CARES ACT

K12 WIRELESS IMPROVEMENTS

MEETING #4
AGENDA

• Ekahau training plan
• Review Dashboard
• Past due
• Priority of the week
• Issues/Risk Log
• FAQ
• Communications
• Q & A
Added Alan Gibbons for Ekahau Training. Updated LEA and Joleen roles.
EKAHAU TRAINING OVERVIEW

• Kickoff by high level concept of training (Barry)

• We are lucky to get training and pulled strings with Keith (Alan)

• Rules on Advanced training, pre-req (Alan)

• Get registered by 9/15 so we can get an idea to see who in class)

• Current training schedule for beginner and advanced users (Alan)
EKAHAU TRAINING PLAN

PROVIDE TRAINING OVERVIEW FOR LEA

• Get a spot by 9/15 for Basic training. Otherwise no guarantee for training and not able to attend advanced.
• Training is not mandatory
• Pre-req for Advance is Beginner training.
• Get a rig then 2 seats of training
• Remind that they will have the same problems next year so do it this year.

GETTING SCHEDULED/REGISTERED

• Getting scheduled/registered
• Google form in the agenda
• Email to LEA's twice a week
• Get word out to Advocates

VENDOR SEND ALL INFORMATION FOR CLASS

• Vendor send all information for class
• Link to Zoom class
• No login
• Temp license in class
• Must have a laptop with Ekahau installed (Alan)

Issue = People do not want emails about Ekahau training if they did not purchase.
EKAHAU TRAINING DATES

SEPTEMBER 1-4
SEPTEMBER 15-18
OCTOBER 13-16
NOVEMBER 3-6
NOVEMBER 17-20
DEC 8-11
PROJECT DASHBOARD

Priority this week

CARES Act | K12 Wireless Improvements

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**Equip Delivered Completed (18)**
- Equipment Delivered Aug 21
  - Completed Utah Community Action
- Equipment Delivered Aug 21
  - Completed Ogden Preparatory Academy
- Equipment Delivered Aug 21
  - Completed Academy for Math Engl...
- Equipment Delivered Aug 21
  - Completed Academy for Math Engl...
- Equipment Delivered Aug 21
  - Completed North Summit Sch...
- Equipment Delivered Aug 21
  - Completed Carbon School District
- Equipment Delivered Aug 21
  - Completed Salt Lake City School Di...
- Equipment Delivered Aug 21
  - Completed Gateway Preparat...
- Equipment Delivered Aug 21
  - Completed Beehive Science & Tech...
- Equipment Delivered Aug 21
  - Completed Cache County Scho...

**Equip Delivered - In Progress (13)**
- Equipment Delivered Aug 21
  - In Progress Monticello Academy
- Equipment Delivered Aug 21
  - In Progress Central Utah Educ...
- Equipment Delivered Aug 21
  - In Progress Sevier School District
- Equipment Delivered Aug 21
  - In Progress Pinnacle Canyon Acad...
- Equipment Delivered Aug 21
  - In Progress Jordan School District
- Equipment Delivered Aug 21
  - In Progress George Washington...
- Equipment Delivered Aug 21
  - In Progress Lincoln Academy
- Equipment Delivered Aug 21
  - In Progress Karl G Maeser Pre...
- Equipment Delivered Aug 21
  - In Progress Washington Count...
- Equipment Delivered Aug 21
  - In Progress Grand County Scho...

**Equip. Delivered - New (102)**
- Equipment Delivered Aug 21
  - New Mountainville Academy
- Equipment Delivered Aug 21
  - New Millard School District
- Equipment Delivered Aug 21
  - New Entheos Academy Kearns
- Equipment Delivered Aug 21
  - New Entheos Academy Magna
- Equipment Delivered Aug 21
  - New Excelsior Academy
- Equipment Delivered Aug 21
  - New Channing Hall
- Equipment Delivered Aug 21
  - New San Juan School District
- Equipment Delivered Aug 21
  - New Greenwood Charter School
- Equipment Delivered Aug 21
  - New Utah County Academy of Sci...
- Equipment Delivered Aug 21
  - New Merit Preparatory Academy

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**Equip Ordered - Not started (4)**
- Equipment Ordered Jul 31
  - New Endeavor Hall
- Equipment Ordered Jul 31
  - New Garfield School District
- Equipment Ordered Jul 31
  - New Dixie Montessori Academy
- Equipment Ordered Jul 31
  - New Ascent Academies of Utah
PROJECT DASHBOARD CONT.

We watch the issues/risks and contact us tickets.
ISSUE/RISK LOG

Anything that is preventing the program or projects from moving forward.
ORDER EQUIPMENT

PAST DUE

• Who needs help?

• What can we do?
EQUIPMENT DELIVERY

THIS WEEKS PRIORITY

• What's the status?
  • In progress (waiting for it to be delivered)
  • Completed (delivered)
How to get in touch with the LEAs?
K12 WIRELESS IMPROVEMENTS

COMMUNICATION
PROJECT WIKI

Find the FAQ, links, meeting presentations, meeting agenda.
CARES Act K12 Wireless Improvements

Meeting Videos

8/19/2020
8/12/2020
8/5/2020
7/23/2020
Packing slips - does the invoice or any other documents received from the vendor have serial numbers?

Q: What if the vendor did not send a packing slip or the packing slip is blank.
A: The purpose of the packing slip is a document with the serial numbers.

Packing Slip alternates in order of preference
1. Ask vendor for a packing slip OR
2. Find a document with serial numbers such as an invoice OR
3. Fill out the Packing Slip template with serial numbers

PACKING SLIP TEMPLATE
(The template is in two places below. In the section called "Files" or the comment "Packing Slip").
## District Funds or School Funds

### Level I

- $0 to $999.99
- Buy from the District Warehouse first.
- District Bids or State Contracts should be used.
- Competition not required, however recommended. Direct purchase with Purchasing Card, Small PO Book, or School Check.
- Purchase may not be divided in order to avoid the next level.

### Level II

- $1,000.01 to $4,999.99
- Buy from District Warehouse first.
- District Bids or State Contracts should be used.
- Departments either submit or enter a District Requisition or School PO, following instructions below:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every item is LESS than $1,000, AND total purchase is LESS than $5,000.</td>
<td>No Quote Required</td>
</tr>
<tr>
<td>Any single item is MORE than $1,000, AND total purchase is LESS than $5,000.</td>
<td>Two Competitive Written Quotes Required</td>
</tr>
</tbody>
</table>

- The agency must purchase the items/service from the supplier offering the lowest quote meeting specifications.
- Equipment $500 and higher need to be recorded as Fixed Asset.
- Purchase may not be divided in order to avoid the next level.

### Level III

- $5,000 to $49,999.99
- District funds must be entered as a Munis requisition (digital or paper). School funds must use a School Purchase Order.
- District bids or State Contracts should be used.
- A) Departments either submit or enter a District Requisition or School PO, with quotes attached. Two (2) written competitive quotes required.
  - B) If making purchase from school checking or school PO, MUST maintain their quote documentation. Two (2) written competitive quotes required.
- Equipment $500 and higher must be recorded as a Fixed Asset.
- Purchase may not be divided in order to avoid the next level.
CACHE COUNTY SCHOOL DISTRICT
PURCHASING GUIDELINES FOR SMALL PURCHASES
Policy Updated – October 26, 2017

DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL IV

$50,000 and Above

1. Formal Bid by Purchasing Department
2. District Bids or State contracts should be used.
3. Purchases greater than $50,000 must be approved by the Business Administrator
4. Purchases greater than $100,000 must be approved by the Board of Education prior to purchase.

WAREHOUSE/STATE CONTRACTS: When purchasing from the warehouse or from a state contract, it is not necessary to use bidding and quotation guidelines. However, a person must still submit a requisition (paper or electronic) to the District Office.

EMERGENCY PURCHASES: Emergency Conditional purchases are defined under the District Procurement Policy section G-1.

ITEMS NOT REQUIRING A PURCHASE ORDER

A. Utilities: Such as natural gas, telephone, electricity, water, etc.
B. Travel claims
C. Legal services such as attorney, bond council, financial advisor, etc.
D. Insurance Premiums: medical, liability, workers compensation, etc.
E. Vehicle fuel purchases.
F. Other exceptions to be approved by the Business Administrator or the Director of Purchasing.
K12 WIRELESS IMPROVEMENTS

Q&A