

## 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

**October 2, 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)
<b>Edwardo Martinez</b> , Parent, American Attendance Area,	N	<b>Thom Birbeck</b> , Instructional Coach C & I Dept.	N
<b>Goutam Das</b> , Parent, Mission Attendance Area,	Y	<b>Anne Damron</b> , School Secretary, & CSEA Rep.; Secretary 2017-18	Y
<b>Sameer Desai</b> , Parent, American Attendance Area,	N	<b>Jeff Downing</b> , Computer Specialist, Millard Elementary, Chairperson 2017-18	Y
<b>Linda Licari</b> , Parent, Washington Attendance Area	Y	<b>Maile Ferreira</b> , Teacher Librarian, MSJ High, FUDTA Rep. & FUSD Librarian	Y
<b>Robert Hou</b> , Community Member	Y	<b>Allyson McAuley</b> , Library Media Teacher, Irvington High, FUDTA Rep.	Y
<b>Vikram Jung</b> , Parent, Mission Attendance Area	Y	Vacancy, SEIU Representative	N
<b>Rebecca Smith</b> , Community Member, Vice Chair 2017-18	Y	<b>Victoria Quintana</b> , Teacher, Grimmer Elementary	Y
<b>Peter Xie</b> , Parent, Washington Attendance Area	N	<b>Rob Reibenschuh</b> , Asst. Principal, American HS	Y
Seated Voting Members: 14		Quorum Met: 11/15	
		<b>Joe Siam</b> , FUSD CTO, ex-officio, non-voting	Y

**Guests:** Barth Paine, FUSD Web Designer.

**Approval of last month's meeting minutes:** Linda Licari made a motion to approve the minutes of the September 19, 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, Rob Reibenschuh made a motion to approve the agenda. Following a second by Linda Licari, 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. Consistency continues to be a challenge due to the different contractors being used. The CTO is spending more time with Vanir and the Construction Managers to get consistency and high quality work. Members expresses some concerns with equipment such as sharp corners on IDFs, HVAC programming issues in communal rooms where equipment is located, external plastic runways marring the paint/wood walls in some locations. Joe indicated the IT department will increase communications related to running the old and new systems parallel, cut-over dates and differing needs at sites where current servers are failing. The WAN project is nearly complete so IT expects increased network speed and decreased cost as the switchover proceeds.

Joe reiterated that parents at Weibel asked IT to provide an online Maze Day process. While much of the process can be completed online, certain items such as Physical Education Clothing and student identification photographs require a personal presence.

Additionally, the IT Department is continues to be audited by the Universal Services Administration, the group that administers e-Rate funding. The audit is time consuming but no findings are expected as FUSD used a consultant to ensure compliance with the e-Rate program.

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Illuminate has linked their data with SEIS. Currently the integration has been paused due to data sets that don't match. Staff is investigating the data errors. Also, the two vehicles the Low Voltage Technicians (phone technicians) drive have been determined to be unsafe to operate. An agenda item will be presented to the School Board regarding replacement of the vehicles.

### **Unfinished Business:**

Electronic Document Management System: TAC received information and discussed this topic for the second time. IT and Purchasing issued an RFI late last year. 15 Vendors responded to the RFI. Using the information obtained in the RFI, the Purchasing Department issued an RFP in August. 14 Vendors responded to the request for specifications, information and cost for a five-year SAAS contract. Purchasing selected four vendors to make demonstration presentations to staff from seven different departments. Joe presented the information from the four vendors on the TAC Proposal Form. The costs, pros and cons for MRS (a Xerox Company, M-File, Therefore (a Canon product) and docfinity (and BlueCross/BlueShield company) were presented.

Unusually, all staff ranked one vendor, docfinity, as their number one choice. Robust discussion amongst TAC members continued including questions such as "how much does it cost FUSD not to have a service like this?". Members discussed the workflow needs, archival needs and document revision needs that a system like this would fulfill for management, office and technical employees. Discussion about other possibilities for similar systems continued, along with questions about types of training available, scalability of pricing, data supporting the need for a system such as this, cost avoidance by ceasing need for other systems, cost reduction, etc. One member asked if the RFPs were still available on the Purchasing Department website. **Following a motion by Goutam Das and a second by Rob Reibenschuh, TAC voted 8 to 1 with two abstentions for not enough information to support the purchase of docfinity.**

**Online Transcript Delivery:** Due to the late hour, TAC consensus was to table the second discussion of this item until November.

### **New Business:**

With the consensus of TAC, members chose to discuss the Technology Equipment Refresh Cycle for 10 minutes. The refresh cycle was suspended in 2016-17 due to budgetary constraints. TAC understands that it is important to have funding restored for a equipment refreshing, and if restored, what plans could be implemented to have instructional technology equipment replaced. Four years ago, staff laptops were funded. IN the last three cycles, the majority of funding was spent on Chromebooks and carts. Schools also received document cameras and projectors paid for with Instructional Services funding. The Purchasing Department has also supported having classrooms supplied with a standardized set of equipment.

TAC members strongly suggested a needs assessment, separated by elementary, junior/middle and high school to determine what individual schools need—particularly schools with labs as the current machines in many are aging and cannot run systems needed for robotics, programming, CAD etc. (ChromeBooks cannot run these programs either). College Board and AP tests are moving more to computer generated exams so schools need systems that can run these secure tests. One member suggested having a conversation with the student board member regarding the student perception of the technology schools need. TAC agreed all schools need more funds to enable larger purchases due to the great need to continually and regularly upgrade technology. TAC members would like to see a different method of equitable distributing funds (schools with lower numbers of unduplicated students perceive that funding is not equitable, and not spent on items the school actually needs.)

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### Future Agenda Items:

- Policy and Compliance Issues (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	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
IDF	Intermediate Distribution Frame
MDF	Main Distribution Frame
RFI	Request for Information
RFP	Request for Proposal
SAAS	Software as a Service