

Licking Area Computer Association  
Minutes of the LACA Governing Board meeting held August 9, 2001 convening at 8:00 a.m.

The following members answered present to the roll call: Jay Gault, Dan Montgomery, Ron Cassidy, Janice Streit, Hank Gavarkavich, Randy Stortz, Jack McDonald representing Tom Slater, Dixie Reader representing Mark North, Craig Strohacker representing Don Green, Nelson McCray and Sandra Mercer. Don Sullivan arrived at 8:15 a.m. The following Board Members were unable to attend: Kathy Lowery, Lou Staffilino and Dick Murray. Sue Ward, Shirley Dupps, Ellen Towner, Vicki Oyer, Brian Wilson, Cathy Donahue, Jenny Vanover, and Lillette Holdren were also present for the combined Superintendent and Treasurer meeting.

Introductions were made to the Superintendents and the Treasurers. A special welcome was made to Ron Cassidy, the LCJVS and LACA Fiscal Agent Superintendent.

02-001 It was moved by Dan Montgomery and seconded by Janice Streit to approve the minutes of the May 10, 2001 minutes. A vote of approval was taken.

Financial reports for the months of April, May and June were distributed to each member. The financial status of LACA was presented by Shirley Dupps. LACA ended June 30, 2001, with an unencumbered cash balance of \$268,193.06.

02-002 It was moved by Dan Montgomery and seconded by Janice Streit to accept the financial reports for April, May and June, 2001, as presented. A vote of approval was taken.

02-003 It was moved by Dan Montgomery and seconded by Randy Stortz to accept Rod Griffin's resignation as Director of Operations effective July 20, 2001. A vote of approval was taken.

Sandy Mercer presented the redesign of the Director of Operations position. Nelson McCray stated that the personnel committee had reviewed the redesign with the LACA Executive Director and agreed with the recommendation.

02-004 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve the redesign of the Director of Operations position, allocating the position budget and redistribution of the job responsibilities per the proposed implementation plan under the authority of the LACA Executive Director as follows:  
Create three Team Leader Stipends of \$1500 per year;  
Create additional Team Leader and Team Member CIP goal stipends up to a maximum of \$1500 per year per employee;  
Create newly defined position and/or redistribution of job responsibilities to existing staff; and  
Contract with outside consultants  
A vote of approval was taken.

Sandy Mercer presented the job description of the newly proposed position, IVDL Technical Coordinator. This position was defined and budgeted as part of the IVDL Round 2 grant that is in effect and supported by grant and local district funds through June 30, 2003.

02-005 It was moved by Dan Montgomery and seconded by Ron Cassidy to authorize LACA Executive Director to immediately create job description and post opening for new IVDL Technical Coordinator, a 260-day position with a responsibility factor of .35, and benefits as listed in the LACA policy manual. A vote of approval was taken.

Nelson McCray nominated Ron Cassidy as Vice-Chairman for LACA, replacing the vacated position with the recent retirement of Bill Mann.

- 02-006 Dan Montgomery moved and Janice Streit seconded the nominations be closed. A vote of approval was taken.
- 02-007 Hank Gavarkavich moved and Dan Montgomery seconded the appointment of Ron Cassidy as Vice-Chairman of the LACA Governing Board. A vote of approval was taken.

Sandra Mercer presented contracts/agreements for Governing Board approval.

- 02-008 Dan Montgomery moved and Don Sullivan seconded the approval of the Holland & Knight Ratification for E-Rate Year Five consulting. A vote of approval was taken.
- 02-009 Dan Montgomery moved and Don Sullivan seconded the approval of the INFOhio/Union Catalog Support Plan contract for LACA staff services. A vote of approval was taken.
- 02-010 Dan Montgomery moved and Hank Gavarkavich seconded the Hannah Online contract approval for FY02 with the understanding that the costs would be billed by LACA to the participating schools. A vote of approval was taken.
- 02-011 Dan Montgomery moved and Dixie Reader seconded the motion for LACA to participate in and support the concepts of the Marketing Plan and Structure developed for the MCOECN including development and implementation of a local Marketing Plan to compliment the MCOECN model and appointment of a DASite Marketing Representative to the MCOECN Regional Marketing Sub-Committee. A vote of approval was taken.

Sandra Mercer stated that the marketing plan would involve more work and responsibilities for the LACA Executive Director and staff.

- 02-012 It was moved by Randy Stortz and seconded by Janice Streit to approve the yearly review of the LACA Data Security Policy and User Security Form. A vote of approval was taken.

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

An FY01 financial recap and FY02 five year projection was presented. Sandra Mercer reported that this does not include unencumbered equipment amounts for FY01 that will be carried over to FY02 and part of the appropriation modifications for Oct 2001.

Vendor Data Disk authorization forms, IP PassThrough forms, Internet Filtering Bypass authorizations, District and Building Webmaster forms and FY02 Advisory Committee forms were all distributed for review. All completed and signed are to be returned to the LACA Executive Director as soon as possible.

IVDL and NovaNET progress reports were distributed. The districts were encouraged to share these reports with local staff and boards. With the current NovaNET licensing expiring in November 2001, a motion will be needed at the Oct Board meeting on whether to continue this project. Districts interested in continuing are to forward their interest to both LACA and the LCESC. The IVDL update included LACA's request to identify a Lead Teacher in each IVDL building. Discussion followed on the ability to use grant funds to pay a stipend to these teachers for responsibilities presented. Janice Streit and Vicki Oyer volunteered to work with LACA on recommending a proposal to the LACA Governing Board in Oct. Other districts interested in participating in developing the proposal are to contact Sandy Mercer.

An ACE Master Schedule Builder pilot update was presented. A complete report and recommendation on whether to continue this project will be presented at the Oct Governing Board meeting.

A CIPA (Children's Internet Protection Act of 2000) update included the need for districts to validate compliance and review all Internet filtering bypass authorizations with LACA. It is the district's responsibility to notify LACA of any changes needed to these authorizations. Individual IP's bypassing the filter are available by contacting LACA directly. (Contact is Joey Alexander - 345-3400 x216)

Sandra Mercer shared information from a recent request for data under the Ohio Public Records Act by a local company called CFOn Call.

A reminder for districts to submit their EMIS FY01 Data Accuracy Summary Report for Oct 2000 reporting was presented and included a copy of the form. Sandra Mercer also explained that ODE is changing the format for EMIS report distribution to both .PDF and .XLS files. LACA will be working directly with the EMIS Coordinators on distribution of these reports and, until a proper security method is determined for district distribution, it will be the EMIS Coordinator's responsibility to get these reports out to the appropriate local staff.

New business included a request by Kairos Academy for LACA services. The LACA Governing Board directed that LACA continue service offerings to only chartered public and non-public K-12 educational institutions in Ohio.

The following Governing Board meeting dates/times were set for FY02. Please mark your calendars.

- October 11, 2001 at 8:00 a.m.
- December 13, 2001 at 8:00 a.m.
- January 10, 2002 at 8:00 a.m.
- March 14, 2002 at 8:00 a.m.
- May 9, 2002 at 8:00 a.m.

02-013 It was moved by Dan Montgomery and seconded by Don Sullivan to adjourn the meeting at 9:15 a.m. Sandra Mercer was complimented on the length of the meeting and organization of the meeting materials.

Reported by,

Sandra Mercer  
LACA Executive Director  
♀

Licking Area Computer Association  
Governing Board Agenda Notes  
August 9, 2001 8:00 a.m.

Meeting Presentations/Discussions

- IX. Financial
  - A. FY01 Financial recap and FY02 five year projection

Included in the packet is an FY01 financial recap broken down by special cost center categories, a 5-year cash projection, and FY02 appropriations. This is the first year the LACA Executive Director has provided this type of report. This is now available through additional account tracking by the fiscal agent and better invoicing records by LACA. Many thanks to the fiscal agent treasurer!

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- B. With the FY02-FY03 state budget complete, LACA will be reviewing the impact on LACA's revenue and school district fees to compensate for loss in state revenue as follows:

	FY02	FY03
OECN Basic Subsidy:	-6.8%	-22.8%
INFOhio	No loss	No loss
EMIS	-25%	-33.3%

LACA received \$247,443 in Basic and \$50,157.67 in EMIS for FY01. Total loss estimated at \$16,826 and \$12,539.39 respectively for FY02 and \$56,417 and \$16,702.50 respectively for FY03. Estimated formulas for recovery of state funds will be presented at October Governing Board meeting. Other FY02 applicable budget updates include the continuation of ONEnet connectivity funding and additional IVDL grant funds for maintenance. LACA staff are already discussing possibilities to apply for IVDL maintenance grant.

- C. The ONEnet/PRAISE update includes the need for LACA to work with the district Treasurers on filing the ONEnet expenditure report due in September 2001, since the equipment purchases were made out of the LACA network pool funds and with LACA E-Rate year 2 equipment purchases. Proper reporting will be made by LACA to the school districts also for the equipment purchases so they can be added to local records for inventory, insurance and audit purposes.

- D. The E-Rate update included the following recap of LACA's filing as a consortium on behalf of the school districts:

Year 1 - \$53,763.30  
Year 2 - \$151,623.92  
Year 3 - \$138,222.03 (last quarter yet to file)  
Year 4 - estimated \$238,692.00

Over half of the DASites plan to file as service providers in Year 5. At this point, under the direction of the LACA Governing Board, the Executive Director plans to continue to file as a consortium. Discussions will begin in December on whether the districts will continue to flow state and federal funding in the area of network growth to the LACA Network Pool for FY03.

X. Yearly Policy Review

A complete packet of -ALL- critical security/policy forms is currently being drafted by LACA and will be part of the annual review with the data security policy beginning in FY03.

- A. Vendor Data Disk authorization forms are in the packet for district Superintendent signatures. These forms "must" be signed and returned to LACA before "any" release of data will be made to the vendors.
- B. IP Pass Through forms will need to be reviewed with your Technology Coordinator. A sample is included in the packet. Please understand the liabilities involved.
- C. Internet Filtering Bypass forms will need to be reviewed with your Technology Coordinator. A sample is included in the packet. Please understand that student use of these stations would be in violation of the Children's Internet Protection Act of 2000.
- D. District and Building Webmaster forms need to be reviewed with your Technology Coordinator. Who should LACA be including in correspondence with these individuals as districts contract out and employ additional staff to handle website development? Currently all information is coordinated through the Technology Coordinator.
- E. The list of FY01 Advisory Committee representatives is in the packet

and will need Superintendent authorization. Please sign and return to LACA as soon as possible.

XI. Distance Learning

- A. An IVDL Progress Report is included in the packet for review. A copy of a proposed IVDL Lead Teacher's qualifications and responsibilities is also included in the packet. LACA would like input from the Superintendents and Treasurers on the possibilities of selecting and paying an identified lead teacher a stipend for these duties out of the local district IVDL grant funds. The LACA Professional Development Coordinator would work directly with these teachers and recommends this for the benefit of the local district, the students, the teachers, and the community in the implementation and expanded use of the district's distance learning activities/programs.

LACA is also working on the development of appropriate policies in regards to distance learning. A sample Distance Learning Policy for students/parents developed by the MCOECN is included in the packet for review.

- B. A NovaNET Progress Report is included in the packet for review. Access to NovaNET will expire in November 2001, and a decision will need to be made at the October Governing Board meeting on whether districts wish to purchase continued access.

XII. Projects

- A. The Data for Student Learning (DSL) project is moving forward. LACA is continuing to offer workshops for the districts on the access to the data. NOACSC the development site is also contracting with LACA (Mary Knicely) on the loading of the off-year proficiency data and data loads have already begun. Sandy Mercer has been selected to serve on the State DSL Management Committee. Responsibilities of this committee include receiving advisory committee reports, setting goals and priorities, establishing an annual budget, and overall project management. NOACSC is currently researching, with the help of MicroSoft and outside consultants, the possibilities of expanding DSL to include not only the student performance evaluation but also the student management piece. Screens and reports within the CA/SIS software are already being developed. It is anticipated that there will be future costs for the development and on-going support of DSL, but at this time, LACA has only committed financial resources out of the existing budget. Please schedule a workshop with LACA - there is more to come!
- B. LACA submitted the Draft FY02 Continuous Improvement Plan (CIP) to ODE by the required timeline. As previously stated, the core of the CIP work/progress was the responsibility of the Director of Operations and was developed without much user input. The current timelines are: survey users in Nov-Dec regarding services, revise plan in early 2002, go through ODE evaluation of CIP in spring 2002, and receive DASite 10% holdback in effect for FY02 only for successful CIP's identified by ODE.

XIII. The LACA Advisory Committee updates are as follows:

- A. Fiscal: Nothing to report
- B. Non-Fiscal: The ACE Master Schedule Builder pilot schools have been working with the software all summer. ACE provided additional onsite training for 8 days this summer at a cost to LACA. (These costs will not be forwarded on to the pilot schools.) LACA started with 7 pilot buildings and 4 remain: LHHS, LHMS, NFHS, and NEHS. There have

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been problems as the room scheduler module did not exist until reported by ACE that it is on our system as of this past week-end, and the software did not handle A/B Blocking as originally stated. LACA is currently working on a data recovery problem for Utica HS, and final testing of the export routines. A report will be provided on the pilot at the October Governing Board meeting on whether to continue support and use of the software.

Elementary grade cards are ready for use by interested buildings. Start of year training notices are "very" specific for appropriate classes to sign up for if elementaries are planning to implement the LACA grade cards for the 2001-2002 school year. Buildings interested in information and layout of forms are directed to call Linda Haynes or Jerry Eby at LACA.

- C. LACATech (INFOhio): As part of the Library services to the schools, LACA purchased a new electronic resource for FY02 called CountryWatch. This electronic resource provides up-to-date information and news on the countries of the world. Training is available for this resource and all electronic resources provided by INFOhio by calling LACA for Trish Baker or Bobbie Warthman. Trish and Bobbie will also be providing an update on the LACA Library services and INFOhio at the upcoming Licking County Principal's meeting hosted by the LCESC. As requested at the last Governing Board meeting, Library utilization figures are as follows for the LACA schools:

From July 2000 through June 2001, our libraries made 48,271 queries from the four free state electronic resources. They actually made request for 51,028 documents from the resources.

The following circulation statistics are from August 2000 to May 31, 2001: Total circulation transactions using the MultiLIS software were 333,915. Not bad for the smallest DASite in the state! (These records are broken down by district and can be obtained by request.)

- D. LACATech (General): Information regarding the Children's Internet Protection Act of 2000 has been previously sent to the LACATech representatives as requested by the Governing Board. The main requirements include the district's need to develop and have a public hearing on an Internet Safety Policy (sample MCOECN policies were distributed in the spring of 2001 to the LACATech rep) and Internet filtering must be in place. All districts must be in compliance by Oct 28, 2001, and if not compliant by July 1, 2001, must have shown some kind of effort as relayed by the School and Libraries Division in order to receive E-Rate funding in Year 4. If you feel your district was not in compliance as of July 1, 2001, please contact Sandy Mercer so you can verify you are making the proper arrangements to be compliant. LACA will be forwarding out the proper E-Rate form for certification as soon as it is available by the SLD. (Form 479) Legal discussion/debate is still continuing on the need for e-mail filtering. LACA does not currently provide student e-mail accounts.

LACA, under the requirements of the state network, is properly getting domain names for school websites under the k12.oh.us domain. As school websites go through the proper migration, schools may still continue to choose to purchase domain names outside of the k12.oh.us domain, but it will be their own responsibility to register and pay for them. LACA will also be working with each district during this transition period so that no local problems will result from this change.

LACA IP addresses are also in the process of changing per the

Department of Administrative Services, and we are in the process of getting new IP's from DAS. This should not affect any local district utilizing LACA's network as all schools should now be on the proper unaffected 10... address range.

The LACATech committee will be reviewing the Network Pool account balance and deciding future network purchases/services for FY02. As part of this process, Cisco will be hosting the upcoming LACATech meeting on August 15, 2001, in Columbus and will provide a hands on demonstration of IP telephony vs. video over ATM. Please forward this information to your district Technology Coordinator. Other projects for discussion/presentation include: Internet filtering software update to handle webchat sites, Internet caching and content acceleration, routed WAN management software, Virtual private networks (VPNs), Multi-conferencing unit, E-Mail filtering, maintenance costs for existing ATM switches, additional bandwidth (T1 circuits) and more.

- XIV. A. The MCOECN distributed the preliminary report from the CELT review to the DASites. Sandy Mercer has a copy of you are interested in looking at the review of the state service providers in the area of technology. This report was the initial findings with additional reports to come.
- B. LACA, in addition to all DASites in the state, has received a request from a company in Granville called CFOn Call for financial information under the Ohio Public Records Act. All information will be directed/verified through the fiscal agent before sending out, but just an informational item to the Governing Board.
- XV. A. Unfinished business included the need for each district Superintendent/Treasurer to complete the EMIS FY01 Data Accuracy Summary report for the Oct 2000 filing if not already done so. A copy of the form is included in the packet.
- B. LACA hosted "very" successful BASA/SchoolNet Administrator Technology Academy workshops in June. There may be some state grant/funding available in the future for more workshops like this. Locally, Janice Streit and John Larson attended.
- C. A request was made at the last Governing Board meeting for clear standards regarding fees for non-members including a potential surcharge and notation/incentive for eventual membership for eligible entities. This will be presented at a future Governing Board meeting.
- D. A policy accessing resources via LACA that are not part of contracted services will need to be developed and the current FY02 pilot of housing the LCESC filemaker pro database for school use will be used for the development of this policy.
- E. A request was made for LACA to survey the DASites on fiscal agent fees. A copy of the survey results are included in the packet for review.
- F. Legal advise on changing LACA constitution to allow fax and proxy votes to meet quorum requirements is still on hold until further direction from the LACA Governing Board.
- G. Other Unfinished business?
- XVI. New Business
  - A. LACA has been contacted by Kairos Academy requesting information on our services and costs. They are a non-profit, non-chartered school in Newark. The Governing Board needs to provide direction on who are

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LACA's eligible entities to serve other than chartered public and non-public schools.

- B. The following are tentative Governing Board dates for FY02: (The times were 8:00 a.m. for all FY01 meetings and were combined with the LCESC dates for some.) Conflicts/changes/times?

October 11, 2001  
December 13, 2001  
January 10, 2001  
March 14, 2001  
May 9, 2001

- C. Other new discussion?

XVII. Adjournment