Licking Area Computer Association
Yearly Combined Superintendent/Treasurer Meeting

Minutes of the LACA Governing Board meeting held August 12, 2004,
convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Jay Gault,
Glenna Plaisted representing Lakewood, Janice Streit, Keith Richards,
Tim Barrett representing North Fork, Jackie Piar, Forest Yocum,
Ron Cassidy, Nelson McCray and Sandra Mercer. Sue Ward representing
Johnstown arrived at 8:20 a.m. Jon Bowers, Jack McDonald, and Brian
Wilson were also present for the meeting. Kathy Lowery, Gary Reed,
Doug Spade, Marv Wourms and Cory Thompson were not able to attend
the meeting.

The new Superintendent from Northridge, Jackie Piar, was welcomed.
The Treasurers were also welcomed to the yearly meeting.

05-001 It was moved by Keith Richards and seconded by Janice Streit to approve
       the minutes of the May 13, 2004 meeting. A vote of approval was
       taken.

05-002 It was moved by Keith Richards and seconded by Janice Streit to approve
       the resignation of Eric Thompson, IVDL Technical Coordinator, effective
       July 16, 2004. A vote of approval was taken.

05-003 It was moved by Keith Richards and seconded by Janice Streit to approve
       the revised LACA Policy Manual, Job-Related Training by Vendor Policy.
       A vote of approval was taken.

The Financial Report for June, 2004, was distributed to each member.
The financial status of LACA was presented by Sandra Mercer. LACA ended
June 30, 2004, with an unencumbered cash balance of $623,858.18. FY04
final appropriation modifications were presented and included decreases to
expenditures of -$37,206.31 and decreases to revenues of -$157,524.84.
FY04 final year end reports were distributed and reflected an overall
$100,000 increase in the projected unencumbered cash balance of June 30,
2005. FY05 appropriation modifications were presented and included
increases to expenditures of $114,175.89 and increases to revenues of
$164,214.89.

Sandra Mercer stated that LACA will be seeing 6% cuts in DASite state
funding for FY05.

05-004 It was moved by Keith Richards and seconded by Janice Streit to approve
       the following financial recommendations:
         1. Financial reports - June
         2. FY04 Appropriation Modifications - final
         3. FY04 Final Reports and 5 year projections
         4. FY05 Appropriation Modifications
       A vote of approval was taken.

Sandra Mercer presented the recommendation for LACA to change E-Rate
filing from consortium to ISP. The following documents were shared and
reviewed in detail with the Governing Board members: Migration Overview,
ISP Proposal of costs, and Migration Timelines. The main concerns with the
change include the need for districts to educate their Boards of
Education/E-Rate support staff on the bidding process and district's
successfully filing/meeting the E-Rate deadlines. The change would
also generate about $250,000 in additional federal E-Rate funds for the
school districts.

05-005 It was moved by Keith Richards and seconded by Jay Gault to approve

LACA's change from consortium to ISP filing under the federal E-Rate program. A vote of approval was taken.

There will be a meeting on October 14, 2004, at 10:30 a.m. on the E-Rate changeover for the Superintendents, Treasurers, and LACATech representatives, which will immediately follow the LACA Governing Board meeting. There was no interest to include a consultant presentation for this meeting.

05-006 It was moved by Janice Streit and seconded by Tim Barrett to approve LACA's service offering to Granville Christian Academy. A vote of approval was taken.

05-007 It was moved by Jay Gault and seconded by Ron Cassidy to approve the Hannah Online contract (Focus Education) for FY05 pending no changes from the FY04 contract. A vote of approval was taken.

Last year's cost per district was $375.00. The cost for the contract will be divided among the participating districts. Sign-up forms were included in the Governing Board packets. The current Hannah Online contract for the districts expires Oct 1, 2004.

05-008 It was moved by Janice Streit and seconded by Forest Yocum to approve the E-Rate consulting contract with Womble, Carlyle, Sandridge & Rice for FY05 pending an OECN/DASite Agreement. A vote of approval was taken.

05-009 It was moved by Keith Richards and seconded by Ron Cassidy to approve the revisions and yearly review of the Data Security Policy. A vote of approval was taken.

05-010 It was moved by Keith Richards and seconded by Ron Cassidy to approve the revised Staff User Security Form. A vote of approval was taken.

The presentation/discussion portion of the meeting included the following highlights:

Review of yearly Forms/Policies

Each Superintendent was given a packet of policies and forms to review and complete at the Governing Board meeting as follows:

New Forms to Complete:
o   Vendor Data Release Form

Forms to Review and Send to LACA only if there are changes/updates:
o   LACA (State) E-Mail Distribution List
o   FY05 Non-Fiscal and LACATech Advisory Committee Representatives
o   District Webmaster Authorization
o   Internet Filtering Request Form
o   IP Pass Through Request Form
Forms/Policies - FYI
o   Mutual Aid Agreement
o   LACA Internet Filtering Policy
o   LACA Web Hosting Services
o   Listserv Creation Request Form
o   LACA Class Account Application Form
o   Internet Application and User Agreement Form for Use of the
     LACA Network
o   Distance Learning Agreement

LACA plans to bring in the district webmasters later this fall to discuss ways to improve upon LACA's web hosting services.

Fiber Feasibility Study - Update / Timeline

LACA contracted with Innovate, LLC, to perform a fiber feasibility study and a status update was presented at the LACA Governing Board meeting. The following documents were distributed and discussed: Project Status Report, Fiber Cost Estimates by District, Timeline (for discussion purposes only) and a Scope of Work for the next phase of the project. Budgetary pricing for building fiber to 14 points of presence and 42 additional district buildings is estimated at $5,445,000 with an additional $4,100,000 for the electronics over a 15 year period.

In order to move forward with the fiber project, LACA will seriously need to consider moving to a Council of Governments (COG). It is almost guaranteed there will be parts of the network that will _not_ seek competitive pricing for fiber leasing options and will require building/owning the fiber. LACA staff have already begun research of other fiber build projects and information on the status of ACCESS, LEECA and SPARCC was shared. A meeting with the consulting company assisting the ACCESS DASite has already been scheduled for August 19th with the assistance of Keith Richards, Superintendent for Newark City Schools.

The Governing Board members agreed at this time to not move forward with any timeline steps until the direction/progress of the Third Frontier Network is established. They also requested that the final Fiber Feasibility Study report be presented in writing, and not include a full vendor presentation. The status of the project will be reviewed again at the next Governing Board meeting.

LACA is also working with Innovate and with SchoolNet for connectivity to the Third Frontier Network. At this time, the TFN project for K-12 is waiting for state board approval of the funds. It is not clear what impact the resignation of Sam Orth, Executive Director of SchoolNet, will have on this project. It is anticipated that LACA will have to provide the hardware for the connection to the TFN that is estimated at $2,780 and is already in LACA's current hardware budget.

Video

Discovery Education has announced an initiative to provide free access to Unitedstreaming to every U.S. Public School District. Unitedstreaming is an Internet-based video-on-demand delivery system that includes 2,200 videos and 22,000 video clips all correlated to individual state education standards. It is available from July 1, 2004 through June 30, 2005. For more information, visit www.unitedstreaming.com. LACA requests that you contact us if you plan to use this free service as there are some concerns at the state and local DASite level that this may cause some network problems with the current bandwidth (T1/DS3 lines) limitations.

Major Transition updates:

LACA's $203,000, two-year system upgrade project plan continues to move forward. We are now into Phase 3 of the plan and the new INFOhio/Sirsi hardware has been ordered. Updates of this plan will continue to be presented at each Governing Board meeting and details are available upon request.

Sirsi:

LACA has attended the kick-off meeting for the Wave 4 DASites. Our library software training will begin this fall and the pilot districts

(Maysville and Licking Valley) files are already being tested for the conversion. Districts will begin to work with the software over the winter months and full conversions are being planned for spring 2005.

DASL:

The DASL, Data Analysis for Student Learning, development project is still on target with an expected statewide release date of September 2004. LACA will initially deploy the software in test mode and plans to migrate users to the software in the spring of 2005. A detailed plan is now in place that will include a full year of transition steps including the training of district users. The DASL software will replace all functionality of the current SIS and DSL systems.

Concerns are being expressed by many DASites on the lack of funding and recognition by the state on the DASL project, while eSIS funding and support is continuing to receive funding beyond the scope of users. A recent example of this was the purchase by the state of 500,000 eSIS Special Education licenses while the ADM use of the software is far below this. The DASL DASites will be meeting in September to begin work on the following items:

1. Project Update for the Directors
2. Review Budget Issues
3. Develop a strategy for additional funding and support
4. Unity building among the DASL sites
5. Discussion of project governance and management

An update on the outcome of the meeting will be presented at a future Governing Board meeting.

Progress Book:

Progress Book will be up and running in 65 school buildings within LACA this fall! Training schedules for September have been distributed with information on how to register.

Year end procedures now include full progress reports by building and LACA has the ability to generate a CD for each building at the cost of $10 per CD. It was agreed upon by all present for LACA to include the creation of these CD's as part of year end procedures for Progress Book.

The Special Education module is moving forward and in use at 11 of LACA's districts. The Special Education Directors met on August 9th at LACA to hear about the new enhancements planned for this school year. One of the main enhancements will be the new EMIS data collection and reporting tool that will automatically pull all EMIS related data directly from the IEP.

In ODE This Week, Dr. Zelman announced state grants that will be available for ANY site supporting an automated package for management of special education student records. The monies will be provided for support of software implementation, not for software development purposes. ODE will be posting requirements for this opportunity, so watch for updates on this!

A new curriculum module will begin the conceptual design phase this fall as Software Answers hosts meetings for Curriculum specialists around the state. Individuals within LACA have volunteered to attend these meetings and Sandra Mercer will also be attending to stay abreast of the proposed changes.

CSA - Cisco's Security Agent Cost Proposal

At the last Governing Board meeting, LACA hosted a presentation by Cisco on their new CSA product. This product may help districts by controlling the behavior of the workstation in addition to tracking and managing virus attacks/concerns. LACA received cost proposals from Cisco and 3 districts (Newark, C-Tec and the LCESC) along with LACA will be purchasing/installing CSA on a group of workstations with the new software licensing this fall. The LACATech group will be kept informed on how the product performs.

Unfinished business included a discussion on an EMIS concern with certain EMIS reporting rules. For example, a 9th grade retention counts twice on drop out calculations. A meeting/workshop to explain these rules was requested. LACA will investigate/request for a resource at ODE to present to the LACA Districts. Sandra Mercer also reported that ODE has transferred more FYO4 final year end EMIS reports for districts to review. Districts were encouraged to review the Accountability and LRC reports in detail.

Sandra Mercer announced the completion of the office rennovation and Governing Board members were encouraged to see the new lab and offices.

05-011 It was moved by Keith Richards and seconded by Forest Yocum to change the start time of the LACA Governing Board meetings to 9:00 a.m. A vote of approval was taken.

The next LACA Governing Board meeting is scheduled for October 14, 2004, at 9:00 a.m.

05-012 It was moved by Tim Barrett and seconded by Jackie Piar to adjourn the meeting at 9:10 a.m. A vote of approval was taken.

Reported by,
Sandra Mercer