

October 25, 2023, | WHS – Ridgeway Room | 4:30 – 6:00 PM – Notes

Present: Melissa Cataldo, Helen Craig, Linda DiGiorgi, Brandon Feist, Joy Hara, Kamesha Herd, Jesse Hinds, Terry (TJ) Johnson, Brad Pierce, Renee Rouleau White, Lindsey Smith, Karen Wee, Sally Wheeler, Michaela Watts

➤ **Welcome**

➤ **Qmlativ Update – Michaela**

○ **Migration Process**

- During the summer the rollover from Skyward SMS 2.0 to Qmlativ happened.
- The Data Team continues to train staff, clean up data, find solutions, and make sure that everything is running as smoothly and efficiently as possible. As with all new systems, no matter how much hard work, effort, and time is put into the prep there are always things that you will find after you make the change.
 - The staff in IT average around 20-30 work orders at any given time, currently the Data Team is averaging 100-150 work orders each. They are working through them as quickly as possible.
- Security in Skyward SMS 2.0 did not roll over to Qmlativ during the migration, it had to be built from scratch for Qmlativ due to the difference in the operating systems of the two programs.
 - The Data Team is finding that two staff who have the same job title are at two different locations are expected to do slightly different tasks that require different security within Qmlativ
 - We have to find ways to give appropriate access to everyone while building security in a way that is sustainable and that can continue to grow as the district and the needs of the district grow.
- Melissa from Christensen stated that it is a long time for new students to gain access to computers. Staff are finding that the students have access/accounts in all the programs but cannot log onto the computers for several days after enrollment.
 - Brad explained that part of the migration process that occurred was the need to recreate our OneSync system from the ground up.
 - OneSync is the system used to automate the creation of staff and student emails and computer accounts.
 - Currently, this is a manual process that all the IT Techs have access to.

- At the start of the school year, IT techs were running the process frequently, and as the school year progressed the frequency slowed down.
 - Brad will ask the techs to run this on a more frequent basis so that students can gain access to the computers quickly.
- If you have a new student who cannot get signed into a computer on the first day, please put in an IT work order with the student's ID number and IT will make sure the manual upload is taken care of.
- Melissa also brought up that discipline referrals are not triggering the emails in Qmlativ that they did in Skyward SMS 2.0.
 - After entering a discipline referral, the appropriate staff at her school are not getting an email that she has entered a referral.
 - The Data Team will be looking into this to figure out what is going on
 - TJ brought up that some schools are using InformedK12 for discipline referrals and that someone must enter the information into Qmlativ.
- Renee shared that when taking attendance, she is struggling with the two sides of the attendance screen not scrolling together and it is easy to mark the wrong student as absent as the dots on the right side do not match up with the names on the left side
 - Several other staff agreed that they had seen this too including Brandon
- Reminder about the Qmlativ Training Site in DORA
 - DORA > Qmlativ Training
 - Here you will find short pieces of training on General Navigation, Office, Reports, Employee Access, Teacher Access, and Finance
- **Rostering**
 - The IT Data team worked with all of the district's 3rd party vendors before migration on the rostering process, most transitions were seamless, but we are still working with some of the vendors.
 - Many K12 software vendors use the OneRoster standard for importing rosters.
 - OneRoster is a common format that automatically pulls the information from Qmlativ and provides it to our 3rd party vendors such as McGraw Hill, Destiny, and most K12 vendors
 - Some 3rd party vendors can ingest that information and turn it around in a matter of hours or some take up to 72 hours to process the data, each vendor is different.
 - Some vendors do not use a roster server and the Data Team is working with those to get them the pertinent information that they need.
 - One vendor that we are working with still is TeacherEase
 - Trying to get them the data that they need in a format that they can ingest.

- There was a lot of discussion around the frustration that teachers are feeling about the lack of communication about what is happening with TeacherEase and guidance on how to track grades while they wait for TeacherEase
- There was a group consensus of those present that it would be best to cut our losses and start to use Qmlativ for grades rather than wait longer for TeacherEase
 - In the long term, we can suffer through the short-term pain of learning a new system

➤ **Securly Home Parent Portal – Brad**

- On October 16th Brad sent an email to all principals explaining what Securly Home Parent Portal is and the timeline for the roll-out
 - The portal was discussed at the last TAC
 - All Family 1 – Guardian 1 and 2's with an email will automatically be opted into the program, they have the ability to opt-out and not get the weekly digest of what their student has been browsing
 - If they choose to download the app the family/guardian can view in real time what their students are doing on the internet and if the student brings home a district laptop create stronger restrictions for the student's computer while it is at home if they choose to.
 - IT will be working to create communication templates for the schools.
 - In hopes of getting the information out to more families, the communication will come directly from the schools
 - More information <https://www.securly.com/home-parent>
 - **Timeline:**
 - **Friday, October 13th** – Cabinet Team Announcement – Completed
 - **Monday, October 16th** – Initial building communication – Completed
 - **Wednesday, November 1st** – First communication to families from buildings
 - Introduction to Securly Home, what it is, features, why we are sharing, when it will go live
 - **Monday, November 13th** - Second communication to families from the buildings
 - Link to the webpage, FAQs, reminder of launch day
 - **Thursday, November 16th** – Launch Day!
 - **Thursday, November 23rd** – Third communication to families from the buildings *It has been pointed out that this is Thanksgiving, and we will be adjusting the date.
 - A reminder of the launch, app walk-through guide, FAQs

➤ **SharePoint – Linda**

- The district is currently working on the FPS HUB

- A 1 stop shop for all documents across the district
- Will eliminate the need to go to the website for some documents, and Canvas for others.....
- Currently in the production phase, where the group is working on things such as the structure, searchability, and naming convention of files.
- Will be set up so that specific staff have access to add/change files, but everyone will be able to access the files.

➤ **Breakout Groups**

- After the last meeting where everyone presented what they would like to work on for this school year and the ranking was submitted these are the top three areas of focus for this year.
- **Breakout Groups**
 - **Class Policy / Securly Classroom**
 - Looking to pilot the two programs and come up with a recommendation on which program the district should adopt
 - **Interactive Panels**
 - The district has two different interactive panels.
 - Currently, these are on stands that roll around.
 - The thought is that as projectors die, we may want to look at these to replace them
 - The group would evaluate and use the two different systems and see which they like the best
 - **EdTech Quick Tips / Staff Development**
 - This group would work on creating a draft of what a training site would look like for staff. A place where they could go to one location to find training tips, tricks, and more information about the systems and programs that the district uses
- We are asking that you please email Lindsey at lismith@fpschools.org with which group you would like to be a part of.
- If you would like to lead or be the co-leader for a group, please include that in your email.
- The schedule this year is set up so that every other month we will meet as a large group and the months in between there is a space set aside for the breakout groups to meet. This does not mean that the groups have to meet that day and time. If a different time and location works better for the group, you are welcome to meet then.
- The goal is at each group meeting to come back and share what your group has been working on and give a progress report.

➤ **Adjourn**

Breakout meeting: November 15, 2023, 4:30 – 6:00 PM at Brookdale Elementary School - Library
Group Meeting: December 6, 2023, 4:30 – 6:00 PM – JMAC Board Room

Schedule for the 2023/2024 School Year

Date	Meeting Type	Time	Location
October 25, 2023	Group	4:30 – 6:00 PM	Washington – Ridgeway Room
November 15, 2023	Breakout	4:30 – 6:00 PM	Brookdale - Library
December 6, 2023	Group	4:30 – 6:00 PM	JMAC – Boardroom
January 10, 2024	Breakout	4:30 – 6:00 PM	Central Avenue – Library
February 7, 2024	Group	4:30 – 6:00 PM	JMAC – Boardroom
March 6, 2024	Breakout	4:30 – 6:00 PM	James Sales – Library
April 3, 2024	Group	4:30 – 6:00 PM	JMAC – Boardroom
May 15, 2024	Breakout	4:30 – 6:00 PM	Collins – Library
June 5, 2024	Group	4:30 – 6:00 PM	JMAC - Boardroom