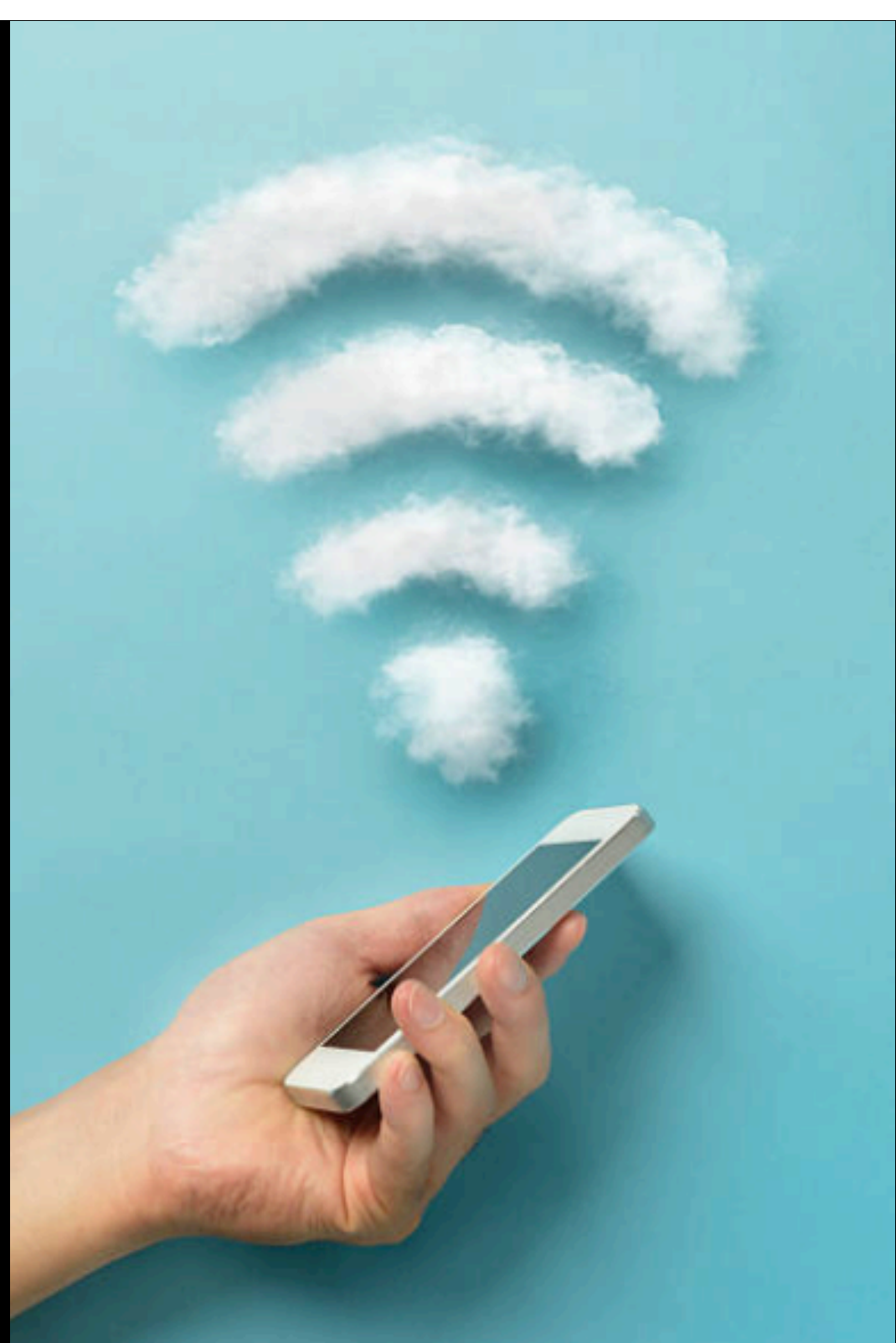


CARES ACT

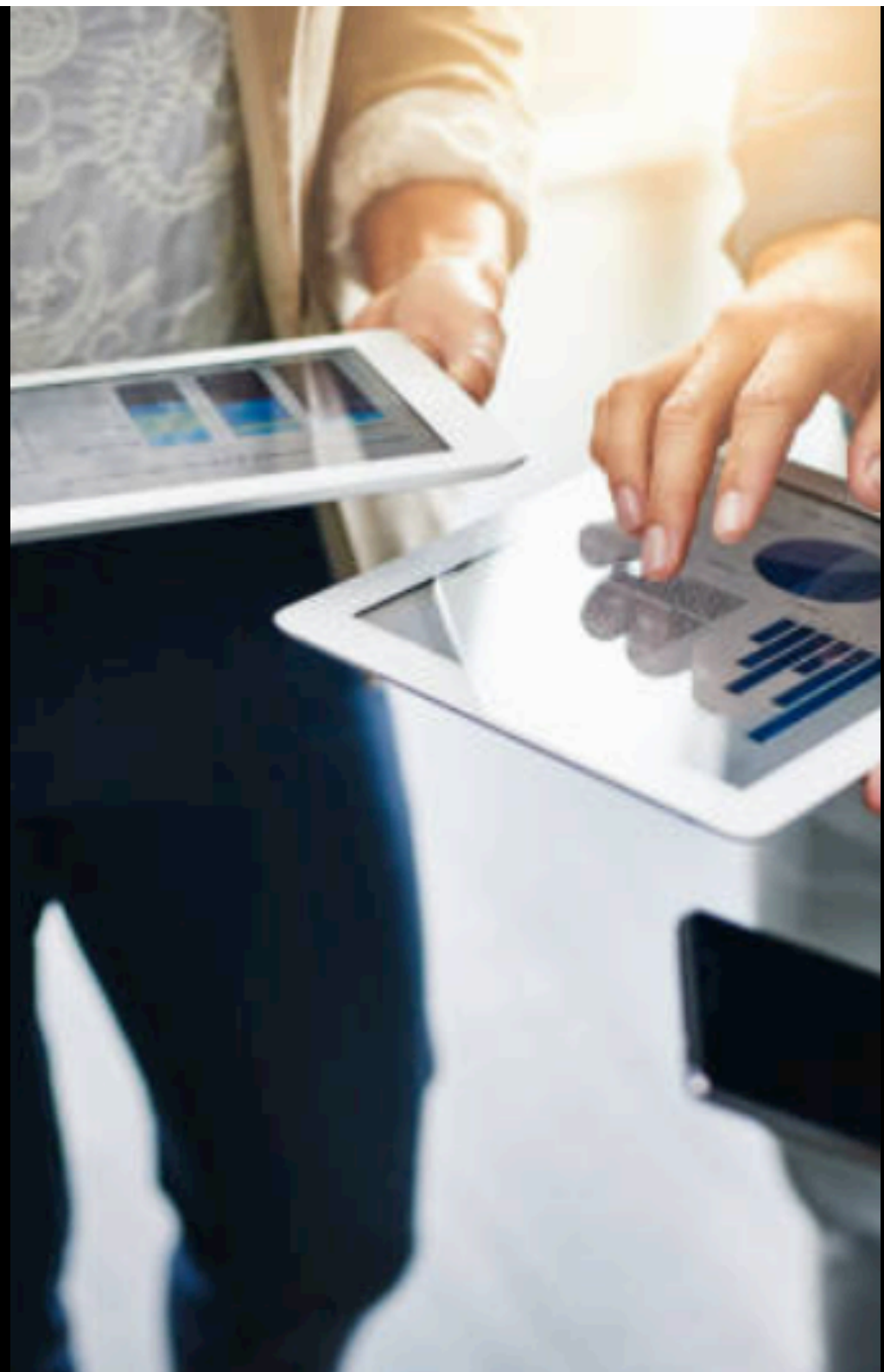
K12 WIRELESS
IMPROVEMENTS

MEETING #4



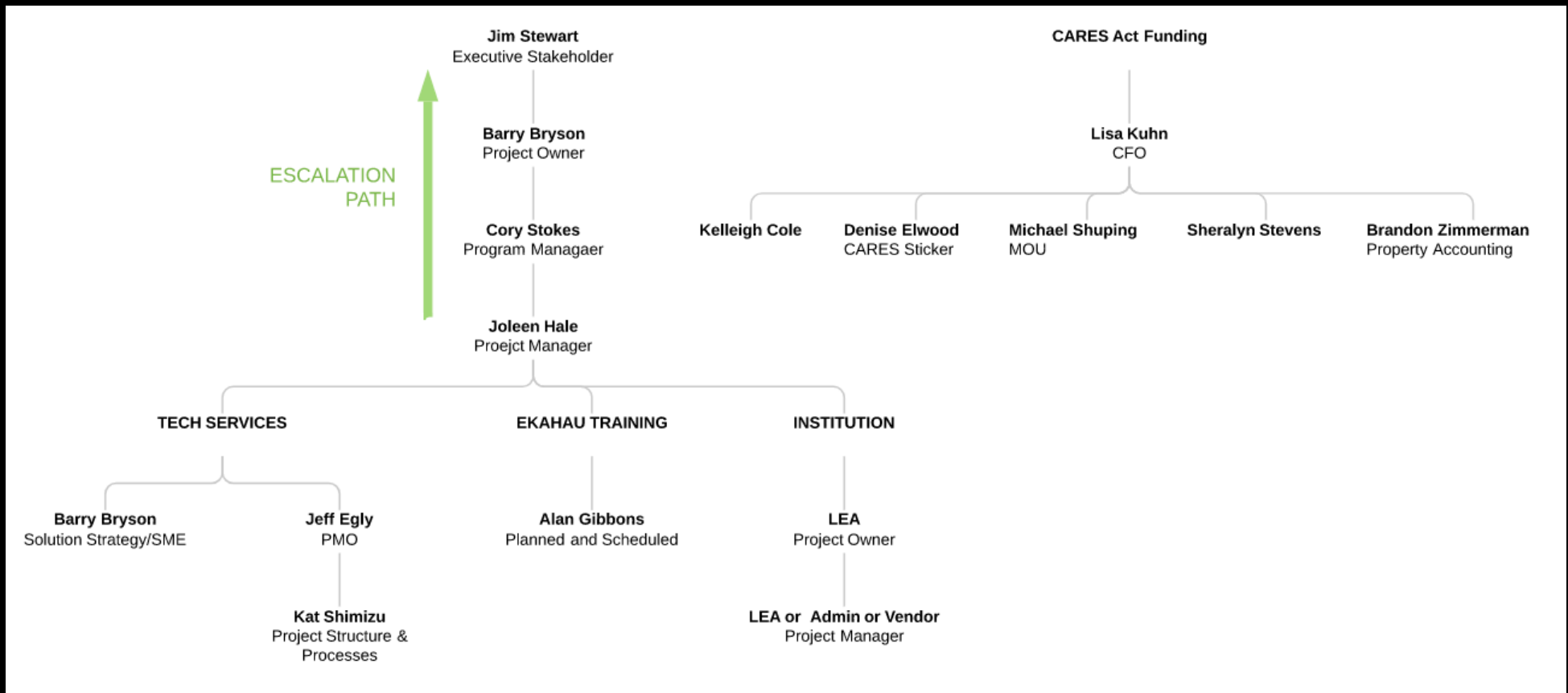
AGENDA

- Ekahau training plan
- Review Dashboard
- Past due
- Priority of the week
- Issues/Risk Log
- FAQ
- Communications
- Q & A



STAKEHOLDER ORG CHART

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 ▾

+ New W

Equip Delivered Complet... (18)

- Equipment Delivered Aug 21
Completed Utah Community Action
- Equipment Delivered Aug 21
Completed Ogden Preparator... @
- Equipment Delivered (...) Aug 28
Completed Academy for Math Engi...
- Equipment Delivered (...) Aug 28
Completed Academy for Math Engi...
- 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... @
- Equipment Delivered Aug 21

Equip Delivered - In Prog... (13)

- ### OVERDUE (12)
- 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 Acade...
 - Equipment Delivered Aug 21
In Progress Jordan School District
 - Equipment Delivered Aug 21
In Progress George Washingto... @
 - 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 School ...

Equip. Delivered - New (102)

- ### OVERDUE (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 Scie...
 - Equipment Delivered Aug 21
New Merit Preparatory Academy

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.








SUBMIT
CONTACT
US

Contact Us (8)









-  Set Up Collaborators for Thre...
New 
-  Set Up Collaborators for Char...
New 
-  There are issues with the stru...
In Progress
-  Canyons/Scot uploaded docu...
In Progress
-  Packing slips
In Progress
-  MOU Issues for Nebo
In Progress 
-  Wrike Account
In Progress 
-  Project 32
In Progress 

Issue Log (8)

OVERDUE (3)














-  RISK - Schools not able t... **Jul 15**
In Progress K12 Wireless Improve Is... 
-  02 - Move all inactive Wi... **Aug 6**
In Progress Program Plan +1 
-  Is the photo needed wh... **Aug 7**
In Progress Issues Log  

LATER (5)

-  ISSUE: Ekahau not ordered a...
In Progress K12 Wireless Impro... 
-  ISSUE - LEAs do not receive P...
In Progress K12 Wireless Improve Is... 
-  Need outside organization to...
In Progress Issues Log
-  RISK: LEA PM's not attending ...
New K12 Wireless Improve Issu... 
-  RISK: WLAN Pro delivery in a t...
New K12 Wireless Improve Issue Log









CLOSED - Contact Us (20)

COMPLETED (20)

-  Add User to Project **Aug 19**
Completed
-  Adding a second contact to ...
Completed
-  Add switches to task
Completed
-  Add two contacts to Wrike
Completed 
-  Add user to Wrike, distributi...
Completed 
-  Create an Wrike account
Completed
-  Didn't get meeting invites
Completed
-  Ekahau Confirmation
Completed 
-  Ekahau Sidekick
Completed
-  I do not have access to the ...
Completed

CLOSED - Issues Log (4)









COMPLETED (4)

-  Removing Ekahau due to... **Jul 28**
Completed Issues and Risk Log 
-  ISSUE: Collect data from ... **Aug 7**
Completed K12 Wireless Improve Iss... 
-  Add Jared Ganske to Wrike
Completed Issues Log
-  NEED TO ADD THIS TO PROC... 
Completed Issues Log 

ISSUE/RISK LOG




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

Contact Us (8)






-  Set Up Collaborators for Thre...
New
-  Set Up Collaborators for Char...
New
-  There are issues with the stru...
In Progress
-  Canyons/Scot uploaded docu...
In Progress
-  Packing slips
In Progress
-  MOU Issues for Nebo
In Progress
-  Wrike Account
In Progress
-  Project 32
In Progress

Issue Log (8)

OVERDUE (3)











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In Progress K12 Wireless Improve Is...
-  **02 - Move all inactive Wi...** Aug 6
In Progress Program Plan +1
-  **Is the photo needed wh...** Aug 7
In Progress Issues Log

LATER (5)

-  **ISSUE: Ekahau not ordered a...**
In Progress K12 Wireless Impro...
-  **ISSUE - LEAs do not receive P...**
In Progress K12 Wireless Improve Is...
-  **Need outside organization to...**
In Progress Issues Log
-  **RISK: LEA PM's not attending ...**
New K12 Wireless Improve Issu...
-  **RISK: WLAN Pro delivery in a t...**
New K12 Wireless Improve Issue Log





CLOSED - Contact Us (20)

COMPLETED (20)

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-  **Ekahau Confirmation**
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-  **Ekahau Sidekick**
Completed
-  **I do not have access to the ...**
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CLOSED - Issues Log (4)

COMPLETED (4)

-  **Removing Ekahau due to...** Jul 28
Completed Issues and Risk Log
-  **ISSUE: Collect data from ...** Aug 7
Completed K12 Wireless Improve Iss...
-  **Add Jared Ganske to Wrike**
Completed Issues Log
-  **NEED TO ADD THIS TO PROC...**
Completed Issues Log

ORDER EQUIPMENT

PAST DUE

- Who needs help?
- What can we do?

The screenshot shows a software interface with a search bar at the top right containing the text 'Search'. Below the search bar, there are navigation options: 'Less Improvements' with a dropdown arrow, '+ New Widget', and 'Create' with a plus icon. The main content area displays a list of items under the heading 'Equip Ordered - Not started (3)'. Each item includes a user icon, the text 'Equipment Ordered', a 'New' status, a highlighted name, and a due date of 'Jul 31'. The items are: 'Endeavor Hall', 'Garfield School District', and 'Ascent Academies of Utah'. On the left side of the dashboard, there is a vertical list of dates, all of which are 'Aug 21', with some dates having a small green bar next to them.

Item Name	Status	Due Date
Equipment Ordered - Endeavor Hall	New	Jul 31
Equipment Ordered - Garfield School District	New	Jul 31
Equipment Ordered - Ascent Academies of Utah	New	Jul 31



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.


The screenshot shows a web application interface for a project wiki. The top navigation bar includes the 'uen' logo, a menu icon, a red '+' button, 'Inbox', 'My to-do', a search bar, and a 'Country' dropdown. The left sidebar contains a 'Filter' section and a 'Shared with me' section where '-PROJECT WIKI' is selected. The main content area displays a list of tasks and documents under the heading '-PROJECT WIKI'. The list includes items like 'Wrike Tip of the Day', 'Weekly Agenda', 'Announcements', 'Weekly Meeting Presentations', 'Links', and 'FAQ', each with a 'New' status indicator.


uen    Inbox My to-do ...   Country  ...


Filter

Personal  


Bookmarks 

My to-do 


Created by me 

Shared with me 

-PROJECT WIKI

A Training Project 



Training Issues Log











Blueprints 

Shared with me >

-PROJECT WIKI

List Board Table Gantt Chart

All active tasks  By Priority  | Leave feedback ...

-  Wrike Tip of the Day  [New](#)
- >  Weekly Agenda Dec 30 [New](#)
-  Announcements [New](#)
-  Weekly Meeting Presentations  [New](#)
-  Links  [New](#)
-  FAQ  [New](#)

UEN.ORG - CARES ACT K12 WIRELESS IMPROVEMENTS

CARES Act K12 Wireless Improvements

 Meeting Videos

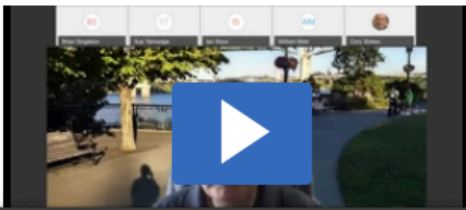
 Meeting Presentations

 FAQ

 Contact Us

Meeting Videos

8/19/2020



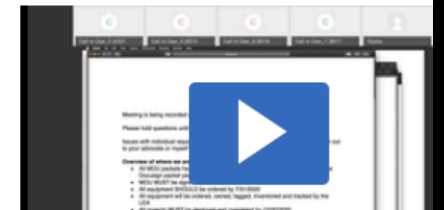
8/12/2020



8/5/2020



7/23/2020



FAQ (PROJECT WIKI)

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".)



**CACHE COUNTY SCHOOL DISTRICT
PURCHASING GUIDELINES FOR SMALL PURCHASES**

Policy Updated – October 26, 2017

DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL I

\$0 to \$999.99

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

LEVEL II

\$1,000.01 to \$4,999.99

1. Buy from District Warehouse first.
2. District Bids or State Contracts should be used.
3. Departments either submit or enter a District Requisition or School PO, following instructions below:

If every item is LESS than \$1,000, AND total purchase is LESS than \$5,000.	No Quote Required
If any single item is MORE than \$1,000, AND total purchase is LESS than \$5,000.	Two Competitive Written Quotes Required

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

LEVEL III

\$5,000 to \$49,999.99

1. District funds must be entered as a Munis requisition (digital or paper). School funds must use a School Purchase Order.
2. District bids or State Contracts should be used.
3. 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.
4. Equipment \$500 and higher must be recorded as a Fixed Asset.
5. 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.

Procurement Rules Summary - example

FAQ (PROJECT WIKI) CONT.

K12 WIRELESS IMPROVEMENTS

Q & A

