



**Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106**

**Hearing Room 1C**

**Meeting Minutes: June 13, 2016**

**Commission Members in Attendance**

Raymond, Mark – Commission Chair, CT DAS-BEST, Chief Information Officer  
Bailie, Colleen – Director, West Haven Library – Connecticut Library Association  
Caruso, Nicholas – Senior Staff Associate, CT Association of Boards of Education  
Casey, Doug – CT Commission for Educational Technology, Executive Director  
Dillon, Thomas – Founder, Flagship Networks – Speaker of the House  
Elsesser, John – Town Manager, Coventry – Connecticut Council of Small Towns  
Feinmark, Russell – Speaker of the House  
Kitching, Jeffrey – Executive Director, Education Connection – Office of the Governor  
Mindek, James – Manager, Bureau of Information Technology – State Department of Education  
Shanley, Scott – General Manager, Manchester – Connecticut Conference on Municipalities  
Shellard, Susan – Chief Administrative Officer – CT Department of Economic & Community Development (Alternate for Commissioner Catherine Smith)  
Stanco, Bart – Chief Information Officer, Gartner Group – Office of the Governor  
Vallee, William – CT Broadband Policy and Programs Coordinator – Office of Consumer Counsel  
Zak, Scott – Director of IS Applications – Board of Regents

**Guests, Presenters, and Others in Attendance**

Deprey, Brynn – CT Education Network  
Taylor, Scott – CT Education Network, University of Connecticut Alternate  
March-Wackers, Jennifer - Director of Municipal Services, CRCOG

• **Welcome**

Commission Chair Mark Raymond called the meeting to order at 1:05 p.m. and thanked everyone for taking the time to attend to the duties of this Commission.

• **Approval of Meeting Minutes, March 7, 2015**

A motion to accept the minutes as written was made by Nick Caruso and seconded by Scott Zak. The motion was unanimously accepted with no discussion or abstentions.

• **Report of Commission Chair**

Mark Raymond shared an update regarding the CEN budget. The Legislative Session closed with the CEN budget finalized. However, there was an unallocated holdback in the budget for FY2017. There were no changes to the FY2016 fund.

Typically, CEN has received General Fund allocations of just under \$3 million. For FY17, that amount has been reduced to \$1.05M. We are looking to offset that reduction by seeking FCC (eRate) funds, anticipating that we will ultimately generate enough revenue to match our former funding levels. We are cost conscious and examine the work we are contracting to third parties very carefully. At the next meeting, we hope to share an update on the fiscal status.

Doug Casey is doing very well at performing his dedicated purpose of focusing on this committee.

Mark asked for group comments or participation; none was received.

- **Report of Executive Director**

- Potential Statutory changes: We will take a look at any changes that Commission members feel should be addressed in terms of our scope and purpose. He asked that everyone take a close look at the current statute and bring their ideas and suggestions to the September meeting.
- PA 16-189, An Act Concerning Student Data Policy: The forthcoming law (effective October 1, 2016) provides provisions that govern contracts that schools enter into with education technology providers and consultants to ensure protection of student information, records, and content. The law also imposes requirements on school districts regarding notifications to parents about the use of student data. Doug encouraged Commission members to review the bill closely.
- Doug will host a conference call with Shipman & Goodwin to address the implications of PA 16-189 for school districts on June 27 at 11:00 a.m. A dial-in option can be established for anyone interested in attending via telephone, and an archived (digital) version will be available at [www.ct.gov/ctedtech](http://www.ct.gov/ctedtech).
- The Commission now has a Twitter account, @CTEdTech, which Doug updates regularly with research, relevant legislative developments, and opportunities for schools and libraries. The Commission Web site include content from the Twitter account. Doug is reviewing and updating the entire Commission Web site and encourages participation and input from the Commission members regarding site layout, content, etc.
- Doug has created a listserv (e-mail distribution) that reaches ~130 school and library technology leaders across the state to provide updates, research, etc. and to allow members to share best practices and research with each other.

- The Teamwork project-management information system serves as an extranet for Commission members and Advisory Councils via secure login. The platform offers a calendar of events, strategic plans, shared files, and membership profiles. Doug will send an invitation and additional information to Commission members.
- Doug thanked Jen March-Wackers for her presentation last month and shared a few updates on the CRCOG municipal demonstration projects:
  - The first three demonstration projects services – hosting, VoIP telecommunications, and streaming video – are now available to any town, school, or library on the Nutmeg Network.
  - The electronic document management system project staff have gathered and are reviewing responses to an RFP.
  - The HR Portal project will include an online salary survey tool, developed in partnership with the CT Conference of Municipalities.
  - CRCOG has hired law firm of Pullman & Comley to develop best practice template job descriptions and will also develop sample policy manuals as well as a variety of HR checklists for town use.
  - Jennifer March-Wackers, CRCOG's director of municipal services, can answer any questions regarding these initiative at [jwackers@crcog.org](mailto:jwackers@crcog.org) or (860) 522-2217.

Doug asked for group comments or participation; none was received.

- **CEN Status Report, Scott Taylor**

Scott Taylor reviewed the information contained in the CEN Update handout and invited questions regarding the content.

- The annual conference took place in May 13. More than 450 people registered, and more than 400 attended the conference. Sponsorship increased since last year and allowed CEN to offset the costs of the event. Positive feedback was received regarding the topics and materials presented. Next year's conference will take place on Thursday, June 22. Please contact Scott if you are interested in attending.
- Scott provided an overview of EduRoam, a global Wi-Fi authentication (login) management platform that allows students and educators to get online at any participating institution worldwide.

- DDoS attacks that were happening only occasionally are now occurring several times each day. For a small fee, perpetrators can launch attacks to inundate school and library connections, effectively taking them offline. These incidents take place more often during exam time, when students are taking high-stakes, statewide online assessments (Smarter Balanced), resulting in the interruption of test taking. The CEN team has been working to redirect and mitigate these attacks to keep the schools online. Additional summer activities are planned to secure and inform the schools about these attacks.
- Ahead of the New York build out, we will get access to Amazon's Web service through MASS-IX and Internet Exchange point in Boston.
- Scott asked that the Commission take time to review the budget impact area of his report.
- As an eRate service provider, CEN cannot assist with filling out funding applications; however, training sessions have been scheduled. Many schools leverage peer-to-peer support and consultant services. Of the 115 schools that filed for eRate, 80 filed with consultants. If we bill the schools \$2 million, \$700,000 will be paid by the eRate program instead of our schools. Of the schools that did not apply, there was still \$300,000 left on the table that could have been captured by those schools to defer their costs.

Scott invited questions from the Commission.

- John Elsesser shared that the keynote speaker at the CEN conference was very good.
- Bart Stanco asked how we can help/require schools to complete the eRate application. Scott responded that as an eRate service provider, we cannot require or help them to fill out the application. CEN is, however, hosting a workshop and Webinars to educate them on the process.

In response to Mark's inquiry, Scott responded that of the 115 schools that filed for eRate and selected CEN, 80 used one consultant, and another 20 used a second consultant.

Bart suggested as we streamline the billing, there should be an insert included about lowering their cost with eRate.

- Tom Dillon suggested that they mention eRate sources during the Shipman & Goodwin conference call since so many schools will be participating. Doug agreed and shared that he has solicited input from the school districts. Some schools choose not to participate in eRate because they do not want to lose control over how they provision data circuits. Not all who do not participate are unaware of the program.

- In response to John Elsesser's inquiry, Doug confirmed that Technical High Schools are eligible for, and are filing for, eRate.
- Mark shared that he recently learned that Trinity and Wesleyan are sharing a Security Officer. These two competitive organizations have identified the need to focus on security. Since they could not, on their own, afford to pay a person of that caliber on their own, they have joined resources. The network community helps to foster this communication.

- **State Library Report**

In the absence of Ken Wiggin, Dawn Lavelle reporting on eBooks, bond funding and fiber buildouts to libraries, and the Aspen report.

*eBooks*

The State Library signed a partnership agreement with New York Public Library (NYPL) to develop the platform and technological infrastructure for eBooks. The State Library has a Statement of Work from NYPL for the deployment of the SimplyE app statewide. The purchase order should be issued soon with work to begin in July.

Ultimately the SimplyE app will be specific to a patron's library, allowing them to search, borrow, and read all of the eBooks the library has no matter how many vendors/platforms they have.

NYPL also issued an RFP earlier this year for what we are calling the "marketplace." Essentially, the State Library will acquire the state eBook collection through the marketplace instead of dealing directly with publishers or platform providers such as Overdrive. A decision should be reached soon. The marketplace will allow more leverage over eBook pricing. Libraries currently pay \$89 per eBook, available on Amazon for \$15. The marketplace is intended to bring these prices into alignment.

*Fiber Buildouts to Libraries*

The Bond Commission approved the allocation of \$3.6 million for high-speed connections to the CEN for more than 90 libraries in Connecticut. The funds will be disbursed to libraries in the form of simple grants. To maximize the funding, public libraries are applying for E-rate funding.

To date 18 libraries have filed their E-rate Form 471s, indicating that they would like to proceed with new fiber construction. Each library is in a different situation in terms of budget, board, capacity, and connection point, and the library directors have a lot of questions. Training sessions are being hosted throughout the state to teach libraries about eRate.

Despite budget cuts, they have been able to absorb the shortage and cuts and still maintain K – 12 databases, libraries, and services to the general public. Content has been renewed for three years.

#### *findIT CT and researchIT CT*

The State Library is entering the second phase of development for the findIT CT statewide catalog (<https://finditct.org>). The third phase will be the development of the ILL component of the catalog.

The Library incurred another \$50,000 cut to database funding but will maintain access to the current content. We have renewed our database subscription to EBSCO for three years.

#### *ASPEN CT Rising to the Challenge*

Since the release of the Aspen Report, *Rising to the Challenge: Re-Envisioning Public Libraries*, the State Library has been working with public libraries as well as local, state, and national organizations to promote the use of the report and the Action Guide. Libraries across the state and the country are using the Action Guide to facilitate dialogues with local government, community organizations, and other key stakeholders. The Division of Library Development will be piloting the Action Guide in CT libraries to further engage the CT community. Aspen is developing an Action Guide for ICMA and local governments to engage in community dialogues. For more information, visit [www.libraryvision.org](http://www.libraryvision.org).

Dawn invited questions.

- In response to John Elsesser, Dawn confirmed that this Aspen project is backed by Bill and Melinda Gates Foundation.
- Scott Shanley noted that his feedback about the reciprocal borrowing of books is showing concerns that one library purchases a book and sometimes cannot get their own book because it is held for a patron in another town. When the taxpaying community buys the book, they should get the first option to loan it to one of their own patrons. Colleen Bailie shared that there has been some disconnect with consortiums that depend heavily on the loan process. In her network, the books remain within their system. If the book has not been requested, it can go out; however, if one of their constituents requests the book, it goes immediately to that person when it gets returned.
- **Advisory Council Report**

Doug shared the background information on the formation of these Councils in the document Advisory Council Formation and Initial Recommendations. This document and minutes from each council meeting are available at: [ct.gov/ctedtech](http://ct.gov/ctedtech).

- **Data & Privacy:** Jeff Kitching shared the purpose and progress made by this committee to date and reviewed the contents of the meeting minutes. This should be extended from just student data to include teacher privacy concerns as well.
- **Digital Learning:** Scott Zak covered the purpose and progress made by this committee to date and reviewed the contents of the meeting minutes.

Scott Shanley inquired about what cultural changes regarding open education resources. Scott Zak explained that they are referring mainly to materials used by teachers to communicate to students such as printed materials, eBooks, question sets, and pre-designed quizzes. In the absence of a for-profit incentive, the users of those materials need to maintain or curate them through some form of repository or collection. Over time, there should be a viable and well maintained product. Without that continual feed, the materials would become out of date. Scott Zak confirmed that the author could get credit for materials he or she produces but not necessarily receive payment for it – unless there is funding attached. Doug suggested a curator to serve as a standard body of knowledge. Changing culture to become the curator of the knowledge and materials would be the needed culture change as would training for users (e.g., educators).

- **Infrastructure:** Tom Dillon highlighted the purpose and progress made by this committee to date and reviewed the contents of the meeting minutes.

John Elsesser suggested seeking State funding to explore wireless to the last mile. Schools may be able to assist by expanding their reach by broadcasting the signal throughout the towns because the people who need it the most are the ones who do not have it. Tom Dillon explained that we do not need to figure out how to solve this problem. There are a lot of costs, and even funding cannot eliminate the quagmire of the State providing Internet access.

Colleen Bailie shared that more and more libraries are exploring the use of hotspots for people to take home. Libraries need to be included in these discussions because individuals who do not have Internet access go to the library.

Mark Raymond shared that the conversation that goes along with access is important for the Commission. It not only ties to the educational mission but also to economic development and access by citizens and municipalities. It is critical that this Commission drive this effort forward to improve infrastructure throughout the state. Equity and economic development need to move forward.

Doug invited questions regarding infrastructure; none were received.

- **Practices:** Nick Caruso reviewed the purpose and progress made by this committee to date and addressed the contents of the meeting minutes.

Jim Mindek offered to serve on this Advisory Council going forward.

Nick Caruso suggested that we tap into advocacy groups that look toward the future of teaching and ensure that the Council's ideas are practical.

Mark Raymond offered the perspective that much of our technology has been too expensive to be within reach. Now that we combine the technology with the available resources, there is no better time for this Commission to deliver on its mission. He sees the potential for this Commission to have a tremendously positive impact at this time. Again he commended the Advisory Councils and Doug for their work on these efforts.

- **Strategic Planning**

- Timelines: Advisory Councils will reconvene in different forms, including Task Forces as needed in an effort to advance initiatives and report on progress at our September Commission meeting. Doug encouraged Commission members to join and participate in these groups.

- **Other Business:** None

- **Public Comment:** No public comments

- **Future 2016 Meeting Dates:**

- September 12, 2016      Location to be announced
- December 5, 2016 Location to be announced

- **Adjournment:** At 2:40 p.m., a motion to adjourn was made by John Elsesser and seconded by Jeff Kitching; it was unanimously accepted by the Commission with no further discussion.

Respectfully submitted,

Aleshia M. Hall  
Executive Secretary to Chief Information Officer Mark Raymond