

Lane County Technical Advisory Committee
Thursday, June 18, 2015, 2015 1:00 to 3:00 pm
Room 5, Lane ESD, 1200 Hwy 99N, Eugene

Lane County Technology Advisory Committee MINUTES

Present: Christina Okesson (LESD), Arne Berglund (LESD), Daniele McCallum (LESD), Jason Dodge (LESD), Ben Gernhart (Creswell), Jerry Pergamit (Pleasant Hill), David Nelson (Eugene 4J), Sam Robinson (Ambient for Marcola & Blachly), Fred Spencer (Siuslaw), Jesse Baber (South Lane), Michael Bateman (Fern Ridge), Michael Biehler (Fern Ridge)

Open topic and review of the year, meeting, projects, etc.

- LCTAC, how did it go? Change this year, topics of the month to review certain services more in depth than we had before. Opportunities for feedback from LCTAC members on services and desired changes. Ben liked LCTAC this year. Did we miss any topics? David mentioned it's interesting to see what peers in similar roles are doing. Fred thinks the contact with other districts is valuable, what is happening at peer districts. Daniele likes to hear what others are doing, for times that those topics come up at other meetings. Ben likes to hear what solutions others are using, everyone is busy so it cuts down on research time. Jesse likes the new format, but misses the recurring items that we used to cover in the past. We had originally planned to include those things by email when we send out the agenda, but we haven't been good at doing that. Michael misses that as well (wireless, outages, incident reports, etc). Find a balance between not enough information and too much information. Daniele asked about next year, do we want to schedule topics in advance again? Do we repeat topics for any new people on LCTAC? Many services change from year to year, so it might be good to review yearly anyway. What about the personalized district emails that went out reviewing services? LESD will be sending those out on a yearly basis. That is appreciated, and Ben suggested in might be helpful twice a year. Michael thinks the reports are beneficial, and likes scheduling topics ahead of time. He suggests a steering committee to assist LESD in making decisions that affect all districts, and providing input. That input is valuable to LESD. Align that committee with the time of year when LESD is considering changes to services. Should we do a survey again for topic suggestions? Jesse suggested VOIP systems and presentations that aren't vendor/sales-specific. Michael gave the example of not being

prepared with clear documentation or knowledge of industry standards for low-voltage building projects. Jesse said many times we would make different decisions if we had better information. Is there a way for us to utilize the combined knowledge that this group already has? Is there a way for communication out to the group for decision-makers to report back to the group? The email list is great, but has limitations (people reply to individuals instead of the group, etc). How to we find information in a structured fashion when we need it? Example of finding standards for printers, cables, etc. Jesse also values bringing outside consultants in to get a fresh view of potential solutions. Cloud services as another example. We know certain things are coming in the future. As we focus on topics, we can include standards, info sharing, info about consultants, etc. There is value in trying to create a central location for information and documentation sharing. LESD has been working with Project Management processes, and applying those principles to projects. Overview of Project Management as a topic for one month. What are the benefits and how does it apply to education? Focus on the successes people are finding when they use those methodologies. Michael gave the example of using Gantt charts. Jason mentioned a CBT Nuggets course Intro to PMI. Jesse asked about a generic Security & Cloud Services presentation for a topic. Daniele asked the group to keep this in mind as they go to conferences and see presentations, and get contact info to come back and suggest vendor presentations. Physical security has become a priority in schools because of incidents, but not so much technology security. Many teachers see it as an impediment to free exchange of information. Jesse mentioned the mindset is changing, mentioned Oregon CSISS presentation. Michael found it interesting during a healthcare presentation that education of users was key to implementing stronger security measures. Every district has a different idea of what "secure" means. Is it at the user level, or at the network level, or both? Bringing in someone who is a professional on a topic is a valuable conversation. Arrange topics with the knowledge of the times of year superintendents will be hearing about certain topics. Example of PACE and Superintendents. Jesse mentioned HIPAA/FRPA in PublicSchoolWorks training that was very useful.

- Jason asked about LCTAC blog? Jesse said stop the blog and turn it into a wiki with everyone ability to post. Everyone here has an account to post. Jesse doesn't want another password to remember. Would it be successful if it was wide open to anyone to post? It comes down to a matter of time that it takes to disseminate that information. Michael mentioned the David Bolton uses OneNote in this tech department for documentation. David Langan also uses Confluence. David Nelson only using it recently, for duties and assignment, how things are set up, mostly information for cross-

coverage when people are gone. It is a chicken-and-egg issue, Jesse mentioned that he would use the LCTAC blog more if there were more content there that he needed.

- Do we use the LCTAC email list effectively? Does anyone filter those emails into the trash? Michael asked about documentation on automating email lists? It is available, and some extra things that can be done on the admin interface to specify whether a staff person is admin, licensed, teacher, or classified. That is used to create lists for groups. The problem is cross-building, which is still a limitation. Can be based on location only, classification only, or a combination. Let Arne know if you are interested. Jesse asked if they could add contracted folks that don't have district email addresses. It would take some additional setup, but that is a possibility. Uses an Alias that you assign multiple addresses to and white-list their addresses. Jesse will follow up with Arne. Michael asked about building a process around a csv format. Arne would use that in setting up the aliases. He doesn't want to mess with methods in the main email system just yet, he is still doing an evaluation because of the email refresh over the summer. Arne will be looking at all options with the desire of minimizing impact on users and district tech staff. Another aspect that needs to change is SquirrelMail. Issue of installing email on users' personal phones. Arne asked if any district is having significant use of SquirrelMail? Since not everyone is here, we will email the group about this.
- Are there any lessons learned? Daniele: RFP for ISP contract, painful and a learning experience. It is guaranteed that vendors will file a public records requesting full documentation of the proposals. We had already provided the scores and the scoring matrix. Jason: communication is very important. Example of appointments and keeping in touch with folks. Jesse: changing the method of communication when following up can go a long way. Michael: payroll always has the correct employee info. Ben: Supt is pushing for TalentEd. Seems to be various issues at Siuslaw, 4J, Creswell. Is anyone using anything else for evaluations? Creswell uses paper process. ESD currently uses a paper process, but is moving to North(something) that is being organized at the state level. Daniele will send out that info. Jesse mentioned that he did an RFP for their website design. If you put the RFP link on the website, you immediately get a much larger response. They went with Edlio. They are geared toward K12 and have been great to work with. Can cut and paste from Word and keep formatting. No plug-in or anything required. Jesse: Aruba, don't get all features unless you purchase all of the licenses. Ben: a couple of their APs didn't have the US in their country list and the controller stopped talking to them. Jesse: if you make huge SpanningTree changes, it is important to wake up early the next

morning. Michael: if you are looking at a project, spend time with documentation keeping in mind the folks who may need to review it in the future. Jason: anyone spending frenzy at the end of June? Daniele: it actually takes time to spend money. Arne: listen to the advice of experts and consultants/ reps. It may save you time and money. Jesse: know when the end of the quarter is coming and use that to your advantage with vendors. Check distribution houses for software, you can get them to compete against each other. Michael: don't take dysfunction personally. It's not always your fault. Daniele: strangers don't always know my tone.