

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held May 10, 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, Keith Richards, Scott Hartley representing Tom Slater, Jackie Piar, Forest Yocum, Mike Carter representing Tom Suriano, Nelson McCray and Sandra Mercer. Jeff Maley arrived at 9:30 a.m. Ernie Husarik, Monte Bainter, Doug Spade, and Sharon Smith were not able to attend. Jon Bowers was also present for the meeting.

Legislative items were discussed including specifics of HB175 and HB119.

Jeff Maley (2006-2007), Tom Slater (1996-2007) and Tom Suriano (2004-2007) were recognized for their retirement and years of service on the LACA Governing Board.

A Glossary of Acronyms was distributed to each Governing Board member.

07-031 It was moved by Keith Richards and seconded by Jeff Maley to approve the minutes of the March 8, 2007, meeting. A vote of approval was taken.

The Financial Report for March 2007 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended March 31, 2007, with an unencumbered cash balance of \$1,164,451.90. An updated 5-year cash projection and FY07 Appropriation Modifications were also distributed and included the last year of K-12 Network funding (\$11,500.00) for the reimbursement of the ITC state circuit (DS3) costs. Spreadsheets for both FY08 district costs and FY08 budgets were presented including an unencumbered cash projection for June 30, 2011, of \$251,568.59. Internet Service Provider (ISP) Contract Addendums will be going out to each district contracting for Time Warner 10Mbps circuits, reflecting the new (lower) contract amounts. Sandra Mercer also stated that all items presented under the motion section of today's agenda are already included in either the FY07 Appropriation Modifications or the FY08-FY10 budgets. Information has not yet been received to include revenues and expenditures for Time Card, StorServer Backup Service and D3A2.

07-032 It was moved by Forest Yocum and seconded by Tom Forman to approve the following financial items:

- Financial reports – March 2007
- FY07 Appropriations 5-year Projections totaling decreases to expenditures of \$10,000.00 and increases to revenues of \$7,500.00
- Authorization by the Fiscal Agent Treasurer to balance all accounts as needed for June 30, 2007, and to roll over all unencumbered equipment and software budget amounts to next year's appropriations
- FY08 Budget reflecting total revenues of \$3,002,760.39, total expenditures of \$2,959,757.80, and 5-year projection

A vote of approval was taken.

Sandra Mercer presented the following information: Time Warner negotiations are now complete and lower 10Mbps pricing was included only for districts signing new contracts through 2011; development is continuing on the state Human Resource software project; DASL costs have increased due to the ITC's contracting with a software development company for all DASL development; Progress Book costs have increased due to new charge (\$.55/ADM/year) for additional development of the Special Services Education Module (SSEM); LACA will continue to provide state support for SSEM in FY08 through a new Software Answers contract; the revenue (and expenditures) generated through the state SSEM contract is now needed/included in LACA's FY08-FY10 budget; progress is being made on the Time Card Pilot with evaluation/review now being moved to FY08; details were provided on converting each district to the new LACA Account Management Application prior to the start of the 2007-2008 school year; and a revised Staff User Security Form and revised LACA Account Management Application Form were presented.

07-033

It was moved by Keith Richards and seconded by Cory Thompson to approve the following items:

- Adjust all districts' ISP Contract charges to \$800.00 per month for Time Warner 10Mbps fiber circuits through June 30, 2010, or until a new lower priced Time Warner Contract is negotiated.
- Approve payment for the State Software Development Team (SSDT) Human Resources (HR) continued development cost not to exceed \$8,500 for FY08.
- Approve the MCOECN Membership agreement for FY08 for \$11,500, McSIS Support for \$2,000 and DASL Licensing/support for \$4.00 per ADM.
- Approve ProgressBook/SSEM licensing cost and contract with Software Answers as follows: FY08 -\$2.25/\$.55; FY09 - \$2.45/\$.55; FY10 - \$2.65/\$.55
- Motion to approve FY08 Special Services Education Module (SSEM) State Support Agreement with Software Answers pending LACA Executive Director agreement of services provided at a compensation rate of \$.14 per State ADM (for FY08 - \$70,000 revenue)
- Extend the Electronic Time Card Pilot period from June 30, 2007, to a future date at which time Licking Heights and/or Southwest Licking are uploading records directly in the "live" payroll files, with evaluations conducted and presented to the LACA Governing Board at the end of the pilot period.
- Approve the revised LACA Staff User Security Form and revised LACA Account Management Application (LAMA) Authorization Form effective July 1, 2007
- Convert all districts to the new LACA Account Management Application (LAMA) prior to the start of 2007-2008 school year with the understanding that all individuals with LAMA Roles will need to attend training.

A vote of approval was taken.

Each Superintendent was asked to complete and return the LAMA District Configuration and Access Form to LACA as soon as possible.

07-034

07-035

It was moved by Keith Richards and seconded by Cory Thompson to elect Nelson McCray as Chairman and Doug Spade as Vice-Chairman. It was moved by Keith Richards and seconded by Cory Thompson to close the nominations. A vote of approval was taken.

Vendor Data Release Form for FY08

Each Superintendent received and will need to complete/return to LACA a Vendor Data Release Form for FY08. A new form will need to be on file at LACA for each district prior to any data transfer routines for the 2007-2008 school year.

Projects / Emerging Technologies / Discussions

LACA now has 10 districts live on DASL for a total of 30 buildings. C-Tec, Granville, Mount Vernon and Northridge will be converting during the month of July. There are a total of 340 districts in Ohio live on DASL across 16 ITC's. The DASL Project will be taking a new direction beginning late May 2007. A software development company (Business Integration Group – B.I.G.), will be handling all software development and their first priority will be to address all bugs and resolve all performance issues. A new DASL Executive Director has also been hired through a contract with the ITC, NCOCC. Both of these items lend to the increased cost for DASL for FY08 at \$4.00/ADM. Newark, Newark Digital Academy, Licking Heights, Johnstown Southwest Licking and Southwest Licking Digital Academy are waiting for the HGPA (Honors GPA) and Master Schedule Builder interface and may choose to wait and convert over the summer 2008.

LACA has over 470 video calls scheduled for this school year. In HB119, the legislature proposed making eTech a clearing house for distance learning content. Offering, delivering and EMIS reporting for students participating in statewide distance learning classes will be topics for future discussion with the Governing Board.

Jon Bowers has been selected to represent LACA on the INFOhio Governing Advisory Board effective July 1, 2007, for a three-year term. Library staff at each district will be making a decision prior to May 30, 2007, whether to convert to the new library automation interface (JAVA) during the 2007-2008 school year or wait until the summer of 2008. For a trial period organized through INFOhio, LACA has purchased WorldCat cataloging subscription services for all districts for FY08. WorldCat is the World's largest network of library content and services.

Jon Bowers has been working with the LACATech Advisory Committee on group pricing for the following products: First 2 Know, Study Island, SynchronEyes, and Deep Freeze. First 2 Know pricing was distributed to the Governing Board. LACA was asked by the Governing Board to put together a group purchasing arrangement for the districts. More information will be forwarded to the District Superintendents and Technology Coordinators.

MCOECN/ODE Update

Sandra Mercer provided an update of the March 9, meeting with Steve Burigana, ODE's Chief Operating Officer.

LACA staff will attend a yearly retreat on May 24, 2007, for the development of the FY08 Continuous Improvement Plan required by ODE. The CIP will be presented to the LACA Governing Board at the August Board meeting for approval.

The new ODE ITC Oversight Committee recently developed a new set of "Guidelines and Recommended Procedures for OECN Information Technology Centers (ITC's)", based upon the current Ohio Administrative Codes. Sandra Mercer and Jon Bowers are

currently reviewing the 64 item document for LACA's compliance. More information will be presented at future LACA Governing Board meetings including the legal review of the LACA Constitution, refinement of LACA's Disaster Recovery Plan and the new development of a Data Retention Policy.

The Ohio K-12 Network update included information on the following state projects:

- **Identity Management Solution:** A statewide managed system integrated with ITC's to utilize the same user account/password across state applications. This new system will allow district employees to use LACA's current username/passwords to access applications outside of LACA. LACA will be using this new system for D3A2 access.
- **Anti-SPAM Solution:** This provides an additional level of e-mail SPAM control at the state level and lessens the amount of SPAM traffic at each ITC. LACA was the second ITC to convert (in April 2007) our e-mail inbound traffic through the new Iron Port appliance at the state level.
- **IP Conversion Assistance:** It is anticipated that each ITC will receive \$25,000 to purchase necessary hardware for the Gig-E conversion from ATM during FY08. LACA is already researching the use of these funds for a caching appliance to improve Internet access speeds for our districts.
- **ITC Based Secondary Internet Connections:** This would allow each ITC to contract with a 2nd Internet Service provider for redundancy/capacity issues up to \$1000/month.
- **CAUnicenter (Helpdesk application) additional licensing:** This would increase the number of concurrent users to 400 statewide. ODE requires all ITC's use this helpdesk system for all INFOhio, Student, Fiscal and EMIS services.

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, (out of 10 statewide – called BETA Districts) have been piloting the implementation and application for the past 4 months. LACA has a work session scheduled with SSDT, IBM, ODE and Tri-Valley on Friday, May 11, 2007, to review all data/functionality issues identified. More information will be presented at a future Board meeting.

Recent EMIS communications from ODE include if there is no student test record reported at year end (by July 27, 2007), and the district is still reporting that student in Oct 2008, the district will not receive ADM funding for that student in FY08. District Superintendents were encouraged to check with their EMIS Coordinator to verify review of this data.

Sandra Mercer has received notification of Educational Regional Service System (ERSS – HB115) meetings during May for Region 11 and 12. Current Committee appointments for LACA were presented per region.

A hand-out on the overview of the MCOECN legal presentation on the new "E-Discovery Rules and Records Retention" was distributed. Nelson McCray and Sandra Mercer shared information received at the meeting. The full PowerPoint presentation and videotape of the presentation is to be available on the MCOECN website (www.mcoecn.org) under the Presentations link in the near future.

Unfinished business

Nelson McCray recently made contacts for a legislative meeting, but no area legislators were able to attend. The date has been moved to fall 2007.

E-mail training was offered prior to the LACA Governing Board meeting, but no Superintendents were able to attend. Superintendents interested in the training are to contact Sandra Mercer or Chad Carson to schedule an individualized session.

New business

Governing Board meeting dates for FY08 are:

- Aug 9, Oct 11, Dec 13, 2007
- Jan 10, Mar 13, May 8, 2008

07-036 It was moved by Keith Richards and seconded by Denny Souder to adjourn the meeting at 11:15 a.m.

Reported by,

Sandra Mercer
LACA Executive Director