

REVERE LOCAL SCHOOL DISTRICT  
Summit County, Ohio

June 18, 2013

Special Meeting/Work Session @ 5:00 p.m.

Administration Building

I. CALL TO ORDER – Claudia Hower

II. ROLL CALL

- A. Dana Appel
- B. Claudia Hower
- C. Tom Kelley
- D. Diana Sabitsch
- E. George Seifert

III. TREASURER'S AGENDA

A. Avvenire Solutions Migration Support Engagement Agreement

The Treasurer recommends that the Board of Education approve the attached agreement which covers both the conversion of our existing network software from Novell to Microsoft and to migrate the district's current servers to NEOnet as a virtual server bank, as detailed in **Attachment T-1**.

Mrs. Appel \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_ Mrs. Sabitsch \_\_\_\_\_ Mr. Seifert \_\_\_\_\_

B. Property Inventory – Revised Board Policy 7450 – First Reading

The Treasurer recommends that the Board of Education approve, as a first reading, the revised policy 7450 detailed in **Attachment T-2**.

Mrs. Appel \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_ Mrs. Sabitsch \_\_\_\_\_ Mr. Seifert \_\_\_\_\_

IV. SUPERINTENDENT'S AGENDA

**Certificated Personnel**

A. Administrative New Hire – Director of Curriculum and Instruction

It is recommended that the Board of Education approve Margaret (Maggie) Niedzwiecki as the Director of Curriculum and Instruction for a two-year period beginning August 1, 2013 through July 31, 2015. Compensation for the first year will be \$99,000.00

Mrs. Appel \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_ Mrs. Sabitsch \_\_\_\_\_ Mr. Seifert \_\_\_\_\_

B. Certificated/Licensed New Hires – 2013/2014 School Year

It is recommended that the Board of Education approve the following:

|                           |                               |               |             |
|---------------------------|-------------------------------|---------------|-------------|
| Stephanie Dunkel (Duttry) | Intervention Specialist / RHS | MA, Step 0    | \$44,163.00 |
| David Howson              | Intervention Specialist / RMS | MA, Step 3    | \$51,383.00 |
| Alexandra Kaldy           | Intervention Specialist / RMS | BA+15, Step 6 | \$52,185.00 |

Note that listed salary levels may be amended based upon the receipt of original transcripts and confirmation of previous employment.

Mrs. Appel \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_ Mrs. Sabitsch \_\_\_\_\_ Mr. Seifert \_\_\_\_\_

V. EXECUTIVE SESSION

- A. Personnel: To consider the employment or compensation of public employees.
- B. Property: To consider the sale or purchase of property.

VI. ADJOURNMENT

Respectfully Submitted,



Randy S. Boroff  
Superintendent



# Engagement Agreement

## NEOnet

| CUSTOMER Legal Name ("Customer", "You" or "Your")                                                                                                                                      | Avvenire Solutions (Avvenire Solutions)                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| NEOnet                                                                                                                                                                                 | Avvenire Solutions                                                                            |
| CUSTOMER Address                                                                                                                                                                       | Avvenire Solutions Address                                                                    |
| 700 Graham Road<br>Cuyahoga Falls, Ohio 44221                                                                                                                                          | 6800 W Snowville Rd. Suite 220<br>Brecksville, OH 44141                                       |
| CUSTOMER Contact                                                                                                                                                                       | Avvenire Solutions Contact                                                                    |
| Name: Christopher Zolla<br>Title: Assistant Director, Network Manager<br>Telephone: (330)926-3900 ext. 601110<br>Fax:<br>Email: <a href="mailto:zolla@neonet.org">zolla@neonet.org</a> | Telephone: (440) 792-5243<br>Fax Number: (440) 792-5247<br><br>Acct Manager: Steven J. Golden |
|                                                                                                                                                                                        | Project Number                                                                                |
|                                                                                                                                                                                        | SG043013-01                                                                                   |

### ***Project: GroupWise to Office 365 Email Migration***

Project Over view: Revere Local Schools has a requirement to migrate from on premise Novell servers to NEOnet hosted Active Directory. The current Novell environment consists of 5 file servers (one in each of the 4 school buildings and one in the Board Office building). The migration involves migrating approximately 1,500 user and workstations, approximately 75 network printers and approximately 2 local applications server to the centrally managed NEOnet AD forest. Most of the current Revere Local Schools staff have NEOnet AD accounts, but for email only. A Planning stage will be required to gather the information needed to determine which account need to be modified and which need to be created from scratch.

Avvenire Solutions will provide the technical resources to architect the migration procedures for AD objects, PCs, servers, printers and logon scripts/group policies. These procedures will be tested and documented by Avvenire. All migration tasks will be performed by Avvenire with the exception of the PC workstation migrations (a combination of re-imaging and manual Novell client removal/joining new AD domain). The PC Workstation migration procedures (both re-imaging and manual processes) will be tested and documented by Avvenire who will then provide training to the Revere Local Schools IT staff who will be responsible for migrating the remainder of the workstation PCs.

#### **Project Requirements:**

1. Phased migration to start after 2012-2013 school year and completed prior to the start of the 2013-2014 school year.
2. Test and document imaging and manual procedures for migrating approximately 1,500 workstation PCs to the NEOnet AD forest (new OU for Revere Local Schools).
3. Develop scripts for re-imaging PCs to automate placing PCs in the correct OU when they are joined to the domain and naming the PC with a standard naming convention (TBD).
4. Perform a pilot migration on 25 PCs and train local IT staff on the procedures
5. Use the existing ZENworks application to image PCs
6. Review existing policies
7. Create AD accounts (scripted)

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8. Want Admin Tools for local IT staff
9. Local Application Servers – member servers now, need to be joined
  - a. File Maker Pro
  - b. Re-write Gold
10. TrendMicro Pro AV – NEOnet will enforce MS Endpoint protection as standard AV client – will need to be included with the PC images
11. NEOnet will take care of training local IT staff on AD Admin tools

### ***Phase 1 – Migration Planning & Discovery:***

1. Define AD Forest DNS namespace
2. Identify existing Revere Local Schools objects in the current NEOnet AD forest. Determine changes required for these objects (i.e. home drive, group membership etc.)
3. Run reports on all existing Novell File Servers (tree reports and security reports)
4. Run report on existing Novell logon script (to be replicated as GPOs in AD)
5. Copy Novell data (from file servers and local SANs) to NEOnet provide storage and synchronize using scripts
6. Identify all workstation devices to be migrated
7. Identify all member servers to be migrated
8. Identify all network printers to be migrated
9. Define PC naming convention

### ***Estimate:***

28 Hrs.

### ***Phase 2 – Develop and Test Workstation Migration Procedures:***

1. Determine which PCs will be re-imaged and which will be manually removed from the Novell network and manually joined to the AD network.
2. Assist Revere Local Schools with the creation of new workstation images (to be used with ZENworks)
  - a. OS requirements
  - b. Local installed applications
  - c. Utilities
  - d. Citrix client software
  - e. MS Endpoint client (replacing current TrendMicro client)
3. Test deploying image on test PCs (provided by Revere Local Schools)
4. Test and document procedures for manual migration of workstation PCs
  - a. Removing the Novell client
  - b. Renaming the PC (to new standard convention)
  - c. Joining the PC to the AD domain
  - d. Verifying GPOs are applied
    - i. Logon scripts
    - ii. Printers
    - iii. Drive Mappings
5. Test manual PC migration procedures on test PCs (provided by Revere Local Schools)
6. Train Revere Local Schools IT staff on both procedures

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**Estimate:**

70 – 80 Hrs.

## ***Phase 3 – AD Migration Prep***

1. Create Revere Local Schools OU in NEOnet AD forest
2. Create AD subnets, DNS entries and DHCP scopes in NEOnet AD
3. Create password policy for Revere Local Schools OU
4. Create logon script for Revere Local Schools OU
5. Create site-based GPOs for Revere Local Schools OU subnets (i.e. to map default printer based on location)
6. Configure DFS on NEOnet shares
7. Create AD security groups and assign membership
8. Create print server and create network printer queues
9. Configure file shares/security on all migrated data
10. Script creation of all user Home Drive shares
11. Configure existing WSUS to manage Revere Local Schools devices
12. Configure MS Endpoint Protection Server to manage Revere Local Schools devices
13. Perform P2V migration on existing application servers and move to NEOnet hosts
14. Join virtual application servers to the NEOnet AD domain
15. Create/test scripts for auto-joining newly imaged PCs to the AD domain and renaming

**Estimate:**

40 Hrs.

## ***Phase 4 – AD Pilot Migration***

1. Deploy local Read Only DC at the Revere Local Schools datacenter (to reduce WAN traffic with PCs joining the NEOnet domain). Verify replication with the NEOnet domain.
2. Perform production migration for 25 PCs (mix of re-imaged PCs and manually migrated PCs)
3. Verify GPOs are working properly for:
  - a. Passwords
  - b. Printer mapping
  - c. Drive mapping
  - d. Security
  - e. Network Resource Access
4. Provide post-pilot migration support
5. Train local Revere Local Schools IT staff on all procedures.

**Estimate:**

16 - 20 Hrs.

(NOTE: if pilot migration is required to be completed after-hours, all of the 16 – 20 hours will be billed at the OT rate of 1.5 times the regular hourly rate).

# Engagement Agreement

## NEOnet

### *Project Cost Summary:*

#### *Project with Phase 4 Option 4A*

| Phase                                                                  | Hours                                     | Cost                                                          |
|------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|
| Phase 1 – Migration Planning & Discovery                               | 28                                        | \$3,780                                                       |
| Phase 2 – Develop and Test Workstation Migration Procedures            | 70 - 80                                   | \$9,450 - \$10,800                                            |
| Phase 3 – AD Migration Prep                                            | 80                                        | \$10,800                                                      |
| Phase 4 – AD Pilot Migration                                           | 20 – 24 Reg Rate<br>OR<br>20 – 24 OT Rate | \$2,700 - \$3,240 Reg Rate<br>OR<br>\$4,050 - \$4,860 OT Rate |
| <b><i>TOTAL (with Migrations performed during business hours):</i></b> |                                           | <b><i>\$26,730 - \$28,620</i></b>                             |
| <b><i>TOTAL (with Migrations performed after-hours):</i></b>           |                                           | <b><i>\$28,080 - \$30,240</i></b>                             |

### *Summary*

Avvenire Solutions specializes in Advanced Infrastructure, Information Worker and Business Productivity solutions. We have extensive experience designing, deploying and managing AD, Exchange and Office 365 migration projects and would be happy to discuss any of the topics covered in this document in detail.

### *Project Notes & Assumptions:*

1. All work performed on a time and materials basis at a rate of \$135.00 per hour during business hours and \$202.50 for after-hours tasks. Initial project not to exceed amounts listed above without approval from customer.
2. Customer must select an option for Phase 4 and also whether or not the migration tasks will take place during business hours or after-hours.
3. All work will be performed during regular business hours of 8AM – 5PM Monday – Friday. Any scheduled work performed outside of regular business hours will be pre-approved by customer and will be billed at 1.5 the regular hourly rate.
4. Travel expenses are not included with this estimate. No travel expenses are anticipated for this engagement. Avvenire does not charge for any travel expenses for customers within a 50 mile radius of our Brecksville HQ.
5. Customer will provide all necessary hardware, software, licenses, and access to complete the required tasks.
6. Avvenire invoices monthly during the first week of each month for all hours worked the previous month. Terms are 60 days from the Invoice Date.

# Engagement Agreement NEOnet

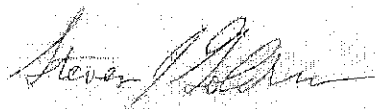
Additional items may be added to this project through Avvenire Solution's "Change of Scope" document and procedures. Please note that Changes to scope may affect project timing and cost. This Engagement Agreement expires at 5:00PM on 06/15/13.

SIGNATURE BELOW BY YOUR AUTHORIZED REPRESENTATIVE IS YOUR CONSENT TO  
THE TERMS AND CONDITIONS OF THIS AGREEMENT

\_\_\_\_\_  
Customer Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title



\_\_\_\_\_  
Avvenire Solutions Approval

05/16/13  
Date

Steven J. Golden  
Print Name