
EDUCATION OPPORTUNITY RESOURCE COMMITTEE PROCEDURES MANUAL

2017



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FOREWORD

The 2016 state legislature established the Education Opportunity Resource Committee (hereinafter “EORC” or “Committee”) within the State Department of Education (SDE).

The Committee consists of eight members appointed for terms of four years. For further detail regarding the establishment and membership of the Committee, see [Idaho Code §33-5603](#).

As outlined in this document, the Committee shall focus on the broadband, wireless local area network (LAN) and related services needs of all E-rate eligible entities. For further detail regarding the powers and duties of the Committee, see [Idaho Code §33-5604](#).

For Committee meeting notices, agendas, and minutes, visit the Broadband Program website at <http://www.sde.idaho.gov/tech-services/broadband/index.html>.

STATUTORY RESPONSIBILITIES OF THE EDUCATION OPPORTUNITY RESOURCE COMMITTEE

“At a minimum, the Committee shall:

(1) Make budget and policy recommendations to the state department of education regarding:

(a) Broadband parameters;

(b) Wireless LAN parameters;

(c) Incentives for E-rate eligible entities to obtain the most appropriate service that best fits such entities’ broadband needs and that is fiscally responsible;

(d) Incentives for districts to obtain the most appropriate service that best fits their wireless LAN needs and that is fiscally responsible; and

(e) The minimum and maximum service levels, the quality of services and the minimum per student or person internet and wireless LAN levels that contracts must adhere to for E-rate eligible entities to be eligible for state reimbursement.

(2) Establish reimbursement methodology that includes, but is not necessarily limited to, the following components:

(a) Distribution of appropriated moneys to E-rate eligible entities that have received E-rate funding. Distribution of such moneys must be in an amount equal to the non-E-rate reimbursed cost of internet services;

(b) If E-rate funding is not available to an E-rate eligible entity for any reason, other than a failure of the entity to apply in good faith for available E-rate funding, reimburse the entity for its internet service costs;

(c) Distribution of appropriated moneys remaining, after internet services are fully funded, for wide area networks (WANs). If necessary, the committee shall create an equalization formula for WAN distributions; and

(d) Distribution of appropriated moneys for wireless LAN service to districts that either have received E-rate funding or have applied in good faith for E-rate funding.

(3) Compile and analyze broadband utilization statistics from E-rate eligible entities to determine the levels of internet services necessary for such entities and report the statistics to the state department of education, and E-rate eligible entities shall cooperate with the committee in carrying out its duty to compile and analyze such information;

(4) Advise and recommend resources to assist the state department of education in carrying out its responsibility to provide E-rate application assistance and support to E-rate eligible entities;

(5) Not provide legal advice;

(6) Collaborate with other relevant governmental and nongovernmental entities to ensure best practices in broadband and wireless LAN are used and to recommend the terms of contracts for broadband, wireless LAN and related services; and

(7) Ensure compliance with appropriate purchasing laws.

Idaho Code §33-5604

THE EDUCATION OPPORTUNITY RESOURCE COMMITTEE

Name: Education Opportunity Resource Committee (EORC)

Membership: According to Idaho Code §33-5603, the Education Opportunity Resource Committee (EORC) is established in the State Department of Education (SDE), consisting of eight members with representation as follows:

- 1 – State Superintendent of Public Instruction or the Superintendent’s designee;
- 1 – Appointee of the State Board of Education;
- 3 – Members shall be appointed by the Idaho Association of School Administrators as follows:
 - a. 1 – superintendent from a school district with fewer than 1,000 students enrolled, or the superintendent’s designee;
 - b. 1 – superintendent from a school district with between 1,000 and 4,999 students enrolled, or the superintendent’s designee; and
 - c. 1 – superintendent from a school district with 5,000 or more students enrolled, or the superintendent’s designee;
- 1 – State Librarian or the State Librarian’s designee; and
- 2 – School technology personnel appointed by the Idaho Education Technology Association

EORC Appointments: The relevant appointing authority appoints members of the EORC. The EORC shall meet at least once quarterly until July 1, 2018, after which date the EORC will meet at least once annually. Other meetings may be called at the discretion of the chair or by the written request of five or more members/official designees.

Officers: There will be a chair and vice-chair elected by the EORC, who shall hold their positions for two-year terms and may be reelected.

Rules of Order: Meetings of the EORC are conducted in accordance with controlling statutes and applicable regulations, procedures, or policies. In the absence of such statutes, regulations, procedures, or policies, meetings are conducted based on the current edition of *Robert’s Rules of Order Newly Revised* under the recommendations for small boards.

Ad-hoc Committees: The EORC chair may also establish ad-hoc committees to address short-term needs or special projects.

Attendance: By agreeing to serve on the EORC, it is expected that a member/official designee will attend each scheduled meeting, whether in-person, via conference or video call, etc. If a member/official designee cannot attend a meeting, he/she will need to inform SDE staff.

Quorum: Five of the EORC members/official designees will constitute a quorum. If a member/official designee is absent from a meeting, a substitute cannot act as a replacement for the member/official designee. A representative of the appointed member/official designee can attend the meeting to provide input but will not be a voting member of the EORC.

Recordkeeping: The administrative assistant from SDE's Technology Services Department shall provide administrative support to the EORC as required, including taking of meeting minutes, travel arrangements, etc.

Travel Expenses: Reasonable travel expenses related to participating EORC members/official designees at scheduled meetings will be reimbursed within State of Idaho guidelines.

RESPONSIBILITIES OF THE OFFICERS OF THE EDUCATION OPPORTUNITY RESOURCE COMMITTEE

Duties of the Officers

1. Chair

- Presides over all EORC meetings.
- Calls regular and special meetings of the EORC.
- Represents the EORC, or selects a designee to represent the EORC, when called to present before the state legislature or similar bodies.

2. Vice-Chair

- Assumes all duties of the chair in absence of chair.