K-12 SCHOOL TECHNOLOGY INITIATIVE COMMITTEE
MEETING MINUTES

Meeting Date	May 26, 2016
Meeting Location	Division of Technology 4430 Broad River Road, Columbia, SC 29210
Facilitator	Keith Osman
Note Taker	Gay Hoyer
Attendees	Keith Osman (DTO), James Gordon (DT), Karen Rumfelt (DT), Doris Johnson (DT), Petra Turner (DT), Mike Shelton (DT), Charlie Seastrunk (DTO), Valarie Byrd (SDE), Don Cantrell (SDE), Melanie Barton (EOC), Denise Lyons (State Library), Dean Byrd (ETV), Bobbi Kennedy (ETV), Samantha Hastings (USC), Lynn Fralick (Spirit), Martin Crabtree (DIS), Nola Armstrong (SC Telecommunications Assoc.)

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 April 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. The Application window closes tonight, May 26, 2016 for all participants. When this window closes, USAC will open a second window for consortia and libraries which will close July 21, 2016. The consortia and libraries are given additional time since their applications are dependent upon the member related school districts getting their discount rates into the system. Libraries, schools and charter schools must input their own data into EPC.

2. This past week USAC reached an important milestone. USAC authorized payments that brought the total disbursements for the current funding year to more than a billion dollars. This is the quickest USAC has ever reached the billion-dollar disbursement mark.

3. Applicants are reporting an uptick in the number of reimbursement (BEAR) forms that are denied or only partially reimbursed (i.e. "short paid"). Unfortunately, USAC provides very little information to applicants about its payment processing decisions. Frequently the explanation provided in the BEAR Notification Letter (BNL) provides only a limited statement (10 words or less). As of today or consortia had not had any partial payments.

4. Senator Ron Johnson (R-WI) sent FCC Chairman Thomas Wheeler a letter outlining his concerns about the rollout of the new E-Rate portal called EPC. While the FCC has extended the FY 2016 filing window and created a second filing window for consortia and libraries, Senator Johnson remains concerned that the extension does not "resolve the systemic problems in the USAC's EPC platform.

5. The E-Rate group has completed Form 498 in order to receive electronic BEAR reimbursements beginning 07/01/16.

6. The deadline of April 28, 2016 for schools to file their Form 470's which is 28 days before the May 26, 2016 deadline has passed. As of midnight tonight (May 26th) the school deadline for filing Form 471's will have passed. The deadline for filing Form 470's for consortia and libraries is June 23, 2016 which is 28 days before the July 21, 2016 application deadline.

K-12 Committee Projects

1. Palmetto Unified School District (DOC) Tyger River HS (100 Prison Rd. Enoree): 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 with a due date of April 29, 2016. Circuit ID **ethr.2003120...spc**
   a. 05/09/16 – Mark Gregory with Charter reports that Charter is providing last-mile installation service for a Spirit fiber line to Woodruff High School.
   b. 05/24/16 – Dwight McIntyre is making a site visit with DOC to replace a switch and will report back with status.

c. 05/26/16 – Tis is FOC for August 19, 2016. Construction is currently on schedule for August delivery but will make every effort to accelerate related activities.

d. History: On 02/04/16, Spirit placed an order for service at Woodruff High School with an estimated completion of 04/29/16.

2. SANS and GIAC vouchers - The expiration deadline *for now* is July 07, 2016. As of May 23, 2016, 66 vouchers have been redeemed for courses from the school districts and 36 vouchers have been redeemed for certifications. Libraries have redeemed 5 vouchers for courses and 5 vouchers for certifications. Total course vouchers redeemed is 71 and total certification vouchers redeemed is 41. There are 19 course vouchers still available and 49 vouchers for certification. There are 32 school districts who still have not taken advantage of the vouchers. However, there is not enough remaining voucher to accommodate them should they all decide to redeem one. Last month total course vouchers redeemed were 66 and certifications 38.

a. Finalized: The SANS voucher account pools for K12 will be extended one year from the date payment is received for the NetWars purchase. The tentative date, Per Jay Armstrong (SANS) is June 01, 2017. He is trying to extend the voucher period for as long as possible.

State E-Rate Program Status

1. <u>2014-15 Old: E-Rate Funding Year (07/01/2014 – 06/30/2015)</u>
   a. Pending – DTO will file the Official funding year closure activities (FCC Form 500). If the form is not filed the unused funds will go back into the pot.

2. <u>2015-16 Current: E-Rate Funding Year (07/01/2015 – 06/30/2016)</u>
   a. There are approximately 215 open vendor orders.
   b. A comparison was done regarding the amount of Internet bandwidth used for May 2015 vs. May 2016. The results revealed an increase of 76% or $227,516/month. This will only increase as requests continue to come in.
   c. The comparison of WAN bandwidth from May 2015 vs. May 2016 showed that WAN bandwidth increased 56% or $85,827/month.
   d. $17.1 million in BEARs (Form 472) have been filed for the current year expenses through March 2016. $12.9 million is still outstanding which means that only 4.2 million in checks have been received this year. *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.*
   e. The report to the Technology Panel of the Legislature is due June 01, 2016. The report has been completed and will be sent to Jason Epting with Internal Operations (Department of Administration) to review and deliver to the panel.

3. <u>2016-17 Upcoming: E-Rate Funding Year (07/01/2016 – 06/30/2017)</u>
   a. The E-Rate team is currently working on Forecast (Form 471) which will be done in five applications due no later than when the consortia window closes on 07/21/16:
      - Dark Fiber – completed and certified
      - Library Internet – completed and certified
      - Library WAN – completed and certified
      - School Internet – completed and holding
      - School WAN – completed and holding

   Note: We are holding the School Internet and WAN applications in hopes that more funds will become available after the Internet RFP is awarded. The vendor charges as our forecast now stands, will increase $3.9 million over last's year's forecast and the State match required to obtain the E-Rate funding will increase over $900k. This essentially uses all of the State appropriations for connectivity and other costs. By holding the last two applications, we hope to come back to the committee with available funds. The budget forms have not been sent to the principals since funds are not available for distribution outside the connectivity, DDOS and Security projections. After the last two applications are entered, if the USAC funding percentage comes in higher, then even more funds may be available

   b. The E-Rate team continues to work on the MOU's which will be going out to the schools and libraries. Cost Shares Sheets from the Free & Reduced lunch schedules from Dept. of Education are used to assign the Category 1 cost share percentage. A 90% school will be billed cost shares of 10% for service requested above their eligibility under the current Bandwidth Utilization Policy. An 80% or less school

will be billed at 20%. After the last meeting James Gordon was informed of a Cost Matrix that is applied to Bandwidth Policies. After applying the matrix, only 9 school districts will pay 20% cost share and York 2 School District will have to pay 30% and York 4 will need to pay 40%.

K-12 Network Updates (External Broadband Availability Improvements)
1. Charter/Special Schools:
   a. **John de la Howe** – Spirit completed a DIA (Internet) upgrade from 30 to 50mbs on 05/19/16. The accreditation issue needs to be reviewed to determine if they can in the application for funding.

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: NA
3. The following districts are being evaluated or awaiting approval to proceed:
   - **Richland 1 SD**
   - **Charleston SD**
   - **Georgetown SC**

Agenda Item 3	EOC – General Updates	Presenter:	Melanie Barton

1. The budget process will be starting for FY 2017-18 in August and Melanie Barton (EOC) would like input from the committee as to which line items need increases based on projected usage.
2. It was suggested that a request be made for a line item to include security.
3. Need to point out the possibility of exposure of sensitive data. We may want to check with the Department of Education as to the types of restricted data housed in the schools/district offices (i.e. medical information, financial information (parents), social security numbers etc.). The Committee may want to consider writing a report outlining consequences of a "Security Breach" that may be presented to Governor and/or Legislature.

Agenda Item 4	Waiver Request-Aiken County Public Schools	Presenter:	Keith Osman

1. Sean Alford, Superintendent Aiken County Public Schools, sent a waiver request asking permission to use their allocation of K-12 Initiative funds to provide up-to-date physical devices for assessments and student use. He states that it was determined that the best way to meet the 2017 readiness goal is to provide modern labs equipped with assessment and other types of software. And he therefore requests approval for using his portion of the K12 Technology funds to purchase and install assessment labs.
2. The Committee reviewed the proviso governing the allocation of the funds and concluded that they have the authority to expend the funds to update the computer devices used by students for daily use and for assessments. The only caveat is that the district cannot use a portion of the K-12 Technology Initiative funds for the purchase of software. Software is not an allowable expenditure until a district meets all the state goals as stipulated in the proviso including external connections, internal connections and one-to-one computing.
3. While the General Assembly has not enacted the 2016-17 General Appropriation Act, the proposed language regarding the expenditure of these funds is comparable to Proviso 3.6 of the 2015-16 General Appropriation Act. Therefore, the K-12 Technology Committee approves the request of the Aiken County Public Schools to use a portion of the K-12 Technology Funds in Fiscal Year 2016-17 for the purchase of computer labs only.
4. A letter will be sent to Mr. Alford advising him of the Committee's decision.

Agenda Item 5	Budget	Presenter:	James Gordon

1. The budget process has begun for the next fiscal year. James Gordon sent out requests to the principals for budget items with the understanding that funds at this point are extremely limited.
2. Budget requests have been received from three of the four principals. We are currently awaiting the request from DTO pending completion of the Internet and WAN applications.
3. Once all the requests have been received. They will be reviewed and prioritized so that a final budget can be established.

Agenda Item 6	Open Discussion	Presenter:	Keith Osman

1. **John de la Howe** – According to a report in the April 19, 2016 edition of The State Newspaper, John de la Howe has lost its accreditation with the Department of Education.
    a. Spirit completed a DIA (Internet) upgrade from 30 to 50mbs on 05/19/16. The accreditation issue needs to be reviewed to determine if they can in the application for funding.
    b. Per USAC if John de la Howe is still considered an Independent School then it is covered under E-Rate. If it is taken over by Department of Education then it is not covered by E-Rate and we will need to remove them from the application.
    c. Legislation concerning John de la Howe is currently pending and a decision about its future has yet to be made. They are currently (FY 2015-16) an Independent School and can be included in the K-12 application. However, depending on the ruling they may not qualify for aid in the upcoming FY.
    d. John de la Howe will need to be included on the agenda for the June meeting.
2. **Online Testing Requirements/Requests for Increased Bandwidth:** Numerous requests for increased bandwidth are coming in from schools as a result of feedback from consultants regarding required bandwidth for on-line testing. There seems to be some confusion. Most consultants are giving the schools requirements based on the optimal amount of bandwidth that may be needed based on requirements for testing in 2019. This is not the amount of bandwidth that is necessary now for testing. New legislation, which may assist schools, is now on the floor that will allow districts to establish their own testing date. Therefore, not everyone will be required to test at the same time reducing the amount of bandwidth needed. However, since numerous requests for bandwidth are being received, it is imperative that a procedure be developed to guide in the approval process. The following was suggested:
    a. Get with Charlie Zeberlein to devise a process to use in regards to bandwidth increase requests.
    b. Create a process/plan to determine if the district/school/library actually needs the bandwidth being requested.
    c. Negotiate with vendors to get the best rates possible.

Next Meeting	June 23, 2016
Location	Division of Technology, 4430 Broad River Road, Columbia, SC 29210