

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 11, 2001 convening at 8:00 a.m. Ron Cassidy called the meeting to order.

The following members answered present to the roll call: Jay Gault, Janice Streit, Randy Stortz, Tom Slater, Don Sullivan, Rick Jones representing Mark North, Don Green, Kevin Snyder representing Dick Murray, Ron Cassidy Sewall Phelps representing Nelson McCray and Sandra Mercer. Kathy Lowery, Dan Montgomery, and Lou Staffilino arrived at 8:15 a.m. Shirley Dupps, Eugene Foust, Tim Barrett and Barb Triplett were also present for the meeting. Hank Gavarkavich was not able to attend.

02-014 It was moved by Don Green and seconded by Rick Jones to approve the minutes of the August 9, 2001 minutes. A vote of approval was taken.

Financial reports for the months of July and August were distributed to each member. The financial status of LACA was presented by Shirley Dupps. LACA ended August, 2001, with an unencumbered cash balance of \$230,046.16.

02-015 It was moved by Don Sullivan and seconded by Rick Jones to accept the financial reports for July and August, 2001, as presented. A vote of approval was taken.

Sandra Mercer reported the current WAN Network balance of \$411,000.

02-016 Janice Streit moved and Sewall Phelps seconded to approve LACA WAN Network Pool expenditures for Northridge in the amount of \$4,741 based upon Northridge's previous involvement/expenditures with the ATM hardware prior to the ONenet state initiative. A vote of approval was taken.

02-017 It was moved by Don Sullivan and seconded by Don Green to approve Network Pool Expenditures for Websense not to exceed \$16,000 (Chat blocking and additional licenses), and for Network Management Software not to exceed \$21,000, per the request from the LACATech Advisory Committee. A vote of approval was taken.

02-018 It was moved by Randy Stortz and seconded by Janice Streit to approve the FY02 Appropriation Modifications and 5-year projection as presented. A vote of approval was taken.

02-019 It was moved by Dan Montgomery and seconded by Don Green to approve the following resolution and send it to the MCOECN for distribution to the ODE State Board Members: The LACA Governing Board is in agreement and will continue the Continuous Improvement Plan efforts and process, but does not agree with the concept of the 10% holdback and requests immediate release of these funds. A vote of approval was taken.

Don Green commented the positive feedback from the MCOECN on the BASA Superintendent workshops hosted at LACA this summer.

02-020 It was moved by Lou Staffilino and seconded by Dan Montgomery to designate Jon Bowers as Interim Director of LACA in the absence of the LACA Executive Director. A vote of approval was taken.

02-021 It was moved by Dan Montgomery and seconded by Janice Streit to approve 3 stipends at \$5000 each for Jon Bowers in FY02 based upon progress/completion of the following tasks in addition to his current job responsibilities per authority of the LACA Executive Director:

1. Define/create and/or implement a personnel management system
2. Define/create and/or implement an office management system
3. Define/create and/or implement a Continuous Improvement Process

A vote of approval was taken.

Sandra Mercer provided details of what each system would include.

- 02-022 It was moved by Lou Staffilino and seconded by Dan Montgomery to approve revised Systems Manager, and Network Coordinator job descriptions as presented. A vote of approval was taken.
- 02-023 It was moved by Tom Slater and seconded by Dan Montgomery to employ Eric Thompson as IVDL Technical Coordinator, for a one year 260-day contract through June 30, 2002, effective October 15, 2001, at a daily rate based upon step five of LACA's salary schedule with full benefits as referenced in the LACA Policy Manual. A vote of approval was taken.
- 02-024 It was moved by Dan Montgomery and seconded by Don Sullivan to approve the LACA Standard Code of Conduct. A vote of approval was taken.
- 02-025 It was moved by Lou Staffilino and seconded by Dan Montgomery to approve the revised LACA Policy Manual. Changes included consistent wording, the addition of a Copyright/Pirating section and rewording of the Personal Communications While at Work section. A vote of approval was taken.

Sandra Mercer also shared development of an internal Orientation manual and Operations and Procedures manual. Copies are available to the Governing Board.

- 02-026 It was moved by Janice Streit and seconded by Don Green to approve LACA's mission as follows: The purpose of LACA is to develop, support and provide leadership for the administrative, educational, and network technology for the member boards of education while striving to surpass customer expectations. A vote of approval was taken.
- 02-027 It was moved by Lou Staffilino and seconded by Rick Jones to approve LACA's vision as follows: The Licking Area Computer Association is the leader in building strong partnerships to create a highly personalized, resource rich educational network for the PK - 12 community. A vote of approval was taken.
- 02-028 It was moved by Dan Montgomery and seconded by Tom Slater that all workstations in school facilities receiving Internet access through LACA E-Rated connections must filter content by Oct 27, 2001, in order to be compliant with the CIPA. LACA will provide leadership to a committee, consisting of school representatives appointed by the Superintendents, which will facilitate the development and implementation of a consortium-wide policy on how the authority to filter internet content will be managed. A vote of approval was taken. The Superintendents immediately submitted to the LACA Executive Director their designee and directed the committee to meet as soon as possible.
- 02-029 It was moved by Tom Slater and seconded by Janice Streit for LACA to purchase NovaNet ports up to a cost of \$9,122 with additional receipted COTC/OSU Distance Learning Grant funds and pending the additional purchase of a minimum of least 30 ports by the LCESC and/or a LACA school districts by November 30, 2001. If the LCESC and/or the LACA school districts do not purchase the needed 30 ports, the \$9,122 will be used by the IVDL 2812 fund for future IVDL expenditures. Discussion included a presentation by Bill Toothman and Sewall Phelps with the LCESC on NovaNet. Materials were also distributed. A vote of approval was taken.

- 02-030 It was moved by Don Green and seconded by Tom Slater to continue the ACE Master Schedule Builder pilot for FY02 (school year 2002-2003 scheduling) at same cost as year one pilot for a maximum of 7 pilot buildings offering the option first to the schools committing to year one (LHHS, LHMS, NEHS, NFHS, MAHS, TVHS, TVMS). A vote of approval was taken. Sandra Mercer will send out an update on the recent meeting with ACE on the promised changes that would occur during year two of the project.

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

#### VIII. Financial

- A. FY02-FY03 budget updates were presented at the Aug Governing Board meeting. Please see notes from August. Estimated formulas for recovery of state funds will be presented at an upcoming Governing Board meeting.
- B. ONEnet funding updates for FY02 are estimated at the same \$3000 per building for connectivity, additional DASite funding for core hardware maintenance (approx \$10,000 per DASite), and possibilities for including the ESC's for connectivity and hardware funding. DASite connectivity and DASite Internet funding is expected to flow at same rates as FY01. ONEnet applications are soon to be announced and schools are encouraged to flow funding directly to LACA to save the additional processing of LACA invoicing the districts to flow the funds into the LACA WAN Network Pool.

- IX. LACA has received a preliminary review of our Continuous Improvement plan by ODE. The following were noted as suggestions:
- \* Include information regarding LACA's mission and vision to serve as the foundation for your Continuous Improvement Plan;
  - \* Provide additional detailed information regarding each of the Core Services;
  - \* Specify measures for individual actions listed in your CIP;
  - \* No information is provided regarding customer surveys or other methods of measuring customer satisfaction.

LACA is to review our draft plan and the information provided above and submit a final FY 2002 CIP by November 15, 2001. Originally the updated plans were not required until after the first of the year, but in the most recent correspondence from ODE, this timeline has now changed. In order to meet the above suggestions, LACA has prepared a survey that we are asking the Superintendents to share with the appropriate staff and return to LACA by Nov 2, 2001. An updated FY02 CIP will be faxed to the LACA Governing Board the week of Nov 5-9 for Governing Board approval.

ODE also plans to survey the districts directly in the Nov/Dec timeframe. Results of these surveys will be shared with the DA Sites during Spring 2002. ODE may schedule follow-up site review meetings or visits with select DA Sites at that time and determine the payment of the 10% holdback.

- X. All districts must file a form 479 with LACA stating the CIPA (Children's Internet Protection Act) compliance for E-Rate Year 4. Forms were due at LACA on Oct 10th.

At this point, LACA plans to continue to file as a consortium on behalf of the districts for Internet Access and Internal Connections for FY03 (E-Rate Year 5). Over half of the DASites plan to file as service providers in Year 5. Based upon the ability for the districts to receive additional E-Rate funds, the LACA Executive Director is requesting the

Board's approval to pursue LACA's filing as an ISP (Internet Service Provider) in Year 6 - FY04. In December a motion will be needed by the LACA Governing Board to flow E-Rate year 5 and FY03 ONEnet funds to LACA for the continuation of the WAN Network Pool.

- XI. Please see last meeting update on DSL (Data for Student Learning). In order to provide more training/awareness of the data access available, LACA staff are now beginning plans to offer DSL training via IVDL (Interactive Video Distance Learning)! New features planned for implementation this school year include, SIS reports including daily attendance reports updated on an hourly basis, a replacement for MOLE (web-entry of grades), and web-entry of attendance.
- XII. The IVDL update included the announcement of the LACA IVDL calendar at [ivdl.laca.org:81/ivdl/consortium](http://ivdl.laca.org:81/ivdl/consortium) listing the schedule of IVDL events, recent content delivery programs at LACA including the Columbus Zoo, "The Wilds", a security presentation by SBC/Ameritech, and multiple training sessions and the announcement that the Middle School installations should take place before the end of October. LACA is still researching the possibility of identifying a lead teacher in each district for IVDL. Licking Heights and Johnstown have agreed to work with LACA on a proposal for an upcoming LACA Governing Board meeting.

A recommended Distance Learning Agreement and Waiver has been developed by the MCOECN. A copy of this policy is included in the packet and the Superintendents were encouraged to have their district involved in IVDL to adopt such a policy. Additional video policies for IVDL are still being researched and developed.

- XIII. The LACA Advisory Committee updates are as follows:
- A. Fiscal: No additional report
  - B. Non-Fiscal: No additional report
  - C. LACATech (INFOhio): No additional report
  - D. LACATech (General): The LACATech committee participated in a Security Presentation on Oct 10. A motion was made to form a committee to discuss issues, current policies and define a future direction.
- XIV. The MCOECN update includes:
- \* CELT review by state -Report was to be out by the end of September. DASite projects were positively highlighted in the first report.
  - \* Possible uses of parity aid for "new" programs relating to technology include: IVDL, Library Automation, NovaNet, and DSL.
  - \* The MCOECN is currently researching available helpdesk software and plans initial steps in statewide purchasing before the end of the calendar year. LACA is currently using a version of Track-It software and will begin implementation of a formal helpdesk solution for the LACA staff and LACA users during FY02. Stay tuned!
  - \* Nelson McCray and Sandy Mercer represented LACA at the recent MCOECN general membership meeting. Agenda topics included the DSL Project/Demo, DASite Performance Plan/Incentive Funds (CIP and 10% holdback), ONEnet, State Budget items and Supreme Court ruling, CELT, Statewide Technology Task Force, Marketing Committee, AAL, EMIS Re-design, SchoolNet Plus and CIPA. Additional information on any of these items can be obtained by calling the LACA Executive Director.
- XV. Unfinished business includes the announcement and distribution of fliers on upcoming BASA/SchoolNet Administrator Technology Academy Workshops, and additional items to be discussed at future LACA Governing Board

meetings.

- XVI. New business included the recent announcement of Hewlett Packard's buyout of Compaq. Prior to this announcement, Compaq and Intel made an announcement to port OpenVMS to the Intel product line. What does this mean to LACA and the other DASites? First, the alpha hardware (which we currently have) will continue to be supported through 2013 and as we research the possibilities of porting our main legacy applications to a web-based solution, OpenVMS (our legacy operating system) may continue to be a possible solution along with our research of the Microsoft operating systems.

The next LACA Governing Board meeting is scheduled for December 13, 2001.

- XVII. Adjournment

Reported by,

Sandra Mercer