, use of meta data, etc. Parent members have experience with these types of systems, including companies that are paperless for everything including reimbursements, and others whose corporations have to consider privacy and risk management with all documents. One member with extensive experience noted that systems can ingest, retain and disseminate information. Vikram offered to talk with IT outside of the meeting regarding these types of systems.

TAC summarized the discussion and noted that a workflow and document management system would be of aid to the HR Department. It was suggested to make the business case for the system, decide on a form and scope before moving forward. TAC is interested in hearing from comparable vendors and would like to discuss this topic at the soonest possible upcoming TAC meeting.

Online Transcript Delivery: TAC received information and discussed this topic for the first time. American and Mission San Jose High Schools have been using a system called Parchment for numerous years. The system allows the school registrar to upload student transcripts, and then current students can send an official transcript electronically to colleges and universities to complete their applications. Former students pay the service a nominal fee to have their official transcripts sent to a specified location. While the service does not cost the school, the service has been vetted through the FUSD contract/indemnification process. One question was what happens to the data that Parchment has access to? Members were supportive of other schools using the same or a similar service and would like to compare vendors at a future meeting as use of the service is a great support to employees and provides students speedy service.

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September Agenda:

- Technology Plan
- School Board Presentation (draft September, possibly October Board presentation)
- Apps for Student Locating (check with Rob before adding to agenda)

Possible Future Agenda Items:

- Network Operations Center (NOC) upgrade
- Copier contract/standardized printers
- Surveillance cameras
- Online Enrollment/Maze
- VoIP/Clock, Bell, PA feature recommendations
- Email services
- Digital emergency radio system
- Technology Plan

Meeting Adjourned: 8:25 p.m.

Future Meetings:

Day	Date	Time	
Monday	November 6, 2017	7 – 8:30 p.m.	
Monday	December 4, 2017	7 – 8:30 p.m.	
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