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To: Dr. Peter Bang-Knudsen, Superintendent  
From: Randi Ivancich, Technology Director  
Date: June 27, 2019  
Re: Monthly Report on Technology Levy and Planning

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### **Technology Levy Budget Summary**

This is the summary of the 2018/2019 technology levy budget. This summary provides information on the total encumbrances (outstanding and paid) applied to the 2018/2019 fiscal school year. The 2018/2019 technology levy budget is supported by collections from the 2017 BISD technology levy. (Slight variations in the totals are due to rounding.)

SY 2018/2019 Technology Levy Budget Capacity	\$2,500,905
Purchase Orders (Commitment to Pay when Invoiced)	<u>\$2,022,860</u>
Interim (Working) Balance	\$ 478,045
SY 2018/2019 Technology Levy Budget Capacity	\$2,500,905
Paid Invoices	<u>\$1,492,449</u>
SY 202018/2019 Remaining Balance (“in the bank”)	\$1,008,456

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### **Learning**

Given the changes at BHS and the loss of several meeting spaces, we are upgrading and replacing the large projector in the BHS Reading Room. This space will be used more heavily as a large group meeting space for students and for staff until the construction is completed in the BHS 100 wing and in the BHS Commons. The projector replacement is scheduled for this summer.

Our school libraries will receive new Chromeboxes to use as check-out stations. Each station will have a 24-inch touchscreen monitor making it easier to scroll through screens and select fields.

After a delay of many months due to the processing chip, we re-ordered chromebooks and carts for grades K-2, incoming grade 7 students and new to BISD students in grades 8-12. We have good reason to believe that the grades 7-12 devices will arrive in district and be ready for the start of the school year. There may be a delay in the K-2 Chromebooks such that those devices and carts will be in classrooms after the school year is underway. The principals and technology representatives are aware of this possible delay for grades K-2.

## **Teaching**

The 2018/2019 Technology Professional Development (PD) for certificated staff came to a close in early June. This year's Tech PD ran from February 1 – June 6. Certificated staff have the opportunity to receive one day's pay for the first 6 hours of BISD Tech PD. Staff can participate beyond 6 hours to earn clock hours and increase their proficiency with technology. PD paid by the technology levy must be about training in the implementation or use of technology levy purchased hardware, software or systems. Staff chose from four delivery models:

1. In person sessions
2. Online sessions
3. Collaborative sessions –arranged by the collaborators
4. Individual session – arranged by the participant.

The in-person and online sessions focused on incorporating ADA compliance features into electronic communications including BISD webpages, Google documents and Microsoft Office documents. Participants in the collaborative or individual sessions chose topics from a technology levy list.

This year, 80% of our certificated staff participated in Tech PD, with 69% earning at least six hours and the per diem. This overall participation rate is about 5-10 % higher than the previous three years.

## **Network & Infrastructure**

The school fiscal year does not align with the E-rate fiscal year and this causes some procurement conflicts. The school fiscal year is September 1 – August 31. The E-rate fiscal year is July 1 – June 30. Because there are deadlines for when all E-rate equipment or services must be in place, we sometimes have to plan and budget for the purchase in one school year but then re-budget for the purchase in the following school year. This is our situation with the purchase and installation of our wireless network and our UPS' for the main distribution frames (MDFs) and intermediate distribution frames (IDFs). For equipment and service to be counted for the current year, all invoicing must be completed by mid-August and paid at the end of August. Because of the dates when this work is scheduled, it is unlikely that we will have all work and invoicing completed in time for the end of the 2018/2019 fiscal year. For this reason, it may look like we have funding left to spend for this school year. In fact, we will re-budget capacity for 2019/2020. We will start the projects this summer, they will be completed in the fall and we will pay for them in the 2019/2020 school year.

This has an upside to it. We may receive our E-rate reimbursements for these projects in 2019/2020 so the expenditures and revenues will align within the same school fiscal year.

## **Communications & Productivity**

The Technology Department's Office Manager, Jari Arin, led a series of carefully planned meetings that ended in the unanimous choice of a vendor to replace our copier fleet. The team included representatives from each school and district office departments. After working for several months and analyzing all of the proposals, the team recommended our current vendor, Pacific Office Automation. Several vendors submitted proposals. Each proposal was evaluated against criteria established in advance by the team. The proposal that was chosen

offered the best match of equipment for the location and end-users and was fiscally responsible. Our copier lease agreement is part of a Washington state contract that includes pricing beneficial to the district. These copiers are the large multifunction printers that are usually located strategically in the main office and staff work rooms. The copier fleet will be replaced over the summer.

The Food Services cashiers will receive new computers with touchscreen monitors for their lunch lines. The Food Services office staff will receive the same computer model so their equipment is the same for food services applications and troubleshooting.

Thanks to Dani Stoehr, WMS Building Tech. Support Specialist and Ian Patrick, WMS teacher-librarian for launching presentations at each schools about increasing our awareness of and practices with password security on staff accounts. Ian, Dani, and Tech. Dept. staff held presentations at each school that culminated in staff enrolling in our new password security system. Tech. Dept. staff is sharing this information with central office staff and enrollment will continue over the next week or two. After the system is operational, staff will be able to reset their own Windows network passwords and unlock their own accounts. Later in the fall, Tech. Dept. staff will add a phase to sync the staff Windows network password and the Google password. This system allows for additional safety features and controls by Tech. Dept. staff.

With increased password safety requirements, it can be helpful to think in terms of a passphrase rather than a password. After the system is fully in place, staff passwords will need to be at least 10 characters and include at least one of each:

- Capital letter
- Lower case letter
- Numeral
- Special character.

At some point in the fall, we will apply the password requirements to Skyward accounts. These new password requirements will apply to accounts for staff and families. The password for Skyward will not be synced with the system mentioned above. We will be sure to clearly communicate password information, requirements and timelines in advance of any changes for staff and families.