

**Efficiency and Effectiveness Collaborative**  
**Meeting Notes from Wednesday, December 13, 2017**  
**MCOE | 7:30 a.m. to 8:30 a.m.**

Present: Jim Hogeboom, Nancy Lynch, David Yoshihara, David Hellman, Marilyn Nemzer, Barbara Owens, Heather McPhail-Sridharan, Mary Jane Burke and Sally Chacon

Guests: Dane Lancaster (Senior Director, Information Technology) and James Casper (Founder, Baya Build)

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60-Second Topic Report

- ◆ Please see attached for the MCOE 60-Second Report on the following topics:
  - Countywide Technology Committee
  - Data Processing Consortium
  - QSS Disaster Recovery

Housing

- ◆ Presentation on Baya Build by Founder, James Casper
  - Baya Build delivers better quality and performance homes for less, using modern methods of construction utilizing new materials and a disciplined approach that reduces the amount of building time, saves money and are environment and energy efficient
  - The Collaborative discussed assessing the information presented for future partnership possibilities
  - See attached for Baya Build presentation

Housing Update

- ◆ Novato Unified School District shared their current efforts and partnership with the City of Novato to support workforce housing
- ◆ The Collaborative discussed inviting Landed, Inc. to present at Marin County Office of Education to speak about their program to Marin County educators

Next Meeting Topic

- ◆ Bullying

Next Meeting

- ◆ Wednesday, February 14, 2018 at MCOE Cabinet Room



# MARIN COUNTY

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## OFFICE OF EDUCATION

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### Marin County Schools

## Efficiency and Effectiveness Task Force Report

December 13, 2017

*What we do ~ When we do it ~ Training ~ Collaboration*

60 Seconds / Topic

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### Today's Topics

- Countywide Technology Committee
- Data Processing Consortium
- QSS Disaster Recovery

### Countywide Technology Committee

The County Wide Technology Committee (CWTC) members are the technology directors or technology lead from each district who meet regularly. The focus of the CWTC this year has been on improving district internet bandwidth, cybersecurity awareness, and ADA website compliance.

#### Increase internet bandwidth

- As schools in Marin increase the use "cloud" services like Google Apps, Office 365, student information systems, and online learning the demand for bandwidth is growing.
- The Marin COE and Marin school districts have been working together with ATT to replace legacy telecommunications services with a new technology that offers higher performance at a lower cost. We anticipate all districts to have upgraded by the end of 2018.
- The Marin COE, schools districts, and County of Marin IT are exploring the potential of using leased fiber to deliver internet to schools. A group representing schools and county government are considering the cost and benefits of using the fiber backbone that runs along the 101 corridor and the Smart Train right of way as a more cost effective means to deliver Internet access.
- CWTC will continue to evaluate countywide private fiber solutions for long-term flexibility, cost effectiveness to support bandwidth growth over the coming years.

#### Provide guidance on website ADA compliance standards.

- As a public education institution, district websites are required by law to provide accessibility to those that have disabilities. The CWTC organized training sessions and resources to assist district in their efforts make their website ADA accessible by

identifying the issues to address to comply with Americans with Disabilities Act (ADA) laws and Web Content Accessibility Guidelines (WCAG).

The CWTC sponsored training in January 2017 that addressed the following:

- Why comply with ADA and WCAG?
- What is Web Accessibility?
- What needs to be considered?
- Why be concerned with Web Accessibility?
- What are the Laws and Standards?
- What are the principles of Accessible Design?
- What is the process for ensuring website accessibility?

CWTC Website ADA Resources

- Web Content Accessibility Guideline - <http://bit.ly/2C46Cpf>
- Web Accessibility Enforcement and Best Practices

Provide leadership and support for districts to secure district networks.

- K12 cybersecurity and the reality that schools are increasingly targets of cyberattacks. The CWTC sponsored presentations on Cybersecurity in K-12.
- Jack Maynard, Senior Director of Information Security for Gap Inc. in San Francisco reviewed a case study of an anonymous school district who volunteered to be ethically hacked to demonstrate how other districts can improve their IT security posture.
- Jack Maynard also provided the CWTC with an overview of tools, techniques, and recommendations school districts can use to improve system and network security.
- Luis Wong, CEO of the California K12 High Speed Network provided the CWTC with an update on several statewide initiatives intended to provide expertise and resources to help California school districts “harden” their network infrastructure.
- The [Technical Assistance and Professional Development \(TAPD\)](#) program, as you will find in the Budget Bill Language, highlights the importance of IT support and network management for schools and districts.  
<https://www.k12hsn.org/special-projects/tapd>

Countywide Technology Committee Meetings 11:00 am – 12:30 pm

- September 8, 2017
- November 3, 2017
- February 2, 2018
- April 6, 2018

## Data Processing Consortium

### Data Processing Consortium 2017-2018 priority projects

The Data Processing Consortium (DPC) is a collaboration between the Marin County Office of Education and Marin school districts to share the cost of operating the Harris (formerly QSS) district payroll, personnel and financial management system. The (DPC) advisory committee includes representatives from member districts that meet regularly to recommend and prioritize actions that promote cost effective efficient business processes, ensure data security, and provide staff training.

## Employee Self Service (ESS) Portal

In the spring of 2017 the Marin County Schools Data Processing Consortium approved the implementation of the QSS Employee Self Service Portal (ESS). Employee Self Service streamlines district employee access to their data without involving district staff. ESS provides employees with secure access to their payroll and personnel information.

### Features:

- Web browser access for easy, intuitive data lookup by employees, including:
- Basic personnel data
  - Confirm current home address
  - TB test expiration date
  - Payroll check history - automatic deposit and payroll warrant (w/ PDF copy)
  - Leave balances & detailed activity
  - W2 history (w/ PDF copy)
  - Credentials (incl. expiration dates) Degrees & Name History
- All data is encrypted between the browser and the server via HTTPS
- Each district can customize the ESS home page, help text, notes/messages and other layout elements
- Employee generated leave requests and related approval work-flow (in progress)
- Active Directory/LDAP authentication and single sign-on integration
- Convenient and Efficient
  - ESS can help reduce the costs of printing payroll direct deposit and W2 forms, providing a more paperless environment with fewer phone calls and e-mail messages to Payroll and Human Resources staff.
  - Employee will have the opportunity to opt out of receiving printed auto deposit
  - Each employee creates an ESS account using their QSS employee ID number that can be found on the upper left hand corner of their paystub.
  - ESS webpage <https://ess.marinschooldistricts.org:29295>

ESS - Lv Balances, Larry D x

Secure | [https://ess.marinschooldistricts.org:29295/abt\\_leave/91%7C103896](https://ess.marinschooldistricts.org:29295/abt_leave/91%7C103896)

**Marin County Office of Education** ESS version: 4.2.4 QSS

User: [REDACTED] Logout 4 Messages

Home » My info » Help+Video District: 91

You last logged-in on Thu, Nov 30, 2017 at 04:27 PM.

[REDACTED] (Emp# 103896)  
**Leave Group: "CLASSIFIED MANAGEMENT (CM)"**

Personnel Info Leave Pay History W2 Forms Credentials

[Calendar view](#)

**General Leave Note:**  
 Absences and Leaves are updated when information is received.

Leave Category	Balance (hours)		Usage	Notes
	Actual	Avail	(hours)	
<a href="#">Sick Leave</a>	2833.00	2833.00	-	
<a href="#">Vacation</a>	335.41	335.41	-	
<a href="#">Personal Necessity</a>	54.00	54.00	-	Employee must have sufficient sick leave available

**Data Processing Consortium Meeting Schedule 11.00 AM – 12.30 PM**

- July 26, 2017                      August 23, 2017
- September 27, 2017              October 25, 2018
- November 29, 2017                January 31, 2018
- February 28, 2018                 March 28, 2018
- April 25, 2018

The DPC schedules training for district payroll, personnel, and business office staff throughout the year.

**Data Processing Consortium 2017-2018 workshop schedule.**

<http://bit.ly/2AcyWoj>

The DPC provides guidance on redesign the new website that will host secure shared content for various countywide groups at <https://district.marinschools.org>

- Data Processing Consortium
- CBO Business Services
- Payroll Roundtable
- Accounts Payable Roundtable
- County Wide Personnel Committee
- County Wide Technology Committee

**Substitute Teacher Search Site**

- The substitute teachers search web site is a high priority joint effort between the DPC and County Wide Personnel Committee. The site's purpose is to provide district staff

with an efficient means to scan the substitute teacher database in QSS. District personnel staff can use the site to find substitute teachers in the pool. Search criteria include substitute credential type and the substitutes preferred grades, subjects and districts.

DPC response to [AB 119](#)

- AB 119 requires public employers subject to the Educational Employment Relations Act (“EERA”), including school districts and county offices of education (“COE”), to provide representatives of recognized employee organizations and exclusive representatives1 mandatory access to new employee orientations.
- DPC provided member districts with a tool to comply with AB 119 that requires school districts and county offices of education to provide representatives of recognized employee organizations access to current and new employee data.
- The DPC built an export tool (Global Download Definition “AB119”) for use by districts to easily download the required employee information specified in AB 119.
- [Instructions - Global Download Definition “AB119”](#)

Automation of routine business processes

- The DPC is leading an initiative to identify district and county wide business processes that may be good candidates for automation. The goal is to improve efficiency, reduce labor and paper costs, and improve reporting by streamlining common paper based procedures that require multiple levels of approval.
- One example.. paper forms for mileage reimbursements. After an employee records their mileage, the paper form is passed along for approval to pay. By using a smart form and electronic workflows, districts can reduce errors and save time and money. Below is a sample of a smart form being piloted to process mileage reimbursements.

### Mileage Reimbursement

Employee ID:

Submitted by:

Department:

Vendor Number:

Date Submitted:

Claim Month:

Claim Year:

Date	Purpose	To-From	Miles	Other Expenses	Amount
<input type="text" value="11/3/2017"/>	<input type="text" value="Site Visit"/>	<input type="text" value="MP, MVMS"/>	<input type="text" value="25"/>	<input type="text"/>	<input type="text" value=""/>
<input type="text" value="11/6/2017"/>	<input type="text" value="Site Visit"/>	<input type="text" value="MD, TLHS"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value=""/>
<input type="text" value="11/7/2017"/>	<input type="text" value="Site Visit"/>	<input type="text" value="Redwood, TAM"/>	<input type="text" value="32"/>	<input type="text"/>	<input type="text" value=""/>
<input type="text" value="11/8/2017"/>	<input type="text" value="Site Visit"/>	<input type="text" value="Manor, GG"/>	<input type="text" value="38"/>	<input type="text"/>	<input type="text" value=""/>
<input type="text" value="11/9/2017"/>	<input type="text" value="Site Visit"/>	<input type="text" value="WCR"/>	<input type="text" value="56"/>	<input type="text"/>	<input type="text" value=""/>

**Notes**

Total Miles	<input type="text" value="161.00"/>	Total Other	<input type="text" value="0.00"/>
Cents/Mile	<input type="text" value="53.50"/>		
Total Claim	<input type="text" value="86.14"/>		

FD-RESC-Y-OJBT-SO-GOAL-FUNC-LOC-ACT-GRP	%	Amount
<input type="text" value="01-0000-0-5230.00-0000-7700-779-405-000"/>	<input type="text" value="100"/>	<input type="text" value="86.14"/>
<input type="button" value="Add new row"/>		
Percent Total		<input type="text" value="100"/>

**Approval Status**


**Receipts**

# QSS Disaster Recovery

## Backup Power

In collaboration with the Marin COE and districts systems were put in place to insure continuous operation of the QSS payroll, personnel, and financial management.

In the event of a power outage at the Marin COE a 45 KW backup power generator automatically kicks in to power the Marin COE data center and hardware that runs QSS. The generator runs on natural gas and if needed can supply power to the data center 24/7 indefinitely.

## Onsite Data Backup

The QSS systems runs on virtual servers in the Marin COE data center that are backed up to onsite storage every 30 minutes. In the event of hardware failure that impacts the operation of QSS, data can be recovered within minutes to insure business functions can continue.

## Offsite Data Backup

In the event of a fire, earthquake or other disaster that prevents the operation of the data center a system is in place to store QSS data at an offsite (warmsite) data center in Las Vegas Nevada. QSS data is continuously transferred to the warmsite from Marin so that if the Marin COE data center is no longer operational the warm site could turned into a hot site and business operations could be reinstated using the QSS data located at the Las Vegas data center.