Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 9, 2008, convening at 9:00 a.m.

Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Ron Cassidy, Jay Gault, Thomas Tucker, Steve Short, Keith Richards, John Shepard, Forest Yocum, Mark Neal, Scot Prebles, Nelson McCray and Jonathan Bowers. Scott Hartley, Monte Bainter and Sharon Smith were not able to attend. Denny Souder was also present for the meeting.

09-011   It was moved by Keith Richards and seconded by Ron Cassidy to approve the minutes of the May 8, 2008, meeting. A vote of approval was taken.

The Financial Report for September 2008 was distributed to each Governing Board member. The financial status of LACA was presented by Jonathan Bowers. LACA ended September 30, 2008, with an unencumbered cash balance of $839,536.98. FY09 Appropriation Modifications and an updated 5-year cash projection ending June 30, 2012, were also presented.

09-012   It was moved by Ron Cassidy and seconded by Forest Yokum to approve the following financial items:
- FY09 Appropriation Modifications
  - Increased Expenditures: $18,000.00
  - Increased Revenues: $18,000.00
- 5-Year Cash projection: June 30, 2012 (unencumbered cash of $294,673.09)

A vote of approval was taken.

09-013   It was moved by Keith Richards and seconded by Tom Forman to approve the following personnel committee recommendations as presented:
- Agreement with Western Ohio Computer Organization for short-term purchased services agreement for $2,000 during FMLA duration of LACA staff.
- Increased job responsibility factor for Jeff Davis, Student Services Manager, per the revised job title/description, of .60 of the LACA Salary Schedule effective October 9, 2008.
- Staff Extra Work Agreements to prepare D3A2 supporting documentation and scrub backlog of data to facilitate implementation of districts on D3A2 for a total cost not to exceed $4,000.

A vote of approval was taken.

09-014   It was moved by Steve Short and seconded by Forest Yokum approve two new 8e6 Internet filtering "safe search" categories, Ask.com and AOL.com, and include in LACATech level of filtering as recommended by the LACATech Advisory Committee effective October 9, 2008.

A vote of approval was taken.

Jonathan Bowers explained that all LACATech Level filtered districts would be able to access the two additional safe search sites without intervention at the district level.

09-015   It was moved by John Shepard and seconded by Scot Prebles to approve LACA's FY09 Continuous Improvement Plan for submission to ODE October 31, 2008, with authorization for the LACA Executive to make any changes necessary to meet the final ODE reporting requirements.

A vote of approval was taken.

09-016   It was moved by Keith Richards and seconded by John Shepard to approve revised LACA Internet Acceptable Use Policy, with the Governing Board edition, and create an annual process (around Sept 15) for all users to accept the AUP per LACATech recommendations.

A vote of approval was taken.

Jonathan Bowers was instructed to investigate additional language which notifies users that they agree to any changes to the LACA AUP during the year.

09-017   It was moved by Forest Yocum and seconded by Tom Foreman for LACA to implement stronger user passwords to match state Identity Management System (IdM) requirements, per LACATech and the State network security recommendations at a date to be determined by LACA Management.

A vote of approval was taken.

09-018   It was moved by Keith Richards and seconded by Forest Yocum to approve the revised LACA Public Records Policy per legal recommendations.

A vote of approval was taken.

Meeting Presentations/Discussion

Proposed FY10 Budget and 5-year Projections

Jonathan Bowers presented the first draft of the FY10 Budget and cash projections through June 30, 2013. A projected 7.0% increase in SLA fees will be needed in FY10 in order to maintain a minimum $200,000 unencumbered cash for June 30, 2013. A 7% increase is SLA fees is projected in FY11, FY12 and FY13, while no increases to ISP fees is projected. FY08 ADM numbers will be used to project FY10 district costs until the final FY09 EMIS October ADM's are available. Jonathan Bowers will be sharing the proposed budget with the Treasurers and will be presenting the ISP fees for approval at the Governing Board meeting in December 2008 and will be presenting the SLA fees for approval at the Governing Board meeting in March 2009.

Proposed FY10 ISP Contract and Fees

There are no changes proposed for the FY10 ISP contract. Discussion ensued on whether all buildings that house students, regardless of being K-12 or not, would be billed for internet access. The decision was made that these buildings should be billed as other buildings that house students. Two buildings are impacted: Flying Colors and Licking Heights Jersey.

Projects / Emerging Technologies / Discussions

Public Records

Archiving E-mail – Public Records Retention

The Email Guidelines Subcommittee met to define the goals of the group. Two primary deliverables have been identified: 1.) a recommendation for a technical solution that would archive email, and 2.) a recommended policy and supporting training for districts that can be delivered in a train-the-trainer format.

School District Data Availability

LACA staff are currently conducting an inventory of all data stored at LACA on schools' behalf. The Public Records Committee has completed the LACA Data Retention Policy and Schedule, and is now drafting a school district data retention policy and schedule template for schools to use.

Fiscal Update

Employee Kiosk Update

Currently, eleven districts are using the Kiosk either for electronic pay slips or leave approval. The three remaining LACA districts will attend initial training on the Employee Kiosk in late October. The initial release of the Performance Review Module of the Kiosk is available. The LACA Fiscal Service Team will review the new module and demo it for the Fiscal Advisory Committee.

TimeWare Update

All three districts are currently using the product and there are no outstanding service issues.

Student Update

DASL Update

The first Third Party Integration Module has been released – for Credit Card Software. The next module to be developed will be for Transportation or Discipline. Currently, the DASL Support Team creates data routines that provide your additional software applications with necessary data on a regular basis. The state will be training ITC staff on OBIEE – a tool for streamline the export/import process.

SSEM State Support Update

The transition of responsibilities from Heather Cronbaugh to Meghan McLeish is complete. Heather will continue to be an asset to LACA as she works for Software Answers – the developers of ProgressBook and SSEM.

During FY09, LACA will concentrate on supporting/transitioning districts to the new Special Ed to EMIS data integration, the transfer of IEP's from/to any district in the state using SSEM, the new Model Procedure forms (to be released by ODE for federal compliance) and a new task model version of the software to streamline the IEP process.

LACA holds bi-monthly meetings with all district Special Education Directors to relay and stay abreast of all software, EMIS and state Model Procedure Forms changes relating to Special Education. The meeting dates for FY09 are: October 23, December 17, February 18, April 23 and June 10.

Video Update

School visits are being arranged with each district. During the video lead teacher kick off, two specific needs of the schools came to light: the need for additional

electives and AP courses. Michele Carlisle has distributed surveys to High School Principals and Guidance Counselors. We would also like to work with High Schools to develop an OGT intervention program that could be piloted Spring, 2009. We are also arranging virtual college visits so students can speak directly with college representatives.

INFOhio Update

While INFOhio was spared from cuts in the Governor's first round of cuts, the more recent mandate resulted in a $302,000 cut, which caused the loss of SIRS Discoverer. David Barber, Interim Director of eTech, has graciously committed the funds necessary to secure this valuable electronic resource for the remainder of this year.

INFOhio is also promoting Internet2 (I2), a new resource available to all schools on the Ohio K-12 Network. Resources include powerful web-based programming and network management tools, HD-quality streaming videos, as well as additional videoconferencing sights in HD. All LACA's schools are "on" I2 and loaded in MUSE, a web-based networking tool. You can check if you're on I2 by going to this link: http://detective.internet2.edu/applet/index.html

Document Management – Regionalized service offering
The state is still in the process of defining this regionalized service. Two vendors that specialize in digitalizing paper documents are negotiating for state agreements that will support the project. More information will be shared with the Governing Board as it is received.

IP Telephony
Districts were surveyed during the last LACATech meeting, and nine expressed interest in LACA providing support for VOIP. The Network Team will be investigating alternatives.

Denison University Partnership
LACA has been approached by Denison University to research the possibility to collaborate on a project to provide each other mutual access to our internet in the event of a catastrophe. We are researching the cost of building a link between our networks, which would be mutually shared.

Moodle Server Project
On October 1, LACA hosted a presentation for the districts on Moodle, a classroom management application that is loaded on a server. While several districts have created their own servers, we have been asked to consider creating and managing virtual Moodle servers for schools as a service, which is a much more cost effective solution.

MCOECN/ODE Update

State (ODE) Budget
At this time, we are anticipating the 90% level of funding and will continue to monitor this throughout the budget process. Another round of cuts is anticipated later in the year.

K12 Network

Application Status: several schools have not applied for the $3,000/building grant available through eTech. We are contacting all districts who have not applied.

Internet2: Mentioned under INFOhio, is a high-speed nationwide network linking higher education, research facilities and K-12 schools. We will forward professional development opportunities as they become available.

District Technology Plans: Districts must recertify their technology plans every three years. All LACA districts but one must start the process to re-write their technology plans this fall and have them certified. eTech staff are available to assist with this process. Amy Estep is the contact for our schools: Amy.Estep@etech.ohio.gov

D3A2 Project

While LACA continues to work with districts on the implementation, loading of data and training for the D3A2 statewide application have been a challenge. Currently, LACA is devising a new strategy for scrubbing data so that it can be loaded in a timely manner once the state begins loading data that has been submitted.

IdM is separate application which is used to log into D3A2. Training for current D3A2 districts is planned for October 17, following the LAMA Administrator training.

During FY08, LACA received $44, 558.49 in state (federal) grant funds for support services for D3A2. At this point, the state plans to continue to fund the project for FY09. For more information on D3A2 please refer to: www.d3a2.org .

EMIS

A draft of the EMIS Data Submission Requirements has been included noting when initial warnings will begin – November 14 – with Record Name and corresponding percentile. If a district fails to correct the errors within 3 weeks, steps for withholding will begin. LACA will host a Special Ed Coordinator/EMIS Coordinator Meeting on October 23 in which these requirements will be explained.

Unfinished business
E-Rate Funding Commitment Letters

Twenty-four of LACA's twenty-seven district contracts for FY09 ISP services have already received next year's Funding Commitment letter. Districts will need to note that E-Rate discount percents change from year to year, based upon free/reduced lunch counts and will affect the local share of the district's total ISP charges. Financial spreadsheets, reflecting districts projected costs for FY09-FY12, will be updated (for districts who have received their Funding Commitment Decision Letter for FY09) and presented at the October Governing Board meeting.

XI. New business

A. FY08 SAS-70 Audit Report
LACA's SAS-70 FY08 Audit was completed on July 17, 2008. The only reference in the Management letter was the Disaster Recovery Plan and this is a target for completion during FY09. The full report can be accessed at:
http://www.auditor.state.oh.us/AuditSearch/detail.aspx?ReportID=70048

B. Governing Board meeting dates for FY09 are:
Dec 11, 2008 at 1:00 – Reception for Sandy Mercer to follow, from 3:00 to 5:00 p.m.
Jan 8, Mar 12, May 14, 2009, all starting at 9:00 a.m.

09-020   It was moved by Mark Neal and seconded by Keith Richards to adjourn the meeting at 10:45 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director