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SUPERINTENDENT
Dr. Peter Bang-Knudsen

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To: Dr. Peter Bang-Knudsen, Superintendent
From: Randi Ivancich, Technology Director
Date: November 29, 2018
Re: Monthly Report on Technology Levy and Planning

Request for Proposals For E-Rate Technology Projects

The FCC E-rate program for schools provides discounts for telecommunications, Internet access and internal connections. Recent modernization of the E-rate program has shifted emphasis from traditional telecommunications to systems that increase support for Internet access including broadband and wireless access. Once a project has been properly bid and approved by USAC, the agency that administers the E-rate program, the school district will receive reimbursement for part of the project costs.

BISD has recently posted two requests for proposal to meet state and BISD bid requirements and qualification for E-rate eligibility.

1. Leased Lit Fiber

Bainbridge Island School District #303 is seeking a service provider for the installation and management of leased lit fiber with scalability to 10 Gbps for six sites on a 5 year contract with voluntary extensions. Vendor must have successful experience in multi-site installations for public school districts, E-rate, and resources to provide prompt, responsive service. The Leased Lit Fiber, High Speed Fiber Optic WAN, E-rate Cat. 1 Services FY19 RFP is posted in the USAC EPC portal and on the school district website: <https://www.bisd303.org/TechRFP>. Direct questions to Alan Silcott: asilcott@bisd303.org. Sealed bids will be accepted through 3:00 pm, January 4, 2019. Bids will be opened January 7, 2019, 1:00 pm, at Bainbridge Island School District, 8489 Madison Ave NE, Bainbridge Is., WA 98110.

2. Wireless Infrastructure

Bainbridge Island School District #303 is seeking a service provider for a wireless infrastructure upgrade to bring the school district up to the 802.11 ac Wave 2 standard. Vendor must have successful experience in multi-site installations for public school districts, E-rate, and resources to provide prompt responsive service. The wireless infrastructure E-rate Cat. 2 Services FY19 RFP is posted in the USAC EPC portal and on the school district website: <https://www.bisd303.org/TechRFP>. Direct questions to Alan Silcott: asilcott@bisd303.org. Sealed bids will be accepted through 3:00 pm, January 11, 2019 Bids will be opened January 14, 2019, 1:00 PM at Bainbridge Island School District, 8489 Madison Ave NE, Bainbridge Is., WA 98110.

Technology Levy Budget Summary

This is the final summary for the 2017/2018 technology levy budget. This summary provides information on the total encumbrances (outstanding and paid) applied to the 2017/2018 fiscal school year. The 2017/2018 technology levy budget is comprised of funds from the 2014 and 2017 BISD technology levy collections. (Slight variations in the totals are due to rounding.)

SY 2017/2018 Technology Levy Budget Capacity	\$2,272,758
Purchase Orders (Commitment to Pay when Invoiced)	<u>\$2,301,732</u>
Interim (Working) Balance	\$ -28,974

SY 2017/2018 Technology Levy Budget Capacity	\$2,272,758
Paid Invoices	<u>\$2,172,478</u>
SY 2017/2018 Remaining Balance (“in the bank”)	\$ 100,280

Technology Goals

The goal of the technology department, and its advisory and leadership teams, is to improve student learning through the use of technology by providing:

1. immediate and timely feedback on instruction and assessments for students, staff, and families;
2. anywhere, anytime access to information and resources;
3. customized instructional and learning opportunities to meet individual student needs;
4. professional development for all staff; and
5. efficient and coordinated systems for communications and operations.

Summary of 2018 Spring - Summer Work

Final budget reconciliations for last school year’s charges take a few weeks after the close of the school fiscal year work to their way through our financial systems. Here is a synopsis of some of the projects completed in the second half of the 2017/2018 school year. This work was completed by the technology department staff with assistance from building technology support staff, three of whom worked extra hours during the summer, one BHS alumnus who often works for the Tech. Dept. when home from college, and one current BISD high school student who volunteered through the BYS summer internship program.

The district-wide summary gives a broad overview of projects in the second part of the 2017/2018 school year. The individual school summaries make it easier to see work completed at a particular school. A given line item is sometimes included in both the district summary and an individual school summary.

2017/2018 District-wide Technology Projects & Work

1. Installed sound systems to provide all classrooms with voice and media enhancement.
1. Gathered and dispersed aging FM sound system equipment for trade-in credit.
2. Gathered and dispersed equipment for redistribution within BISD, e-cycle, or surplus.
3. Removed and boxed classroom presentation equipment where equipment is on non-carpeted flooring.
4. Disconnected cables and secured presentation equipment in spaces with carpeted flooring for summer custodial room cleaning.
5. Reinstalled classroom presentation stations after maintenance and custodial cleaning work.
6. Reimaged Windows student laptops and desktops, approximately 400.
7. Reclaimed equipment and deactivate accounts for staff departing BISD employment.
8. Offered technology professional development for all certificated staff to earn one per diem.

9. Provided technology orientation and issued Chromebooks to newly hired certificated staff.
10. Expanded wireless access to outdoor locations at all schools.
11. Reassignment of telephone numbers to support program changes or room moves.
12. Validation of data in the emergency response 911 system related to telephones and locations.
13. Offered training in data collection for paraeducators with assignment of a Chromebook to assist with work responsibilities.
14. Offered swap of a nontouch for touchscreen Chromebook to all paraeducators.
15. Repair of student and staff Chromebooks or ship to manufacturer.
16. Coordinate insurance claims on damaged student Chromebooks.
17. Prepared and shipped aging Chromebooks for trade-in credit.
18. Prepared and supported iPads for special education needs.
19. Set up assistive technology to support low vision needs .
20. Trained key school staff in the iPad management system.
21. Rounded up and checked in Lenovo teacher laptops (purchased in 2010/2011 school year).
22. Assisted with rostering of staff and student accounts for district-adopted online curricula.
23. Prepared and uploaded staff and student rosters for supplemental online resources.
24. Updated and posted on website staff telephone directories to reflect room and program changes.
25. Network upgrade of all data cabling.
26. Network system maintenance and upgrades.
27. Telephone and voicemail system maintenance and upgrades.
28. Moved and installed assistive technology to support students in summer school and who change schools.

2017/2018 School Year Technology Projects at BHS

1. Prepared approximately 250 student Chromebooks for newly enrolled students in grade 10-12.
2. Prepared Chromebooks for students in grade 12 who had declined previously.
3. Installed sound system in all classrooms for voice and media enhancement.
4. Adjusted Chromebook inventory for loaners and day-use.
5. Repaired damaged staff and student Chromebooks.
6. Coordinated insurance claims for Chromebook repairs.
7. Reimaged Windows desktops and laptops used by students in the library, computer labs, science and CTE classrooms, approximately 300.
8. Provided assistive technology hardware or software for students needing specialized technology.
9. Disconnected and boxed all presentation stations on non-carpeted floors for maintenance and custodial summer cleaning
10. Disconnected, moved and replaced all desktops on non-carpeted floors such as Digital Photography for custodial cleaning.
11. Resolved CTE and science software upgrades; version upgrades in one software are not always compatible with other software.
12. Reconnected all classroom presentation stations.
13. Researched and resolved projection issues with BHS Commons projector.
14. Set up accounts and access for newly hired staff.
15. Moved equipment, issued devices, and/or set up workstations for staff room changes.
16. Updated staff directories to reflect room changes.
17. Provided technology orientation and issued Chromebook to new certificated staff and administrators.
18. Assisted with office moves of new school administrators and counselors.

2017/2018 School Year Technology Projects at WMS

1. Prepared approximately 400 Chromebooks for incoming grade 7 students.
2. Prepared student Chromebooks for newly enrolled students in grade 8.
3. Installed sound system in all classrooms for voice and media enhancement.
4. Adjusted Chromebook inventory for loaners and day-use.
5. Repaired damaged staff and student Chromebooks.
6. Coordinated insurance claims for Chromebook repairs.
7. Installation of assistive technology for students needed specialized technology.
8. Disconnected and boxed presentation stations in all spaces used for Rotary Auction.
9. Disconnected and boxed all presentation stations on non-carpeted floors for maintenance and custodial summer cleaning.
10. Reconnected all classroom presentation stations.
11. Set up accounts and access for newly hired staff.
12. Moved equipment, issued devices, and/or set up workstations for new principal and new associate principal.
13. Provided technology orientation and issued Chromebook to new certificated staff.

2017/2018 School Year Technology Projects at Sakai

1. Removed approximately 550 non-touch Chromebooks used by students.
2. Stocked 10 carts each with 30 touchscreen HP x360 Chromebooks for grade 5 classrooms.
3. Stocked 11 carts each with 27 touchscreen HP x360 Chromebooks for grade 6 classrooms.
4. Removed computer lab and library desktops computers, leaving a few in each space.
5. Created new office and teaching space in room 217.
6. Connected hardware and software to enable interactive projectors.
7. Provided introductory training and materials for use of interactive projectors.
8. Installation of assistive technology for low vision students.

2017/2018 School Year Technology Projects at Blakely

1. Stocked 3-4 carts each with 25 touchscreen H Chromebooks for grade 3 classrooms.
2. Stocked 3-4 carts each with 25 touchscreen Chromebooks for grade 4 classrooms.
3. Removed computer lab equipment.
4. Set up classroom technology for addition of a new classroom.
5. Reimaged library student use computers.
6. Disassembled and boxed presentation station equipment in all classrooms for custodial summer cleaning; complete removal of all equipment if equipment stood on non-carpeted flooring.
7. Reinstalled all classroom presentation stations after summer maintenance and custodial cleaning.
8. Provided technology for new office and teaching spaces for few staff and program moves.
9. Provided 2 carts with 30 Chromebooks each as temporary measure for grades K-2.
10. Reclaimed obsolete iPads.
11. Prepared new iPads for distribution of minimum of 8 per general education classroom.

2017/2018 School Year Technology Projects at Ordway

1. Stocked 3-4 carts each with 25 touchscreen Chromebooks for grade 3 classrooms.
2. Stocked 3-4 carts each with 25 touchscreen Chromebooks for grade 4 classrooms.
3. Reimaged computer lab and library student use computers.
4. Disassembled and reinstalled computer lab for summer cleaning.
5. Disassembled and boxed presentation station equipment in all classrooms for custodial summer cleaning; complete removal of all equipment if equipment stood on non-carpeted flooring.
6. Reinstalled all classroom presentation stations after summer maintenance and custodial cleaning.
7. Provided technology for new office and teaching spaces for numerous staff and program moves.

8. Updated staff directories to reflect new telephone numbers and room changes.
9. Provided 1 cart with 30 Chromebooks as temporary measure for grades K-2.
10. Reclaimed obsolete iPads.
11. Prepared new iPads for distribution of minimum of 8 per general education classroom.
12. Replacement and upgrade of all network cabling.
13. Moved data closet to new location.

2017/2018 School Year Technology Projects at Wilkes

1. Stocked 3-4 carts each with 25 touchscreen Chromebooks for grade 3 classrooms.
2. Stocked 3-4 carts each with 25 touchscreen Chromebooks for grade 4 classrooms.
3. Reimaged library student use computers.
4. Disassembled and boxed presentation station equipment in all classrooms.
5. Reinstalled all classroom presentation stations after summer maintenance and custodial cleaning.
6. Removed, shipped and reinstalled 15 classroom projectors for cleaning by the manufacturer.
7. Addressed issues related to components within the Commons projector with temporary work-around while seeking final resolution.
8. Provided technology for new office and teaching spaces for numerous staff and program moves.
9. Updated staff directories to reflect room changes.
10. Provided 2 carts with 30 Chromebooks each as temporary measure for grades K-2.
11. Reclaimed obsolete iPads.
12. Prepared new iPads for distribution of minimum of 8 per general ed. classroom.

2017/2018 School Year Technology Projects at EHHS, Odyssey and Mosaic

The Commodore facility was extensively remodeled during summer 2018 for Eagle Harbor High School, Odyssey Multiage Program and Mosaic Education Partnership Program. As a result of this work, significant changes were made to the network infrastructure and communication systems to accommodate the remodeled spaces and the expansion of the Odyssey program. The technology staff worked closely with the BISD small works team to complete technology installations as soon as spaces became available. All office, classroom and student technology was safely stored for the summer remodel. All technology in offices, common spaces, and classrooms was reinstalled as the school year started.

1. Stocked 2 carts each with 25 touchscreen Chromebooks for grades 3/4 classrooms at Odyssey.
2. Stocked 1 cart with 26 touchscreen Chromebooks for grade 5 classroom at Odyssey.
3. Reimaged student use science computers for Odyssey and Eagle Harbor High School.
4. Prepared student Chromebooks for incoming grade 7 students and student new to Odyssey and EHHS in grades 7-12 for take home of the device.
5. Adjusted Chromebook inventory for loaners and day-use.
6. Repaired damaged staff and student Chromebooks.
7. Coordinated insurance claims for Chromebook repairs.
8. Removed student desktops from Mosaic.
9. Stocked 1 cart with 17 touchscreen Chromebooks for Mosaic.
10. Prepared teacher and student laptops to support a new EHHS CTE computer class.
11. Provided technology for new office and teaching spaces for numerous staff and program moves.
12. Updated staff directories to reflect room changes.
13. Provided 2 carts with Chromebooks as temporary measure for grades K-2 in Odyssey.
14. Reclaimed obsolete iPads.
15. Prepared new iPads for distribution of minimum of 8 per general education classroom.
16. Provided technology orientation and issued Chromebook to new certificated staff.