

PGUSD Tech Committee Meeting Agenda 11/23/2021

3:30 - 4:30: Online via Google Meet:

PGUSD Tech Committee Meeting

Google Meet Link: <https://meet.google.com/qhf-mcmh-qet>
[PGUSD Ed Tech Plan](#)

We agree to...

- Presume positive intent
- Be present (virtually), open to new ideas, and participate fully
- Honor and use our time wisely

Meeting Outcome(s): Share updates on current tech initiatives and projects. Continue work on this year's main areas of focus, challenge, and response. Endorse **Tech Purchasing Guidelines** for PGUSD.

Present: [M. Binder](#), [A. Bradley](#), [R. DeVost](#), [G. Fong](#), [S. Ibrahim](#), [D. McCluskey](#), [C. McNary \(parent\)](#), [M. Sanchez](#), [R. Smith \(parent\)](#), [L. Ternullo](#), [C. Sosa-Loomis \(in absentia\)](#)

Agenda:

Topic	Purpose	Background Process	Person/Time
1. General Tech Updates (information)	Share out tech-related news from across the district	Existing challenge, success, concerns? Please share... :)	All ~10 min Fong (PGMS): Work continues on organizing the computer lab, identifying rooms still needing a Chromebook charging cabinet, and managing fewer tech requests as things seems to be settled in at this stage in the year. Ibrahim (RD): The C1 computer lab has recently been cleaned up and organized quite nicely thanks to Mr. Bradley. Students are participating again in the various hands-on computer science, coding, and robotics enrichment lessons that Mr. Bradley has been providing. Parker (FG): Work continues on clearing out outdated technology and managing/organizing inventory. Also, students in grades 3-5 have been taking the CORE SEL survey which is going pretty well... not withstanding a few login issues which have been easily resolved. Sanchez (FG): SEL Survey is very "wordy" and teachers had to provide explanation to students of some of the questions during the administration. (Note from MB: The CORE

			<p>SEL Survey was developed by CASEL and has been used in many districts over the years as a standard measure of determining student SEL health and wellbeing. PGUSD did not create or develop the CORE SEL.)</p> <p>Sanchez (FG): There are many students at FG whose parents say they have no device at home to use for school work. PGUSD has the resources to provide a device to students in need. So why are we not doing this?</p> <p>Binder: PGTech's policy regarding student at-home tech need is established. In essence, if any student is in need of a device at home to support their learning, PGUSD will provide a decommissioned Chromebook from our legacy fleet (HP G3) to the student once it has been verified that a legitimate need exists (using our latest home tech survey data in Synergy SIS and a conversation with the parent). The parent will sign a Surplus Chromebook Agreement Form in order to receive the older Chromebook, thus transferring all responsibilities for the decommissioned device to the parent. At that point the district is no longer responsible for the device.</p> <p>DeVost (HS): No major pressing tech-related issues to report. There are still several tickets that have come in and we are addressing them as quickly as we can.</p> <p>Ternullo (Curriculum-DO): Glad to be back in the loop with the Tech Committee. Just FYI - we are working on two large adoptions that have possible implications for Measure A Ed Tech Bond expenditures - elementary level social studies and science adoptions. We'll keep the committee apprised of the process as it continues to take shape. Also, we know that the intervention teachers are depending more and more on online supplemental programs for student use and we've been managing increase numbers of teacher licensing. Additionally, the California Healthy Kids Survey is coming up and there is a parent consent form that will need to be completed by parents for students to take the survey. Maybe use an electronic version of the consent form? Binder: we have collected parent consent electronically using Synergy</p>
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			<p>ParentVUE app. We could do this for the CHKS parent consent. Sanchez: Teachers would likely rather use paper copies of the consent so that they know for certain which students in their classes are approved to take the survey.</p>
<p>2. Project Updates (information)</p>	<p>Share on larger tech project underway:</p> <ul style="list-style-type: none"> ● T-Mobile Wifi Hotspots ● Synergy Assessment ● Camera Upgrade Project ● 2 Gig Bandwidth Upgrade 	<p>Several larger projects are currently underway. We continue to make steady progress.</p>	<p>Binder, Bradley, DeVost ~10 min</p> <p>Binder: <u>Chromebook Charging Cabinets:</u> Received 30 BlackBox Chromebook Charging Cabinets which can also be used for iPads/tablets. These cabinets were given to us by Piece Joint Unified School District and Mr. Bradley and I rented a U-Haul truck and went up to Pierce USD yesterday to transport them down. Over the next few weeks, we will be preparing them (cleaning them up, checking electrical, locks, etc.) for install at various classrooms around the district.</p> <p><u>Synergy Assessment:</u> As mentioned, CORE SEL being administered. We're also administering the Olweus Quick Bullying Questionnaire at PGMS this week. The Synergy Assessment module is performing better than expected - this being our first year with the product.</p> <p><u>T-Mobile Hotspots:</u> New contract for updated T-Mobile hotspots and data plans have been processed. We should be receiving the new hotspots any day now. We based our updated numbers on current home tech survey results. We have identified that ~60 families district wide do not currently have reliable home internet connectivity. Our new contract provides the district 70 hotspots and data plans and can be expanded as needed.</p> <p>DeVost: Looking to move ahead with generating a Request for Proposal for new camera system. The current system is not performing as it should and it has been very problematic since it was installed. 2Gig upgrade is now in place. Although you might not notice improved speed given that the existing CAT 5 cabling is limited. But, nonetheless, the upgraded bandwidth will improve transmission rates across the district.</p>

<p>3. Tech Purchasing Guidelines (action)</p>	<p>Vote to endorse the newly drafted Tech Purchasing Guidelines for PGUSD</p>	<p>PGTech is responsible for supporting technology (software and hardware) districtwide. Establishing a concise set of guidelines of how technology is to be purchased will best serve the interests of the district as a whole</p>	<p>Binder, Site Techs ~10 min</p> <p>Binder: We reviewed the draft guidelines at our September meeting. We also shared this document with senior management. The fundamental objective of these guidelines is to ensure consistency of technology purchasing decisions and that PGTech is consulted on these matters. We believe that this is a very reasonable approach to ensure that technology can be best supported and maintained by the tech department. We would like to get full committee endorsement of this document. We will then include this document in the updated/revised 3-year tech plan (for 2022-25) which we hope to present to the board for a approval at meeting in Feb or March.</p> <p>Sanchez: What would be the reason why a staff member would be using their own device?</p> <p>Parker: Maily personal preference. One can achieve the same on either system - Windows or Mac.</p> <p>Committee votes to endorse the Tech Purchasing Guidelines: Binder: Yes Bradley: Yes Ibrahim: Yes Parker: Yes Sanchez: Yes Fong: Yes Ternullo: Yes DeVost: Yes McCluskey: Yes Sosa-Loomis: Yes</p>
<p>4. Computer Lab Updating: Conversion to “Flex Learning Lab” (planning/fe</p>	<p>Share and discuss preliminary budget for FG and RD lab conversion (flex lab) project. Reference: Future of Classroom (Google for Ed)</p>	<p>We’ve discussed this idea for several years. Our hope is to initiate action on this project this year so that the conversions can</p>	<p>Binder, Bradley ~15 min</p> <p>Binder: We’ve developed a draft/scratch budget for the conversion of the existing FG Computer Lab into that of a Flexible Learning Lab. This budget accounts for all new furnishings, storage equipment, flooring, technology, and other amenities. This is a</p>

edback)		take place during Summer 2022.	<p>rough estimate of total costs relevant to this project. A similar budget will be developed for the RD space (C1) which will be significantly lower given that RD has already installed many of these amenities. Funding sources are distributed between Measure A /Ed Tech Bond, Measure D/Facilities, and General Budget where appropriate (see spreadsheet). Consultation with district business department and Assistant Superintendent will take place and adjustments/revisions will be made accordingly.</p> <p>McCluskey: Consider height adjustment furnishings - so that both students and staff can use/be comfortable. Also, foldable space-saving desks should be considered. Perhaps wireless headphones should be purchased or headphones where the cords can be changed. Some students chew and twist the headphone wires.</p> <p>Parker: Wireless headphones are a challenge as they are mainly bluetooth and loose power quickly compared to wireless mice.</p> <p>Next Tech Committee Meeting: Tuesday, January 18, 2022</p> <p>Meeting Adjourned: 4:35</p>
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Proposed Tech Committee Meetings Dates for 2022-22

- ~~Tuesday, August 17, 2022~~
- ~~Tuesday, September 21, 2022~~
- ~~Tuesday, October 26, 2022~~
- Tuesday, November 23, 2022
- Tuesday, January 18, 2022
- Tuesday, March 22, 2022
- Tuesday, April 19, 2022
- Tuesday, May 17, 2022

Site/Article of the Month: [Asynchronous Learning Gains Popularity Following Pandemic Education Adjustments](#) (EdTech Magazine)

[Future of Classroom - Google For Education](#) (2019)

IT/ET Related Events (PD): [Google Training for Teachers, https://events.withgoogle.com/g-suite-gsefe-training-series/](https://events.withgoogle.com/g-suite-gsefe-training-series/)

Cybersecurity Reminder:

In 2021, both the FBI and the Cybersecurity and Infrastructure Security Agency (CISA) have observed an increase in highly impactful ransomware attacks occurring on holidays and weekends—when offices are normally closed and when professionals are traveling or working remotely. So, before we sign off to spend time with our families and loved ones, here are some best practices that can keep you and your organization safe over the long holiday weekend:

1. **Make an offline back-up of your data:** Make and maintain offline, encrypted backups of data and regularly test your backups. Backup procedures should be conducted on a regular basis. It is important that backups be maintained offline as many ransomware variants attempt to find and delete or encrypt accessible backups.
2. **Do not click suspicious links:** Send a gentle reminder to end-users to raise awareness about the risks involved in visiting malicious websites or opening malicious attachments and to reinforce the appropriate user response to phishing and spear phishing emails.
3. **Update your OS and software.** Upgrade software and operating systems that are no longer supported by vendors to currently supported versions. Regularly patch and update software to the latest available versions. Prioritize timely patching of internet-facing servers—as well as software processing internet data, such as web browsers, browser plugins, and document readers—for known vulnerabilities.
4. **Use strong passwords and MFA.** Locking down your devices and accounts with strong passwords and pins is a necessary security measure to prevent your device's content from being accessed by hackers. For an additional line of protection, activate multi-factor authentication to get notified when your accounts are being accessed from unknown sources.