QUATTROCCHI KWOK
ARCHITECTS

MEETING NOTES
1491.01- B.2

September 29, 2015

Alameda USD District Standards – Technology and Communications Committee Meeting No. 1

Meeting Notes

Attendees:

Kelly Gregor, Teacher Librarian
Roxanne Clement, Teacher Librarian
Bethany Iping Ling, Classroom teacher
Zoe Boese, Teacher Librarian
Diana Kenney, Teacher
Steve Allen, Teacher
Lynn Kinsey, Teacher Librarian
Dana Adams, Teacher Librarian
Deborah Kjelland, Teacher
Erin Head, Teacher Librarian
Jeffrey Gordon, Teacher
Janice Carroll, TSA Instructional Tech.
Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Jamie Ferranti, PM, Maintenance, Operations and Facilities, AUSD
Rob van Herk, Director of I.T.
Shariq Khan, Interim Chief Business Officer, AUSD
Pieter Colenbrander, Electrical Engineer
Nick Stephenson, Associate Architect, QKA

Distribution:

Attendees
Michael O'Neill
Katherine Reilly
Benjamin Lundholm
Connie Chapman
Susan Jones-Szabo
Jessica Lucio

Notes:

1. Introductions

a. Robbie introduced the project. District Wide Standards for school technology and communications for all schools.
b. Scope will include developing technology standard requirements for classrooms, administration spaces, public and multi-use spaces, etc. in order to improve both teaching and learning as well as administration. Refer to agenda for additional topics identified by QKA.
c. Each Committee member introduced themselves.

d. Pieter Colenbrander, electrical engineer and experienced school systems designer is here today and will assist with the development of the standards.

2. Roles and Responsibilities

a. Nick will moderate the meetings. There will be four meetings in all, including todays. Nick will take and distribute notes to all attendees.
b. Pieter is here to present various device options and configurations, and to answer technological questions.
c. Rob van Herk, District Director of Information Technology, is also here to answer technological questions.

3. Infrastructure

a. It is consensus of the committee that the standards require both hardwired and wireless infrastructure in parallel at each campus. Wireless alone is not yet considered reliable enough.
b. One wireless router per classroom was requested.
c. It is the consensus of the committee that the standards include consideration of how legacy equipment works with new equipment.
d. Phone systems: Primary phone system should be VoIP – Voice over Internet Protocol. This is the most integrated system available. Drawback is that it is subject to complete campus power outages. To rectify this, there should be UPS devices at each IDF to keep phones working during power outages. In addition, Rob suggested that the standards should include 1 or 2 land line phones at each site in addition to the VoIP phone systems.

4. Presentation of device options

a. Pieter presented a power point show illustrating the various device options used in 21st century classrooms. Refer to list that accompanied the agenda, and is attached here with additions per today's meeting.

5. Blended Learning

a. Cell phoned: cell phones lockers are requested. This may be for short term if cell phones become integrated into the teaching technology.
b. Combination approach was discussed. Maybe not all one system. Pieter made clear that infrastructure will be the same for either flat panel or smart screen presentation device.
c. Future:
    - Collaborative environment
    - "Agnostic" or universal software for flexibility and adaptability.
    - One to one cheap ubiquitous technology in classroom (chrome books for example)
d. A committee member described a low tech interactive approach with many white boards in each math class (referred to Gunn High School math class).
e. One device for every student ("one to one") is where they want to go with classroom technology in the future.
f. Lower grades currently using tablets
g. Every class room should be a multi-use room with respect to flexibility. Teaching, presenting, break out, small groups, project areas, etc.

6. Elementary Classrooms

a. Furniture is important: multi-purpose, moveable and ergonomic.

b. Want interactivity.

c. Lighting is also important.

7. TK thru Second Grade Classrooms:

a. Smart Boards are very useful at this level. Teacher led multimedia interactive station is important (touch screen)

b. Also each student to have their own device. Tablet technology is good. "Show what they know."

c. Writable wall surface: balance with display (Bulletin boards, etc.) surfaces.

d. Document Cameras are used by teachers currently.

e. Flexibility via. maximized infrastructure is the committee consensus.

f. Maybe not keyboarding at these grade levels.

g. Sound amplification is necessary with microphones – both for teacher and for students.

h. Rooms should be Blue Tooth capable.

i. Infrastructure should be Wi-Fi and Bluetooth robust enough for one to one student to device ratio.

j. If we keep projectors, keep them in the ceiling, and work them through Wi-Fi router.

k. Both hard and software should be "open architecture/cross platform" to eliminate compatibility issues.

l. The standards should require that the District test stuff out prior to use district wide use.

n. Need to build in maintenance standard

8. Resources and References

a. It was agreed that the committee would like information on what other districts are doing, and what lessons they may have learned, from the technology they are using.
b. Nick will email resources to group.

9. Next Steps

a. Continue with agenda at next meeting.

Next Meeting Date: TBD

Attachment: List of Key items for modern learning environments, edited per today's meeting

Key items for modern Learning Environments

1. AV system interfaces, with all the options like voice lift microphones, panic buttons, etc.
2. Hard wired input stations (HDM, VGA, Audio).
3. Controls (volume / source select – can be hard devices or software on PC).
4. Space for AV equipment (amplifiers / switchers / controls).
5. How the sound would be put in the room, with either visible or concealed ceiling speakers, or wall speakers.
6. Flat panel displays.
7. Projectors.
8. Pull down or motorized screens.
9. Network ports (Ethernet).
10. Wireless input from Students and Teachers direct to the displays.
11. Video / TV to the Classroom (i.e. network connections vs. legacy co-axial and head-end equipment).
12. How much use of TV channels?
13. How to deal with legacy equipment that may still be in use in the District moving forward (i.e. VGA vs. HDMI equipment).
14. Document viewers.
15. Clocks.
16. Campus Public Address.
17. I-pod Audio jacks / standard audio jacks.
18. Receptacles with USB charger ports.
19. Charging stations for personal devices?
20. Laptop charger carts. Policies and Procedures for internet safety and the appropriate and ethical use of technology
21. Others?
22. *VoIP – Voice over Internet Protocol. Include this with UPS devices at each IDF to keep phones working plus 1 or 2 land line phones at each site.*
23. *Blue Tooth Availability*