LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North | 541.461.8200 | www.lesd.k12.or.us
Eugene, OR 97402 | 541.461.8298 [Fax]

Shaping the future:
Supporting excellence in education

EQUITY   COMMITMENT   LEADERSHIP   COLLABORATION   INTEGRITY

Lane County Technology Advisory Committee
Thursday, March 22, 2018, 1:00pm-3:30pm
Lane ESD Room 1

MINUTES

PRESENT: Christina Okesson (LESD), Daniele McCallum (LESD), Jason Dodge (LESD), David Nelson (Eugene SD 4J), Travis Burnside (LESD), Jesse Baber (South Lane SD 45J3), Steve Traylor (Pleasant Hill SD 1), Nathan Crompton (Ambient for Marcola SD 79J & Blachly SD 90), Richard Reaksecker (Crow-Applegate-Lorane SD 66), Michael Bateman (Fern Ridge SD 28J), Gerald McCool (Oakridge SD 76)

Recurring Items
- **Service Incidents** — *A review of LESD service interruptions since last meeting*
- **E-Rate** — *Quick recap of any news this month*
  - 3/22 is the final day to file a Form 471 for e-rate applications for 2018-19
  - Update on district contracts for changes:
    - Bethel moving to 10gbps
    - Blachly moving to 500mbps
    - South Lane moving to 10gb, in addition South Lane and Creswell changing service providers to DFN
    - Junction City changing service provider to PEAK
    - Monroe SD moving to 500mbps
  - Jesse mentioned that the state passed the matching grant, he received an award for his E-rate cycle this year. South Lane E-rate procurement: Special construction is Category 1 and doesn't count against your 5-yr building budget. Have to go out for leased lit, leased dark, and self-provisioned to compare scores. Jesse got several responses and chose DFN. First 20 yrs of maintenance was included on self-provisioned. South Lane will end up paying 10% of total cost, state pays 10%, and E-Rate will pay the rest. Self-provisioned is the highest-denied category in e-rate. South Lane 4 schools: Saginaw, Dorena, Latham, and London. Responses were 1.2 million and 5 million for overall project cost. LESD is looking at doing a special construction e-rate application in 2019-2020 for fiber connections to Crow and Marcola. Richard mentioned that Verizon put fiber in to the new cell tower, there may be an ownership change for that fiber by next year. Bringing fiber to a building would be Category 1 and not considered an internal connection. Possibly bring DFN up for a future presentation at LCTAC. Michael asked about redundancy, it is never covered under E-rate. Vendor can help provide data for answering PIA review questions on special construction applications.

- **Professional Development**
  - VMware vForum online April 18: https://secure.vmware.com/44780_vFO_REG?src=EventsPage
  - ACPE, 5/2-5/4, Welches, OR, $350 - http://www.acpenw.org/registration-information
  - TechJunction, 5/9, Eugene , free - http://techjunctionevents.com/
  - Fred Pryor Seminars/Workshops: $99-$199
    - Managing Multiple Priorities, Projects and Deadlines, 2/1, Eugene, https://www.pryor.com/events/204474

LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North | 541.461.8200 | www.lesd.k12.or.us
Eugene, OR 97402 | 541.461.8298 [Fax]

EQUITY   COMMITMENT   LEADERSHIP   COLLABORATION   INTEGRITY

Shaping the future:
Supporting excellence in education

- Effective Goal-Setting and Planning Skills, 6/4, Eugene, https://www.pryor.com/events/210481
- How to Deliver Exceptional Customer Service, 6/13, Eugene https://www.pryor.com/events/210496

- o ISTE, 6/24-6/27, Chicago $600 - https://conference.iste.org/2018/attend/index.php
- o Stormwind will expire in late May, if you want to take courses in it, do that soon. We will not be renewing. What do LCTAC members want for professional development? Let Daniele know if you have something in particular that you would recommend, LESD budgets money specifically for district professional development. Jesse would like to see a follow-up to the fiber training, preferably hands-on. The last instructor was very knowledgeable. Let Daniele know the specifics about what you would want so that we can go out to vendors and solicit proposals. Jesse also mentioned having a higher-level bonding/bridging/software network layer training regarding virtualization. Jason mentioned scheduling another Juniper bootcamp in the next few months that could cover this. More networking-focused and not just tied to Juniper.
- o Daniele went to COSN in Washington DC last week. Next year it is in Portland first week of April. This event is specifically designed for school networking and decision-makers, Daniele highly recommends it.

Main discussion topic
- Procurement and RFPs: LESD facilities RFP for HVAC recently, facilities director was new to this process and used templates from the state. LESD also had the E-rate RFPs for transport services through the ISP consortium. There are a lot of pieces to this that brings up a lot of questions:
  - o RFPs:
    - LESD's RFPs are mostly tied to E-rate or facility projects. $150k and an RFP is required. Have had to police vendors to get them to comply with RFP requirements. Weighting on your evaluation matrix needs to be handled carefully, example of E-rate matrix not weighing non-recurring costs heavily enough. Use an evaluation committee to evaluate proposals.
    - Pleasant Hill $5k for 3 bids, did an RFP for bond projects using a template
    - Crow $10k for 3 bids. Experience in getting a price that was so good that he increased the quantities.
    - South Lane $5k but they have several dollar thresholds. Always do the 3-quotes for almost everything. Example of RFP for web design to solicit as many bids as they could. Bond projects have all been RFP, used E-rate in conjunction with that.
    - Michael mentioned that if you initiate contact with a vendor they will register you as having them as your preferred vendor (whether you want them to or not). That can impact your responses. Jason saw this with the LESD firewall project. Bond projects RFP, district procurement, and Oregon State procurement policy, and then E-rate rules, are hard to cover when they overlap. Example of project where they had prevailing wage requirements. It is worth it to combine existing project RFPs with E-rate however, to make the best use of funding available. Now that E-rate has stabilized for Category 2, districts can plan well for future upgrades and projects. How you write your RFP can help or hinder you. Pay attention to your bidding matrices. Carefully consider your requirements.
  - o Piggy-backing off of contracts – the language needs to be written in. South Lane does this for their contracts.
  - o General procurement – what are your processes?

- Crow: doesn't support tech unless they get Richard's approval. Teachers go to their principal, who brings the request to Richard if they are supportive. Teachers cannot go directly to Richard. Weekly admin meeting to discuss. Richard mentioned donorschoose.org being a problem. Reviews inventory with admin team and lifecycles. Likes Michael's tiered support-level approach. One-to-one at the elementary level, a lot of requests for more tech at the HS level. Chromebooks aren't the one solution for every purpose. Richard is looking at Lenovo's new netbook model.
- Fern Ridge: same model as Crow. Don't allow donations without approval. Board has to approve any grant, these get routed through Michael beforehand. Working with your admin team can really help you, he works with them to identify items purchased by grants for budgeting for support and replacement (or to make a plan for items to go away at their end-of-life if not budgeted for). More than half of elementary teachers are using chromebooks for most everything.
- Pleasant Hill: same. Issues with donated items, doesn't support them. Tech then asked to replace items that haven't been budgeted for. All purchases go through Randy the HS Principal, he comes to Steve with questions. Sometimes they ask for a specific model, sometimes they ask for help to identify models.
- Blachly: everything goes through Ambient, they identify where to get it from and cost.
- Marcola: mixed, people get their own things. High dollar purchases often go through Ambient
- Oakridge: everything goes through the tech dept.
- Eugene: working on an intranet site with a "store" of approved items. Selecting one opens a ticket for managing requests.
- South Lane: Departments and staff can submit requests directly to tech. Jesse budgets an amount for each building for incidentals. Ideally all tech purchases come through the tech department even if they are not paying for it. Issue with donors and mini grants: who "owns" the equipment, who supports it. Example of ipads received from grants and staff who assigns personal apple ID on it – they leave, the ipad is un-useable.
- Nathan Crompton asked about chromebook sources – issues with CTL. OETC has Troxell and MicroK12 listed as vendors for several different brands. Steve at Pleasant Hill uses CDWG. Jesse would love to use chromebooks for staff but the SIS makes that not possible, it is too buggy. Crow has a few teachers using chromebooks, seeing if there will be other teachers interested (Samsung Chromebook Plus). Most new chromebooks now have a printing option even from a home computer (CUPS), Richard also uses Google e-print. Eugene uses mostly Acer chromebooks. Jesse asks for a demo or gets one or two to tear down to help evaluate models.

o Resources at the state procurement website for districts, they will do trainings or offer assistance at no cost to districts: http://www.oregon.gov/das/Procurement/pages/index.aspx
o Deployment:
- LESD: still have some work to go to manage items. Have a lot of one-off purchases, grants, etc., that we can't plan for
- Pleasant Hill: keeps an eye on inventory and works with admin
- South Lane: staff gets anxious on purchases, tech tries to schedule when they can hand items off to the requestors and allow for setup time. Also has a few loaner items and keep

LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North | 541.461.8200 | www.lesd.k12.or.us
Eugene, OR 97402 | 541.461.8298 [Fax]

LANE ESD
Shaping the future:
Supporting excellence in education

EQUITY   COMMITMENT   LEADERSHIP   COLLABORATION   INTEGRITY

some supplies in stock, toners, accessory items, etc. Ask for a funding code to replace before handing them off.

- o Budgeting: does anyone use carryover accounts?
    - Fern Ridge: year-to-year with a reserve. No long-term tech plan, have a tech committee. Looking at developing documentation of their processes and how it fits into the district vision.
    - South Lane: some carryover $10k-$20k. Tech committee moved to a 7-yr replacement plan. No tech plan anymore. Tech committee met irregularly, so Jesse meets with admins directly around the end of the year.
    - Crow: year-to-year with a reserve occasionally.
    - Ambient: both Marcola and Blachly are year-to-year. Blachly: Ambient puts together a proposal for the board, they decide what to cut and what to approve. Includes replacement cycles. Marcola approves purchases on request.
    - Pleasant Hill tech committee meets monthly. Reviews purchases and the budget.

New Items
- Learn 360 service orders for 2018-19 (Daniele McCallum): 3 large districts have not responded yet. Let us know if you have questions about whether your district is getting this service. Not a lot of changes so far, most districts who had it before still have it.
- LESD providing backup assistance
    - o We provide vacation backup for districts on request, we can do this for you if you like. We will need credentials, communication, and access. Let Daniele know if you are interested.
- Managed print services and support
    - o LESD replacing printer fleet. Is anyone using managed printer support? We are not going that route this time around. At LESD, each department buys their own toner and supplies, it would be a large change in process for us to move away from that model.
    - o South Lane has talked to TTX, they were the vendor the supplied their copiers. Printing doesn't come through tech right now. Each building handles their print expenses independently. If you consolidate all of the costs into a managed service, the cost can seem shocking. South Lane uses copy codes to cut down somewhat on the level of copying.
    - o Richard brought it up at Crow, but there was little interest from the district.
    - o Michael would like a print shop model, which could reduce costs on their high level of printing with their copiers. There isn't enough of an issue with printing to spend time on finding alternatives.
    - o Bethel print shop, many districts make use of this.
- Spring LCC Internship: LESD has hired two interns. Fern Ridge, Eugene, and Junction City have all asked for time. Let Daniele know if you have any projects an intern could help you with. Networking students from LCC.

Round Table
- LCTAC combined knowledge & collaboration (Daniele McCallum): what this group is, what the lctac email list is about, the value of our combined knowledge and how to document it
    - o This topic moved to the April agenda
- Single sign-on student and staff (Travis Burnside)
    - o This topic moved to the April agenda

Additional Items:
- With the popularity of low-cost Chromebooks, does Google own all of our data? Breaches can happen with any vendor. Richard: They can't really data-mine K-12, but they CAN feature-mine K-12. They use this to see how the next generation can use their products. Jesse: you have to choose your poison. There are issues like this with any vendor you choose. Daniele: not unique to Google, this is a standard of our era of computing. All devices are doing this.
- Follow up: what districts are on the Google state agreement?
- Steve asked about the demise of Windows 7. Windows stopped all updates if you don't have anti-virus (on Windows 7). Microsoft may end up extending that. Steve is planning for this.

Next planned LCTAC meeting:
- Next meeting is scheduled for April 19, 1pm-3:30pm, Lane ESD Room 5