Licking Area Computer Association

Minutes of the LACA Governing Board meeting held March 8, 2007, convening at 9:00 a.m.

Nelson McCray called the meeting to order.

The following members answered present to the roll call: Denny Souder representing Scot Prebles, Tom Forman, Cory Thompson representing Ron Cassidy, Jay Gault, Ernie Husarik, Monte Bainter, Keith Richards, Tom Slater, Doug Spade, Sharon Smith, Mike Carter representing Tom Suriano, Nelson McCray and Sandra Mercer. Scott Prebles, Jackie Piar and Kim Miller-Smith representing Forest Yocum arrived at 9:30 a.m. Jeff Maley was not able to attend. Scott Hartley, Jon Bowers and Sally Sperry were also present for the meeting.

07-021   It was moved by Keith Richards and seconded by Tom Slater to approve the minutes of the December 14, 2006 meeting. A vote of approval was taken.

The Financial Report for January 2007 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended January 31, 2007, with an unencumbered cash balance of $908,698.36. An updated 5-year cash projection was also presented. This is the last year LACA will receive the K-12 Network funding for the ITC ATM hardware. This amount for FY07 is $10,981.80.

07-022   It was moved by Tom Slater and seconded by Ernie Husarik to approve the following financial items:
- Financial reports – January 2007
- FY07 Appropriations 5-year Projections totaling increases to expenditures of $0.00 and increases to revenues of $10,981.80.

A vote of approval was taken.

Two salary proposals for LACA staff responsibility factor increases were presented.

07-023   It was moved by Doug Spade and seconded by Monte Bainter to approve the following personnel committee recommendations as presented:
- Staff Contracts effective July 1, 2007
  a. Chad Carson, Technical Director – 3 year
  b. Bobbie Warthman, Educational Applications Manager – 3 year
  c. Helen Morris, Administrative Assistant – 2 year
  d. Heather Cronbaugh, K-12 Special Services Manager – 3 year
  e. Elizabeth Faulkner, K-12 Classroom Data Coordinator – 2 year
- Salary Proposals effective July 1, 2007
  a. 2.6% increase on the base
  b. Responsibility Factor increases – Option A Salary Schedule
- SSEM Extra Work Agreements effective July 1, 2007
  a. Heather Cronbaugh, SSEM Analyst II - $3,675.00 (5% over FY07)
  b. Bobbie Warthman, SSEM Analyst I - $2,625.00 (5% over FY07)
  c. Jerry Eby, SSEM Specialist I - $2,625.00 (5% over FY07)

A vote of approval was taken.

07-024   It was moved by Keith Richards and seconded by Ernie Husarik to approve the Calamity Day Policy as revised as part of the LACA policy Manual effective March 8, 2007.
A vote of approval was taken.

07-025   It was moved by Tom Slater and seconded by Scott Prebles to approve the Video Lead Teacher stipend of $150 per school contracting for LACA video services for FY08.
A vote of approval was taken.

Discussion followed on the Personnel Committee's recommendation to review the steps on the LACA salary schedule. This item will be added to the next LACA Personnel Committee agenda.

LACA is completing the negotiations with Time Warner and will again be able to offer lower fiber bandwidth rates for districts contracting for 10Mbps circuits based upon the increase in volume and number of districts participating. LACA will also be receiving a 2nd redundant 1 GB connection from LACA to Time Warner under the current contract changes. A list of the buildings and circuit speeds currently connected to Time Warner for fiber were presented.

07-026   It was moved by Tom Slater and seconded by Keith Richards to approve the Time Warner contract addendums for additional building connections effective July 1, 2007, and to adjust all district ISP Contract charges for fiber circuits equal to the amount charged by Time Warner Cable as reflected on the Time Warner contract effective July 1, 2007, and not to exceed the amount originally approved.
A vote of approval was taken.

Sandra Mercer presented costs and description of a new StorSercer District Backup/Disaster Recovery service. The LACATech Committee reviewed the service proposal at their meeting on March 8, 2007, and made the recommendation to include this on the LACA Governing Board agenda for approval.

07-027   It was moved by Keith Richards and seconded by Ernie Husarik to approve the recommendation by the LACATech Advisory Committee for LACA to create a New StorServer District Backup/Disaster Recovery Service beginning in FY08, based upon the benefits this would provide the local districts per the StorServer District Backup cost/service proposal.
A vote of approval was taken.

07-028   It was moved by Doug Spade and seconded by Jay Gault to approve Internet Filtering (8e6) change to allow access to the Adobe download site (free download site category) under the LACATech group per the unanimous recommendation of the LACATech Advisory Committee effective March 8, 2007.
A vote of approval was taken.

07-029   It was moved by Mike Carter and seconded by Tom Forman to approve a revision to LACA's Video Services to charge by District or by Building or by System effective July 1, 2007, and to reflect the change on Schedule A of LACA's Service Level Agreements.
A vote of approval was taken.

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

Financial

The FY08 projected budget was presented and included: SLA Fees set at 3% increase over FY07; ISP Fees set at 0% increase over FY07 as approved at the December 14, 2006, Governing Board meeting; DASL licensing at $3.00 per student (Actual for FY07 is $2.68/student); Progress Book licensing at $2.60 per student (Actual for FY07 is $2.00/student); and a projected unencumbered cash for June 30, 2011 of $216,669.03. Budget costs (revenues/expenses) for Time Card, Storserver Backup, SSEM State Support Agreement and D3A2 are not included at this time. If arrangements are finalized prior to May, they will be included in the final FY08 budget proposal. A question was raised on comparing FY07 local costs to last year's projection and those actually charged to the districts. Sandra Mercer stated these were most likely due to contract adjustments made during FY07. An e-mail will be forwarded out to the Governing Board with a full clarification.

Projects / Emerging Technologies / Discussions

Effective July 1, 2007, LACA will have sixty-one (61) buildings connected via fiber. Fifty-one (51) are connected through Time Warner, nine (9) through Sprint and one (1) through Windstream. These upgrades are the result of the recent E-Rate filing for district Internet Access Services. All of LACA's ISP districts have been approved for E-Rate funding discounts for FY07, except one. LACA is reviewing all district E-Rate 471 filing for FY08 and is contacting each district E-Rate representative when errors is filing are found.

The Third Frontier Network (TFN) is now called the Ohio Super Computer (OSC) Network. LACA officially connected to the Ohio Super Computer Network (OSC), on October 19, 2006.

LACA now has 8 districts live on DASL for a total of 19 buildings. This represents 33% of the instructional buildings served by LACA. Maysville and Foxfire Community School are scheduled to go live on March 12. There are a total of 298 districts in Ohio live on DASL across 16 ITC's. LACA held a DASL Team Leader meeting on March 6. All districts were represented except one. LACA continues to receive positive feedback on the conversion process and application. Please watch the http://www.laca.org/Services/DASL/ site for updates. Performance issues at ITC's continue to take precedence over the development of the HGPA (Honors GPA) and Master Schedule Builder interface that is needed for a number of the LACA districts. Team Leaders were notified of these issues and the potential delays in future district conversion dates. The ITC in Cincinnati, HCCA, has contracted with a software consulting firm to evaluate the DASL application. Results of this review will be shared with the ITC Directors later in March and a future direction for the development of the application may be proposed.

Southwest Licking and Licking Heights are continuing to pilot the Time Card application. The first import of live data into the state payroll (USPS) system is scheduled for later this week. A full evaluation of the pilot districts has been re-scheduled for April 2007.

The INFOhio Board recently announced an award of LSTA grant funds for Library automation to Lakewood (entire district) and Licking Valley (new elementary building). Once the State Library of Ohio announces the final grant award to INFOhio, plans will begin for the conversion of these buildings. Hartford Elementary and C-Tec will also be converting to LACA's library automation application during FY08.

LACA is participating in a state-wide software development project (through the SSDT – state software development team) for HR software to complement the state payroll system and assist both district administrative staff and employees. LACA's cost to date has been $8,500.00. The first module released this past October is an Employee Kiosk and is currently being piloted by C-Tec. LACA is waiting on a state SLA for support and FY08 costs, before bringing on other districts. Future modules include:

> ➢ Employee Leave Approval system
> ➢ Individual Professional Development Plan module for staff certification
> ➢ Job Applicant tracking
> ➢ Job Performance Reviews
> ➢ District, Building and Employee Calendars

Nelson McCray commented that Tuscarawas County hosts a kiosk for their Board members.

LACA provides state support for 16 ITC's currently serving 244 districts statewide on the SSEM software. During April, LACA will conduct a survey of the ITC's to gain feedback on our continuation of this state contract for FY08. LACA has received a request from SPARCC, the ITC in Canton, to house their ESC data on our servers for the reminder of this school year. The Board members expressed no interest for LACA to enter into such an agreement.

LACA is continuing development on LAMA, LACA's Account Management Application, to automate all LACA Staff User Security Forms and plans to have the software ready for district use during 2007.

MCOECN/ODE Update

LACA will be first on the list for ITC on-site visits by ODE. Steven Burigana, ODE's Chief Operating Officer and possibly Greg Davidson, Chief Technology Officer of Operations, will be coming to LACA on Friday, March 9, at 9:00 a.m.

The MCOECN is monitoring the biennium budget process and announced at the ITC meeting in February, they will be requesting a $3.00/ADM for ITC/EMIS support. They will also be asking for INFOhio funding to be reinstated at the FY00 amounts.

The MCOECN is providing consulting services to ITC's for the development of ITC Disaster Recovery Plans. LACA hopes to have a Disaster Recovery Plan to present to the Governing Board within the next 6 months.

The Data Driven Decisions for Academic Achievement (D3A2) project is a long-term state initiative focused on developing the capacity of educators while improving instruction and student achievement. Information on the project is available at the following link: http://d3a2.org. Two of LACA's districts, Southwest Licking and Tri-Valley, have been chosen (out of 10 statewide – called BETA Districts) to pilot the implementation. LACA has worked with NWOCA/SSDT, the state contractor, to *crudely* load Southwest Licking's data and Tri-Valley's data. Details for loading SIS/DASL data

and processes that will be used to load district data beyond the beta sites has not been finalized. Sandra Mercer has expressed concerns at the state ITC Director's meetings on the lack of state resources and tools to support the ITC's with this new initiative, especially when the ODE has stated the goal is to have every interested district fully functionally by the fall of 2007. Tri-Valley's pilot teachers will be attending training at LACA next week on D3A2. Southwest Licking is providing training internally to their pilot teachers. Both districts are at the forefront of other districts in the state for using the application.

The Longitudinal data RFP (for the Re-write of EMIS) was posted in mid-December. ODE will be sending information directly to the ITC's as soon as a decision is made on the vendor/proposal selected. This proposal will be the beginning of the re-write on the EMIS system as we know it today. ODE plans to begin the migration to the new system in the summer of 2008.

The update on HB115 included the need to identify individuals for the Education Technology Committee for each region. The standing appointments are as follows:
- ITC Committee: LACA has appointed 2 people to serve each Region:
  - ➢ Region 7 – Jeff Maley(MV) and Nancy Sinclair(MV Treasurer)
  - ➢ Region 11 – Jay Gault(HE) and Ernie Husarik(LH)
  - ➢ Region 12 – Doug Spade(TV) and Monte Bainter(MA)
- Education Technology Committee:
  - ➢ Region 7 – Sally Sperry(MV)
  - ➢ Region 11 – Chris Cashdollar (LH), Jane Galbraith (NE), Mike Haudenschild (GR), and Larry Smith (NF)
  - ➢ Region 12 – TBD

Sandra Mercer will send out an e-mail including the description for each HB115 sub-committee.

The MCOECN is preparing a legal presentation for school administrators and ITC personnel on the new federal e-Discovery rules. Legal council for the MCOECN is also reviewing a Records Retention policy submitted by the ITC, MVECA. LACA will be sending Nelson McCray, Denny Souder (Tech Coordinator rep), Jack McDconald (Fiscal rep), Jon Bowers and Sandra Mercer to this presentation. Information will be presented at a future Governing Board meeting.

Unfinished business

LACA is waiting for ODE direction/interpretation of the Ohio Revised Code changes and then will be contracting with legal council to review and recommend changes to LACA's Constitution and contracts to meet the requirements of the Ohio Revised Code changes. The MCOECN has created a sub-committee to create an ITC requirements checklist based upon the Ohio Revised Code changes.

Nelson McCray and Sandra Mercer will work together on a date/agenda for a legislative meeting.

E-mail training for the Governing Board will immediately precede the next LACA Board meeting, at 8:00 a.m. on May 10, 2007.
New business

Jon Bowers has been instrumental in the development of a statewide Distance Learning Organization. His involvement in this effort has been recognized at the state level.

Governing Board meeting dates for FY07 are:
- May 10, 2007

07-030   It was moved by Ernie Husarik and seconded by Keith Richards to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer
LACA Executive Director