



## LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North  
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www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

### **Lane County Technology Advisory Committee Thursday, February 21, 2019, 1:00pm-3:30pm Lane ESD Rooms 5 & 6**

## MINUTES

**Present:** Leslie Golden (Instill Security), Jacob Shaw (Springfield SD 19), Daniele McCallum (LESD), Jason Dodge (LESD), Christina Okesson (LESD), David Nelson (Eugene SD 4J), Bob Adair (Junction City SD 69), Steve Traylor (Pleasant Hill SD 1), Roger Morris (Eugene SD 4J), Doug Osborne (Crow-Applegate-Lorane SD 66), Charles Ranlett (LESD), David Langan (Eugene SD 4J), Gerald McCool (Oakridge SD 76), David Bolton (Bethel SD 52), Jesse Baber (South Lane SD 45J3), Richard Reaksecker (Fern Ridge SD 28J), Michael Bateman (Fern Ridge SD 28J), Nathan Bowers (Lowell SD 71), John Riggan (LBL ESD), Monte Harnar (LBL ESD), Steve Menachemson (Eugene SD 4J), Steve Shininger (Eugene SD 4J)

### **Presentation:**

- **Leslie Golden from Instill Security: “System Hygiene” [A copy of the slide deck and activity worksheets are saved to the LCTAC Google team drive]**
  - Staff lifecycle activity – hiring technical staff. Acquisition steps: job description, posting and advertisement, screening. How to test, implement, maintain/support staff. How do we retire/offboard staff when they leave? Activity 1 also identify steps of acquiring tech through the end of lifecycle, including wiping/destruction. See the connection between the care/feeding of people vs care and feeding of equipment.
  - Hygiene cycle:
    - SLDC: Systems/software lifecycle development concepts
    - Purchasing practices, vendor management. SOC 2 addresses data security auditing.
    - Testing/sandboxing environment
    - Implementation: consistency, anticipation, communication
    - Maintenance: inventory, updates, ongoing care and feeding, emergency planning
      - Password/pass-phrase policy, central management, forced renewal,
      - AD Hygiene
      - Server management (configs, patching)
      - Vendor management
    - Retirement: replacement strategy, destruction, documentation.
  - Activity 2: Scenario response of missing payroll direct deposits
    - Short-term actions, Long-term actions
    - What is in policy/Standard Operating Procedures
    - User access matrix – roles vs level of access required
  - Activity 3: Vendor management



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### Recurring Items

- **Service Incidents** — *A review of LESD service interruptions since last meeting*
- **E-Rate** — *Quick recap of any news this month*
  - February 27 is the last day to file a Form 470 E-Rate application and have enough time for a 28-day bidding window, plus 1 day to file the Form 471 before the application window closes. It is best not to wait until the last minute to file.
  - LESD is currently in a bidding window for ISP contract and district transport services needing new contracts.
  - Creswell filed an application for switches.
  - Springfield filed for access points and internal fiber.
  - South Lane has several: one for switches including Bohemia wireless, one for cabling at Lincoln MS (Cat6), special construction was denied, they are appealing
  - Fern Ridge for switches and wireless
  - Eugene wireless APs 314 model
- **Professional Development/Events:**
  - Fortinet Accelerate in Orlando April 2019: <https://www.fortinetaccelerate.com/2019/HOME>
  - ISTE Ed Tech 2019 in Philadelphia June 2019: <https://conference.iste.org/2019/>
  - Interface PDX March 8, Eugene May 8: <https://f2fevents.com/events/upcoming/>
  - ISC West in Las Vegas, April 10-12, 2019 <https://www.iscwest.com/>
- **Added items:**
  - Charles has added phishing examples in the LCTAC team drive: “Jan-Feb 2019”. If you don’t have access to the team drive yet, let us know and we can make sure you are added.

### Next planned LCTAC meeting:

- **March meeting is tentative Thursday March 28, 1pm-3:30pm at Harrison Elementary (library meeting room) 1000 Taylor Ave., Cottage Grove**