Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 13, 2005, convening at 9:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Kathy Lowery, Tom Forman, Ron Cassidy, Janice Streit, Keith Richards, Tom Slater, Forest Yocum, Doug Spade, Marvin Wourms Jay Gault, Nelson McCray and Sandra Mercer. Jack McDonald and Jon Bowers were also present for the meeting. Tom Suriano, Gary Reed and Jackie Piar-Henderson were not able to attend.

Kathy Lowery was recognized and congratulated on her retirement at the end of December 2005.

06-013   It was moved by Janice Streit and seconded by Keith Richards to approve the minutes of the August 12, 2005 meeting. A vote of approval was taken.

The Financial Report for August, 2005, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended August 31, 2005, with an unencumbered cash balance of $281,595.44. FY06 Appropriation modifications and an updated 5-year cash projection were also presented.

06-014   It was moved by Keith Richards and seconded by Ron Cassidy to approve the following financial reports:
- Financial reports – August
- FY06 Appropriation Modifications and 5-Year Projections totaling increases to expenditures of $17,113.98 and increases to revenues of $18,293.10

    A vote of approval was taken.

06-015   It was moved by Janice Streit and seconded by Keith Richards to approve the employment of Jeff Davis as Student Data Analysis Coordinator for a one year 260-day contract prorated through June 30, 2006, effective October 17, 2005, at a daily rate based upon step 3 and responsibility factor of .25 of the LACA Salary Schedule with full benefits as referenced in the LACA Policy Manual. A vote of approval was taken.

06-016   It was moved by Keith Richards and seconded by Tom Slater to approve the personnel committee recommendation of FY06 supplemental contracts for LACA staff providing support under LACA's statewide SSEM (Special Services Education Module) ITC Support Agreement with the Fiscal Agent determining the schedule for payment pending legal approval. A vote of approval was taken.

Sandra Mercer will contact Bricker & Eckler on issuing the proper contract and language under FSLA.

Sandra Mercer presented the FY07 ISP Contract and rates. A document of FY06 and projected FY07 costs per district was distributed to each Governing Board member for discussion.

06-017   It was moved by Tom Slater and seconded by Marvin Worums to approve LACA's Service Provider Contract for Internet Services and FY07 ISP Rates per Month as presented:

	FY07 ISP Rates Per Month
Per Agency Rate	**$179.00**
Member Building Discount	**-$41.00**
Per ATM Building Rate	**$223.00**
Per Building Rate	**$501.00**
Per T1 Rate	**$430.00**

A vote of approval was taken.

Sandra Mercer presented the ODE Memorandum of Agreement to participate in the K-12 Third Frontier Network program. LACA will receive $79,605 in state grant funds to pay for the dark fiber connection, including maintenance for a 10 year period. Contracts with the provider, AEP, have been received and are in the process of being reviewed by legal council contracted by the MCOECN. Specifics of the ODE Memorandum include:

- Minimum of a 10 year agreement through June 30, 2015 (agreements signed each biennium)
- Provide high-speed network connectivity to benefit students/schools served by LACA
- LACA will contract with AEP for dark fiber connection
- Participate in creation/operation of bankruptcy remote entity (BRE) to hold/protect assets of fiber
- Abide by policies and network standards set forth by ODE
- Provide hardware to connect (currently projected under $3000)
- Bear cost of connection if LACA offices move (or pay 150% back to ODE)

06-018   After discussion, it was moved by Keith Richards and seconded by Kathy Lowery to approve ODE's Memorandum of Agreement for LACA's participation in the Ohio K-12 Third Frontier Network program. A vote of approval was taken.

Sandra Mercer presented an update on the ITC Special Education (SSEM) support agreement. There are currently 14 ITC's participating and receiving services from LACA.

06-019   It was moved by Marvin Wourms and seconded by Tom Slater to approve the SSEM (Special Services Education Module) ITC Support Agreement continuing from January 1, 2006, through June 30, 2006, pending approval by the DASL Governing Advisory Board. A vote of approval was taken.

A recommendation to revise the LACA E-Mail Usage Policy retro-active to September 1, 2005, with the change that "Messages over ninety days old that are still in the user's Inbox will be automatically deleted" from previously 30 days old was presented. There was no motion to approve the recommendation. LACA will send a general message to all users of the changes to the new policy. Five additional messages will be sent before the effective date (to be set by LACA) and then a reminder of the policy will be sent on a monthly basis to all LACA users.

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

Policies/Forms

A multi-district Staff User Security form was presented at the August Governing Board meeting for approval. Concerns were expressed by the Superintendents and no motion was made. Since that time, Ron Cassidy developed a form (from original developed by LACA in 1998) for local/C-Tec access to student data that the Superintendents agreed to use. No other forms were requested at this time.

MCOECN Update

HB115 on Regionalization passed the House by a 93-2 margin last Wednesday and the MCOECN will continue to monitor its progress and keep the ITC's informed.

Brochures on INFOhio's 2004-2005 progress and new electronic resources were distributed at the Governing Board meeting. Districts are encouraged to use/promote the state electronic resources for students, teachers, parents and administration. LACA's INFOhio staff are in the final stages of the software transition from MultiLis to Sirsi with only one school left to convert. LACA recently met with the Lakewood S.D. about converting their libraries to LACA's system starting in 2006.

The MCOECN at the request of 13 ITCs is contracting with the State Software Development team to develop a human resources software application. Modules of this newly developed software will include an integrated employee kiosk, a workflow component, a job application system, performance reviews, enhanced staff benefits, and a time card application interface. These newly developed modules will also interface with the USAS/USPS (accounting and payroll) state applications. ITC's planning to use the new application in FY07 will share in the MCOECN development cost of $85,500. Members of LACA's Fiscal Advisory Committee participated in the request process. More information will be shared with the LACA Board as it is received. Ron Cassidy stated that the C-Tec developed requisition approval application is available for use by any district within LACA that is interested. LACA will look into the possibility to easily make the application available.

Mount Vernon City Schools recently submitted a notification to withdraw from TRECA and LACA has been contacted by the EMIS Coordinator. No information has been received to date on the next steps/direction for the district.

ODE Update

The OECN Rules have been revised and are now in place. Sandra Mercer and Jon Bowers will review/compare the revisions to the Constitution and policies of LACA and present changes at a future Governing Board meeting.

D3A2 is ODE's Data Driven Decisions for Academic Achievement project. ODE is demonstrating a prototype of the new system at many meetings around the state. Using the item analysis (loaded into DASL), teachers would be able to compare their class test answers to the state average and instantaneously connect to resources aligned to the state standards. Bobbie Warthman, LACA's Educational Applications Manager, is attending monthly meetings with ODE on the project. A federal grant was submitted by ODE in the amount of $6 million for an Ohio implementation. Updates will be provided at each Governing Board meeting. Information on the project is available at the following link:
http://www.ode.state.oh.us/Data_Exchange/

LACA's work on the Special Education Software Implementation (SESSI) grant is moving forward. On Oct 11 and Oct 18, LACA is hosting over 90 special education teachers who are participating in valuable resource sharing and training for use of an electronic forum. COSERRC and a legal consultant are the guest speakers. During the month of September, LACA trained over 225 teachers on the Special Education application! The total amount of the grant awarded to LACA is $100,000.00.

Projects / Emerging Technologies / Discussions

The DASL implementation continues to move forward at the state level. Fifty school districts across the state are now live on the application. Orientation will begin immediately for Jeff Davis, LACA's new Student Data Analysis Coordinator, for training of the application. LACA is waiting on the development of the Career Center interface and the Progress Book integration before steps can begin for district conversions. More detailed information will be shared with the Superintendents at the next board meeting.

LACA's new computer room air-conditioner is scheduled to be installed sometime in November. Downtime is being scheduled for electrical work on November 5th and notices have gone out to all users.

On October 26th, the Fiscal Advisory Committee will review in detail information on the following software applications: Time Card RFP responses and document management proposals. A site visit to a school district using TimeWare's Time Card solution is also being planned. The district treasurers are also working on development of District Disaster Recovery plans with the assistance of LACA. Information will be presented to the board if/when proposals are approved by the group.

LACA is in the process of designing a new web-based workflow application to replace the hard copy Staff User Security Forms. A design of the system is also being sent to the State Auditor's office for their review of audit requirements in maintaining and reporting user accounts/access. It is called LAMA, LACA's Account Management Application. Sandra Mercer demonstrated the initial design of the new application to the LACA Governing Board.

Unfinished business

Access to student data for the Special Education application for MRDD staff was discussed. Sandra Mercer stated that new students served by the MRDD would need to be input by the building secretaries and only these students could be accessed by the MRDD staff.

New business

Sandra Mercer received a request from Newark Digital Academy, a community school sponsored by the Newark City Schools, to charge only for students using services (examples include SIS/grading and Progress Book/Special Education). This was due to the students transitioning from TRECA's administration system to Newark Digital Academy's administration. The Governing Board members agreed to the request.

Sandra Mercer was asked to create a glossary of all acronyms referenced at Governing Board meetings.

Financial disclosure reports and ethics in vendor relationships were discussed.

Kathy Lowery stated the Little Village Learning Center in Granville, to serve students K-8, has applied for a community school status with ODE.

Governing Board meeting dates for FY06 are as follows:
- December 8, 2005 9:00 a.m.
- January 12, 2006 9:00 a.m.
- March 9, 2006 9:00 a.m.
- May 11, 2006 9:00 a.m.

06-020 It was moved by Keith Richards and seconded by Tom Slater to adjourn the meeting at 10:30 a.m.

Reported by,

Sandra Mercer
LACA Executive Director