



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North
Eugene, OR 97402

541.461.8200
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www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Lane County Technology Advisory Committee Thursday, January 19, 2017 1:00pm Lane ESD Rooms 3&4

MINUTES

PRESENT: Jacob Shaw (Springfield), Christina Okesson (LESD), Travis Burnside (LESD), Jason Dodge (LESD), Michael Bateman (Fern Ridge), Michael Biehler (Fern Ridge), Fred Spencer (Siuslaw), Steve Traylor (Pleasant Hill), Richard Reaksecker (Crow), David Langan (Eugene), Bill Davis (E-Rate Consultant), Nathan Bowers (Lowell)

Introductions

Presentation

- Sabrina Carson, State E-Rate Coordinator
 - Discount Calculation Estimate
 - Category 1 is calculated at the district level. Uses NSLP Eligibility Percentage (from ODE NSLP Reports), and Urban-Rural status of district, to calculate discount percentage.
 - Category 2 is calculated at the school level, and creates a 5-yr budget. Uses total enrollment per school, multiplied by \$150. Funds must be applied per school building. Example of e-rate discount matrix with discount being changed to 85% for C2 districts with highest poverty levels. This was decided to help fund more districts with existing money.
 - Eligible Products & Services
 - Category 1: Phase down of voice services. We are currently in Year 3 of the phasedown, percentages are reduced by 60% this year. Additional reductions next year until they are phased out. For data lines used for voice, the portion of voice dedicated has to be cost-allocated out. For data circuits with voice that is prioritized, you don't have to cost-allocate. Web-based voice services like Skype or QoS are not subject to phasedown. Example of vendors providing service quotes for ISP/transport bundled with voice, where the vendor must separate by line item the voice services so those can be cost-allocated. Fiber, wireless services such as microwave, satellite, DS-1, DS-2, DS-3, Ethernet, T-1, T-3, Fractional T-1, Cable modem, DSL, ISDN, and MPLS are all considered Category 1.
 - Category 1 special construction is any investment in the implementation of dark, lit, or self-provisioned fiber. Requirements: RFPs, if applying for dark fiber must also accept bids for leased lit fiber and provide a comparison for total cost of ownership, service providers must separate the special construction costs on quotes and invoices, must outline minimum maintenance specs for the fiber in RFP documentation, managed services for dark fiber must include monthly or annual recurring costs in addition to cost of fiber, notify service provider that the DISCOUNTED share of the installation/special construction can be paid upfront



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in Year 1 (non-discounted share can now be requested to be amortized over 4 years). Specification for special construction is anything beyond the DMARC. In 470: Dark fiber is for leased option, lit fiber is self-explanatory, self-provisioned fiber is fiber that you own. "Other" is used to procure modulating electronics for fiber you already own (yes, purchased as Category 1). Consortia can file for this "other" category.

- Pilot program for state match of non-discounted funds for 2016. 6 Districts funded for their 10% non-discounted share. Additional future funding pulled from the legislature, don't know if future funding is possible at this point.
- Category 2 is all of the hardware beyond the DMARC. Access Points, Cabling, Caching, Firewalls, Switches, Routers, Racks, UPS, Wireless LAN Controllers, licensing for these devices, are all eligible. Warranties are generally not eligible if the cost additional. Is hardware to run a VM eligible? It's possible they would make you cost-allocate the eligible service (VM) away from the ineligible hardware (the server). Managed Wi-Fi services contracted to vendors can be eligible, but is limited to actual work performed under the contract.
- Competitive Bidding
 - Form 470 starts off the bidding process. Notifies potential bidders of what you need, and must be posted at least 28 days before filing Form 471. If you are also doing an RFP, that has to be done simultaneously. When bidding period closes, evaluate bids according to a bid matrix, choose your service provider, sign a contract if applicable, and submit Form 471 once the 471 filing window is open. Be sure to accurately describe what you are applying for in the 470 and RFP, any major change may require you to start the process over. All Q&A with vendors must be added to your application info in EPC. Any supporting documentation provided is considered an RFP by USAC.
- ORPIN: Recommend using ORPIN as a resource for posting RFPs and getting bids from vendors.
- Deadlines
 - File Form 470 as early as possible, leave yourself plenty of time for the bidding process. Deadlines posted by USAC are always EST, be aware of this.
 - 471 filing window is generally Jan-March, but hasn't been announced for 2017-18 yet
 - 486 deadline is no later than 120 days after the date of the FCDL or the service start date, whichever is later
 - Hardware delivery or one-time services generally have until 9/30 each year to be installed. This does NOT apply to special construction dark fiber projects, which right now much be completed by 6/30 of the funding year.
 - Form 472 invoicing is 10/28 of the year after the funding year closes. If you can't make this deadline, you have to apply for an extension (one time only) before the deadline passes.
 - Appeals have to be received or postmarked no later than 60 days after the date of the FCDL.
- Changes, Tips, & Best Practices
 - 3.9 billion in funding now, increased from previously.
 - Tech plans no required
 - Increased security around C2 funding



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- Non-discounted portions can be amortized
- Updated definitions of “rural”, this has helped districts in Oregon
- Challenges
 - EPC is still not stable although it is being used this current year. There are plans to replace EPC with another system.
 - Voice phasedown has been frustrating and makes financial impacts on districts. The cost-allocation processes are making applications complicated.
 - Districts must now keep records for 10 years (they can audit you for 10 yrs.), electronic docs are now ok
 - Reduction in Category 2 discount has hurt some applicants
 - Changes in district-wide vs school-building discounts has had some impact
 - The tightened invoice extension rules (one extension only, request before deadline) has been a huge issue with districts.
- Lessons Learned
 - Category 2 vendors are scarce, because of historically low applications for C2. There has been outreach statewide to get vendors educated and
 - DAS has not been supportive of creating e-rate state contracts for hardware
 - Line item detail for applications can be complex – START EARLY
 - SOEN state contract for voice ends this year – voice items need to go out to bid.
 - Allow wiring contractors enough time to schedule walkthroughs
 - For wiring: be as specific as possible, include building schematics with linear footage, number of switch plates, ports needed ,etc.
 - For hardware: Be specific about functionality, not just brand. If listing brand, you have to add “or equivalent” and list function or compatibility needed. E-Rate does not allow disqualification because of brand.
 - Hardware must be allocated to specific school locations, or if located elsewhere cost-allocated.
 - Districts must enter data for ALL schools regardless of whether they are receiving services or not. NSLP/CEP data must be entered for them all.
 - Charter schools can be excluded: they must be their own fiscal agent, they must not receive internet and/or telecommunications through the district, and if they have previously applied on their own. (Must meet all 3 qualifications)
 - Let the form 471 templates help you to save time and hassle. New templates have not yet been released for 2017-18.
 - Document everything. Always use email and document vendor communications
 - Don’t assume if your invoice is under review that means it is moving forward. If you get close to an invoice deadline and it’s still under review, file for an extension.
 - Pay attention to your disbursal notice – if it has a “\$0” it may be because of an error and you can file another invoice, but only if you are before the deadline
- 2017 and Beyond
 - EPC will be scrapped in 2018
 - USAC is still making functionality changes to EPC in the meantime, to help ease burdens.



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- Lake ESD today received successful funding 1.5 million for lit fiber special construction. Glendale, Santiam Canyon also. Eric Harrison at NWRESA has developed a fiber special construction template that has been helpful.

Recurring Items

- Service Incidents — *A review of LESD service interruptions since last meeting*
 - Lots of outages around the bad weather
 - DDoS event directed at the OSUOSL
 - Some service provider maintenances at night
 - Crow power outage, and backup generator at the tower ran out of gas
- E-Rate — *Quick recap of any news this month*
 - Lane ESD consortium forms have been sent for signature, all but Springfield have been received
- Professional Development
 - NCCE Conference Portland March 22-24, flyers are available
 - Light Brigade fiber optic training coming to Eugene, flyer available
 - ACPE Welches, OR May 2-5
 - Airhead at Atmosphere (Aruba wireless) Nashville Feb 22-Mar 3
 - Project Management workshop by Fred Pryor in Eugene April 5
 - CBT Nuggets is open again, email will be sent tomorrow
 - Spring 2017 CAPM/PMP Exam Prep Class by PMI
 - Richard mentioned Tech Junction is coming back to the Hilton May 3

Round Table Items

- Certificates for SSL on district websites
 - ESD-webhosted sites, should we add SSL to those? Everything is moving that way, at some point we will need to address this. Travis will investigate options like LetsEncrypt. Springfield uses, and says every couple of months the updates fail. Not a lot of admin overhead however. Springfield recommended a paid cert for any public-facing sites.
- SIS planning ahead for changes
 - Sungard contract is ending in 1.5 yrs., conversations are starting to happen about what that means.
- Destiny upgrades
 - Upgrades occurred over Christmas break, we haven't heard of any problems since. Was a painless process.
- Move to Gmail
 - We helped Marcola over the break move to Gmail, worked with Nathan at Ambient. Marcola uses Google Classroom as their CMS, so it made sense for them. Everything going fine, but only around 38 accounts. Was helpful to go through that process.
 - Crow interested in moving over the summer. Richard mentioned that Google classroom you can't use normal (public) Gmail accounts to access district Google classroom.
 - Pleasant Hill also possibly this summer
- Filtering move
 - Officially off of Untangle and on the Fortigate. It's doing a much better job, so we are working through filtering complaints. Not too many false positives. Work with Jason on fine tuning.
- Secure/Large File Transfer planning



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- Lane ESD staff had a request for this as a service, we had a long process of identifying and now implementing an option for this. We are working on this for SFT and also large-file transfer. Will be expanded rapidly once we release it. More information will follow.

Next planned LCTAC meeting, February 23, 2017 1:00pm at Lane ESD