K-12 SCHOOL TECHNOLOGY INITIATIVE COMMITTEE
MEETING MINUTES

Meeting Date	January 28, 2016
Meeting Location	Division of Technology 4430 Broad River Road, Columbia, SC 29210
Facilitator	Keith Osman
Note Taker	Gay Hoyer
Attendees	James Gordon (DT), Karen Rumfelt (DT), Petra Turner (DT), Kelly Ghent (DT), Bobbi Kennedy (ETV), Charlie Zeberlein (DTO), Keith Osman (DTO), John Bane (DTO), Martin Crabtree (DIS), Claudette Flynn (SDE), Samantha Hastings (USC), Charlie Seastrunk (DTO), Beth Shull (AT&T), Charlie Zeberlein (DTO), Martin Crabtree (DIS), Angela Leon (HP Inc.)

AGENDA ITEMS

Agenda Item 1	Approval of Minutes	Presenter:	Keith Osman

1. Keith asked for a motion to approve the K-12 minutes from the December meeting. Minutes were approved without corrections or changes.

Agenda Item 2	E-Rate Status/K-12 Network Status	Presenter:	James Gordon

FCC/E-Rate News
1. USAC is in the process of migrating the E-rate information technology system and forms to a new system using technology from Appian. The pace of filing the Form 470 is much slower than it has been in previous years. As of January 22, 2016 applicants had posted 14,269 forms for Funding year 2016. By this week in 2015, applicants had posted over 21,000 Form 470's. Form 470 must be done online beginning July 01, 2016. (Form 470 is an FCC form that schools and libraries complete to request services and establish eligibility.)
2. The last date for applicants to post a Form 470 and start the competitive bidding and procurement cycle is April 01, 2016, as that the FCC rules dictate that Form 470 responses need to be received for a minimum of 28 days before being evaluated.
3. USAC has announced that the FY 2016 Form 471 application window will open at noon EST on Wednesday, February 03, 2016 and close at 11:59 pm EDT on Friday, April 29, 2016. The Form 470 filing window will be open for 87 days which is approximately which is approximately two weeks longer than the usual window. (Form 471 is an FCC form that schools and libraries use to report services ordered and discounts requested for those services)

K-12 Committee Projects

1. Palmetto Unified School District (DOC) Tyger River HS: Economical solution identified and final cost estimates are being collected for project implementation. Estimated cost is around $50,000. The scope of this project will include a 10 Mbs MPLS circuit connecting back to the district home office. Microwave equipment has been ordered and should be in the first week of February. Estimated completion date for project is in Mid-March.
2. SANS and GIAC vouchers - The expiration deadline has been moved from July 01, 2016 to July 07, 2016. As of January 27, 2016, 31 vouchers have been redeemed for courses from the school districts and 17 vouchers have been redeemed for certifications. Libraries have redeemed 2 vouchers for courses and 2 vouchers for certifications. Total course vouchers redeemed is 33 and total certification vouchers redeemed is 19. There are 57 vouchers still available for courses and 71 vouchers available for certifications. It will be hard for the committee to justify putting money into education if the schools and libraries do not utilize the resources.

State E-Rate Program Status
1. <u>2014-15 Old: E-Rate Funding Year (07/01/2014 – 06/30/2015)</u>
   a. USAC/KPMG BCAP Audit team visited the school/district locations below on December 15, 2016. After the visit the team met with Valarie Byrd, Karen Rumfelt and James Gordon to give an overview and ask some process/procedure questions. On January 26, 2016 the Auditors requested documentation on six USAC disbursements. The final audit report is due to USAC in March 2016.

- Richland SD 1 (District Office)
- Richland SD 2 (District Office)
- Midlands Middle College
- East Point Academy
- Pine Elementary School
   b. Pending audit results – Official funding year closure activities (FCC Form 500).
2. 2015-16 Current: E-Rate Funding Year (07/01/2015 – 06/30/2016)
   a. Approximately 248 vendor orders are remaining. The vast majority of orders are due to AT&T ASE projects.
   b. The letter to Clover School District was sent in January informing them that they could use their portion of the $29mm for a solution to secure online testing.
   c. Division of Technology plans to file the first BEARs Form 472 in February for the first six months of 2015-16. Form 472 – BEAR (Billed Entity Applicant Reimbursement) is an FCC form that schools and libraries submit to USAC after paying for services in full, to request reimbursement form the service provider for the discount on those services.
   d. The E-Rate group is currently working on Forecast (Form 471) which will be done in five applications due no later than when the window closes on April 29, 2016:
- Dark Fiber
- Library Internet
- Library WAN
- School Internet
- School WAN
3. 2016-17 Upcoming: E-Rate Funding Year (07/01/16 – 06/30/17
   a. Division of Technology state consortia compliance documentation:
- CIPA – Library CIPA (Children's Internet Protection Act) forms have been mailed to the State Library. The E-Rate group is in the process of sending School District CIPA forms to the Department of Education.
   b. Division of Technology is received a request from USAC to provide the Funding Year 2015-16 State Audited National School Lunch Program data file for South Carolina which is due to USAC by February 26, 2016. A request was sent to the Department of Education for the Certification Letter they are required to complete.
   c. Three of six Fall 2015 E-Rate Applicant Training session have been completed. There are currently no plans to conduct additional training sessions at this time.

K-12 Network Status (External Broadband Availability Improvements)
Conversion for under-served/expensive bandwidth updates for Wireless and MPLS locations is as follows:

1. **Library Systems Solutions Update:**
   a. Metro Ethernet solutions identified for the following Libraries:
- (1) ABBE Library System **ALL**: Vendor orders in progress (MPLS to ME)
- (2) Orangeburg Library System: Vendor orders in progress. *
   *Awaiting library equipment installation to complete upgrades

Bandwidth Allocation Deployment Phase IV-Fiber Placement Opportunities
1. The following districts have completed projects:
- **Berkeley SD** – Waiting on Host sites to be upgraded then the schools in the fiber project will be disconnected except for the Host.
- **Lexington Richland 5** – Waiting on Host sites to be upgraded then the schools in the fiber project will be disconnected except for the Host.
2. The following districts have active projects:
- **Orangeburg Library System-Entrance Facilities** – Price has been approved for the project.
3. The following districts are being evaluated or awaiting approval to proceed:
- **Richland 1 SD**
- **Charleston SD**
- **Georgetown SD**

Agenda Item 3	EOC – General Updates	Presenter:	Melanie Barton

1. Nothing to Report (Melanie Barton Unable to Attend)

Agenda Item 4	Open Discussion	Presenter:	Keith Osman

1. Leesa Aiken, Acting Director – SC State Library wanted to know if libraries are required to file Technology Plans with the committee.
2. The K-12 Committee discussed and the short answer is "yes". Even though E-Rate no longer requires Tech plans; if funds are requested from the committee for IT projects, the Committee wants to know how the funds will be used and that thought and planning went into the request. The library will need to do a high level assessment when requesting funds (during the budget process around April or May). There is a template on file for use by the Schools & Libraries.   If funds are not requested from the committee then a plan is not required.
3. James will advise Leesa on the committee's response and send her a link to the Tech Plan Form.
4. Currently the Division of Information Security has over 100 sensors in schools across the state with only two employees monitoring the devices. With additional devices being added there is a need for additional manpower. Fact-finding will need to be done as to who owns this program, how it is funded and if the committee has the resources and authority to handle a request for this manpower.

Next Meeting	February 25, 2016
Location	Division of Technology, 4430 Broad River Road, Columbia, SC 29210