Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 13, 2007, convening at 9:00 a.m.

Nelson McCray called the meeting to order.
The following members answered present to the roll call: Tom Forman, Damien Bawn, Ron Cassidy, Jay Gault, Steve Short, Keith Richards, Doug Spade, Nelson McCray and Sandra Mercer. Scott Prebles arrived at 9:05am, Monte Bainter arrived at 9:10am and Ernie Husarik and Forest Yocum arrived at 9:15am. Scott Hartley, John Shepard and Sharon Smith were not able to attend. Jon Bowers was also present for the meeting.

08-014   It was moved by Keith Richards and seconded by Doug Spade to approve the minutes of the October 11, 2007, meeting. A vote of approval was taken.

The Financial Report for November 2007 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended November 30, 2007, with an unencumbered cash balance of $324,682.25. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were also presented along with the FY09 Internet Service Provider Fees.

08-015   It was moved by Doug Spade and seconded by Tom Forman to approve the following financial items:
- Financial reports – November 2007
- FY08 Appropriation Modifications and 5-year projections
    - Increased Expenditures: $0.00
    - Increased Revenues: $0.00
- FY09 Internet Service Provider Fees (same as FY08) including the following two exceptions:
    - SOMACS T1 rates will be charged at the new state agreement rate (estimated at $600 per month)
    - District buildings other than Board Offices connecting to LACA via wireless, local fiber or T1 lines that do not house students and are part of a contracting district will only be charged for actual circuit/hardware/maintenance/hourly technical support costs.

A vote of approval was taken.

08-016   It was moved by Keith Richards and seconded by Scott Prebles to approve the FY09 Internet Service Provider contract which included no changes from FY08. A vote of approval was taken.

08-017   It was moved by Tom Forman and seconded by Steven Short to approve the revised 8e6 Internet filtering categories as recommended by the LACATech Advisory Committee effective December 13, 2007:
- For CIPA: remove YouTube and NING.com
- For LACATech: include YouTube and NING.com and block all search engines except Google and Yahoo with safe-search enabled

A vote of approval was taken. A discussion followed on uses of these sites in the educational/school building environment.

Video Discussion/Proposal for FY09 – eTech Distance Learning Clearinghouse

A FY09 video proposal to encourage more district participation was presented and included:
- Cutting costs (LACA's revenue must generate at least $108,500.00. This includes the $103,781.93 projected expenditures and $5,500 projected deficit for FY09.)
- LACA seeking a grant for one video unit per NEW participating building
- Targeting Elementary buildings in FY09, Middle School buildings in FY10 and High School buildings in FY11

A spreadsheet reflecting the costs per district and proposed fees was distributed and discussed. It was agreed the following would be prepared for the January Governing Board meeting:
- Video presentation including a live connection (if possible)
- Option for districts currently using other providers
- Program guide of video content offerings
- Additional price break/options (based upon district interest)

Projects / Emerging Technologies / Discussions

All 18 of LACA's districts (15 members, 2 community schools and 1 public non-member) applying for the FY09 K-12 Network funding of $3000 per building have been approved. This totals $255,000 in state revenues for the LACA districts to support the Internet/connectivity costs. LACA's GigE fiber connection to the OSCnet (Ohio Supercomputer Network), which is part of the Governor's Broadband Ohio Initiative is in process and is waiting on Time Warner to complete. This upgrade will provide 6.5 times more bandwidth capacity than our current OC3 (155Mb) connection.

LACA has started the migration from 17 current servers to the new (3) Blade server hardware and virtualization software and plans to migrate a couple of servers over Christmas break. Under this new hardware architecture, LACA also expects to test the new "hot site" disaster recovery services provided by ODE before the end of June 2008.

LACA now has 14 districts live on DASL with the remaining 6 scheduled to convert in the summer 2008. There are a total of 497 districts in Ohio live on DASL across 16 ITC's representing a total ADM of 684,735.

INFOhio has added SchoolRooms, a K-12 multimedia online discovery portal from SirsiDynix Corporation as one of the state provided Electronic Resources for FY08. Due to lack of state funds, the Electronic Resource preview for FY09 has been cancelled.

Southwest Licking and Licking Heights are now importing all electronic Time Card data into the state USPS (payroll) system for each payroll period. Evaluation surveys have gone out to all key district staff and a full review of the pilot and future service will be presented at the January LACA Governing Board meeting. Future costs from TimeWare, Inc. and LACA are expected to be much lower which will hopefully incent more districts to take advantage of the application's benefits.

Eight (8) districts have now signed contracts for the new Human Resources Kiosk Services offered by LACA. They are Granville, Heath, Johnstown, C-Tec, Licking Heights, Maysville, Mount Vernon and North Fork. HR Kiosk is a joint software development project through the SSDT (state software development team) with 20 ITC's in the state. The HR Kiosk Application currently consists of:

- Employee Kiosk – C-Tec was initial pilot district
- Employee Leave Approval system – Maysville was initial pilot district
- Employee's Individual Professional Development Plans (IPDP) – Maysville is planning to pilot this module also

A question was raised on how districts are handing substitute access and if they are providing LACA e-mail accounts for accessing the Kiosk. Sandra Mercer will research this issue with the support staff and provide information to the Governing Board members.

LACA districts now have the ability to transfer an IEP from/to any district in the state using the SSEM (Special Services Education Module). LACA is also testing the EMIS import of Special Education data from the IEP into DASL/EMIS with Northridge and plans to have this feature available for the February EMIS reporting period.

LACA Districts attended a TCCSA presentation on a new state/regional service offering for Document Retrieval/Storage services with OnBase from Hyland, an Enterprise Content Management/Document Management vendor, on November 1, 2007. More information will be shared with the Governing Board as it is received from TCCSA.

MCOECN/ODE Update

LACA currently has three districts participating in the D3A2 state project and three more are scheduled for implementation after the first of the year. D3A2 Authorization forms were distributed and districts interested in moving forward with the new state application were asked to complete and submit the forms to LACA. D3A2 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

An EMIS update was presented and included the following notices:
- EMIS Non-Compliance Letters have recently gone out to many districts. ODE has instituted a new percentage of reporting comparing last year's numbers to this year's numbers in several areas. LACA is working with EMIS Coordinators to assist in getting the data corrected.
- Financial withholdings begin in January 08 and Districts need to verify the missing data report and make sure data is corrected and percentages are met each week. A handout explaining the withholdings was distributed and explained at the Governing Board meeting. *Percentages pertain to the number of measures missed, not the percent of reporting on a certain measure.*
- Early Childhood – Letters have gone to districts from Early Childhood Office (ECO) and included the Preschool Student Transition Conference (PSTC) dates do not reflect correctly with the age of the student.
  - For June 30, 2007 – manual changes with Early Childhood Office
  - For future, verify correct reporting in EMIS
- Disabilities not funded – Affects weighted ADM funding
  - Special Education Event records need to be correctly reported for Initial, Re-evaluation or Tranfer IEP dates
  - If event was not reported in June 07 as required, the district must report the correct placement option in October 07 EMIS to receive the weighted funding.
- Proposed Rules for Data Integrity – Dec 14th deadline for districts to respond to ODE
- EMIS collection time changes: July 18, 2008, is the June reporting Close date
- Changes for FY09

- o Many changes but not yet finalized
  - New Graduation (on-time) Rate
  - Additional event records – every time a student situation changes

Unfinished Business

Sandra Mercer presented a second draft of the FY09 Budget and cash projections through June 30, 2012. Currently a 4.5% increase in SLA fees is anticipated in FY09 in order to maintain a minimum $200,000 unencumbered cash for June 30, 2012. A 7% increase in SLA fees is projected in FY10, FY11 and FY12, while no increases to ISP fees is projected. Changes from the October presentation of the budget include a cost reduction for the TimeCard service and minor changes/corrections. The full FY09 budget and FY09 SLA fees will be presented for motion at the March 2008 Governing Board meeting.

LACA will be modifying the Data Security Policy to address identifiable data and laptop securities. A revised policy will be presented at a future Governing Board meeting.

LACA will be modifying the Internet Acceptable Use Policy to include personal use of long distance voice over IP applications as a violation. A concern was expressed by Damien Bawn that this change may place an added liability on the district. Sandra Mercer stated that LACA will be verifying any changes to the policy through the MCOECN legal council before recommending to the Governing Board.

Over the coming months, LACA will be working together with TCCSA and NCOCC to contract with legal council to review and recommend changes to LACA's Constitution to meet the requirements of the Ohio Revised Code changes. LACA will also be developing a revised Disaster Recovery Plan that will be able to take advantage of ODE's new "hot site", and will be developing a Records Retention Policy during FY08.

New Business

Yearly Evaluation forms for the LACA Executive Director were distributed at the meeting and should be returned to Nelson McCray as soon as possible.

LACA's FY07 SAS 70 and FY06-FY07 Financial Audits are complete and recommendations from each were reported to the Governing Board.

A discussion followed on the new STRS proposed increase.

Governing Board meeting dates for FY08 are:
- Jan 10, Mar 13, May 8, 2008

08-018   It was moved by Ernie Husarik and seconded by Scott Prebles to adjourn the meeting at 110:45 a.m.

Reported by,

Sandra Mercer
LACA Executive Director