

**Minutes of the Technology Committee Meeting Held November 10th, 2011  
In the Calabasas Middle School Library**

A public meeting of the Santa Cruz Valley Unified School District No. 35  
Technology Committee was called to order at 3:45 p.m.

Present at the meeting were the following:

Stephen Saint-Coeur, Allison Fluke, Donna Bazzo, Judith Hyden, Linda South, Eleanor Rankin, and Jennifer Meeker.

The committee began by discussing the issues we may anticipate in moving over to Google Docs.

Eleanor expressed concern about teachers who lack technology aptitude being confused and frustrated by the lack of training being offered for the crossover to Google Docs. Clarification was made about how email account will be crossed over from our current email system to Gmail and how current passwords, usernames, and email addresses will remain the same.

Mrs. Rankin asked if we could go with a pilot program in Gmail and it was explained that we have a contactor working with us to port over the email by a target date of Jan. 9<sup>th</sup>, 2012.

Mr. Saint-Coeur explained that the amount of storage for documents and email will be much larger under the Google Email system than it currently is under our hosted environment.

Members discussed the best way to determine if users are aware that the email system is going to change. Committee members decided that the best approach would be to share a short 10 minute video with staff and be asked to answer a short 10 question survey to determine that staff is both aware of the change and has a basic understanding of what this means to them.

Mrs. Rankin discussed concern that the student agreements should be collected and correlated to verify that students have signed and are being held under the current Student User Agreement. Further discussion on this issue will be needed to ensure that all students have signed and submitted their Acceptable Use Agreement.

Members also were discussing what can be done about the oldest computers in the District. MR. Saint-Coeur indicated that he intends to pilot a Terminal Server environment at RRHS Library this spring. If the pilot works well it is the intention to use a terminal server connection on the oldest computers in the district to make them perform faster. Ms. Bazzo also requested the installation of converters for Office 2007 to be installed on the older computers.

Members agreed at the conclusion of the meeting to view the Google video and submit questions to be entered into an online survey for staff to take.