

- * A presentation by Cisco and LACA on the IP Telephony pilot followed the meeting. The Superintendents had the opportunity to experience the technology first hand and ask questions.

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held May 9, 2002 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Kathy Lowery, Jay Gault, Dan Montgomery, Janice Streit, Hank Gavarkavich, Tom Slater, Don Sullivan, Keith Richards, Kevin Snyder representing Terry Ohlinger, Cory Thompson representing Ron Cassidy, Nelson McCray and Sandra Mercer. Jon Bowers was also present for the meeting. Lou Staffilino, Randy Stortz, and Marshall Hightower were not able to attend.

Cory Thompson, LACA Fiscal Agent Treasurer, was welcomed to the LACA Governing Board.

- 02-045 It was moved by Dan Montgomery and seconded by Tom Slater to approve the minutes of the March 14, 2002 minutes. A vote of approval was taken.

Financial reports for the months of February and March were distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended March, 2002, with an unencumbered cash balance of \$848,482.70. This amount included the following projections: \$100,000 carry over for IVDL; \$295,000 carry over for WAN Network Pool, \$174,000 additional carry over in general LACA fund (\$29,000 ATM Switch maintenance savings, \$65,000 salary/benefits from personnel changes, \$80,000 ahead of projections.) The FY02 appropriation modifications totaling increased expenditures of \$35,434.38 and increased revenues of \$86,221.15, the FY03 Fee Proposal, the FY03 Appropriations, the FY03 Non-Public network Connectivity Proposal, and the FY03 Hourly Technical LAN Support fee of \$100/hour effective July 1, 2003, were also presented. Supporting documents were presented to the Governing Board on all proposals. Sandra Mercer explained the FY03 expenditures and revenues would be in balance if the IVDL and WAN Network Pool (both with sufficient cash carry over), and the Systems Manager position would be removed from the budget. At this time, it was reported as a recommendation by the LACA Personnel to keep the Systems Manager position in the budget.

- 02-046 It was moved by Dan Montgomery and seconded by Keith Richards to accept financial reports as presented, approve the FY02 appropriation modifications as presented including the authorization by the fiscal agent Treasurer to balance all accounts as needed for June 30, 2002, and roll over all unencumbered equipment costs to next year's appropriations, approve the FY03 Fee Proposal as presented, approve the FY03 appropriations as presented, approve the Non-Public Network Connectivity Proposal for FY03 as presented and approve the Hourly Technical LAN Support fee of \$100/hour effective July 1, 2002. A vote of approval was taken.
- 02-047 It was moved by Dan Montgomery and seconded by Janice Streit to approve the Procedure for Recommending Contracts as Presented. A vote of approval was taken.
- 02-048 It was moved by Dan Montgomery and seconded by Kathy Lowery to amend motion #02-038 to not include the LACA Executive Director contract. A vote of approval was taken. This was a correction as the LACA Executive Director is currently under a 5-year contract that does

not expire until July 1, 2005.

- 02-049 It was moved by Tom Slater and seconded by Dan Montgomery to approve the creation, job description, selection and evaluation process for an IVDL Lead Teacher in each IVDL school to be paid out of the LACA IVDL budget via a \$450 stipend for FY03. A vote of approval was taken. Jon Bowers will perform the evaluations.

A copy of LACA's draft brochure and samples for a new LACA logo were presented.

- 02-050 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve the new LACA logo. A vote of approval was taken. The logo is available for view at:
<http://ivdl.laca.org/ie/1024/playindex.asp>

Each Governing Board member received information from Susan Zelman available on the ODE website about the SSID (statewide student identifier for EMIS) and the submission of data to PwC and also a letter generated by the MVECA DASite. Sandra Mercer presented the LACA Vendor Data Release Form for use with all vendors including PwC.

- 02-051 It was moved by Dan Montgomery and seconded by Janice Streit to approve the Vendor Data Release Form. A vote of approval was taken. LACA has modified this form to include the necessary authorization for sending data to PriceWaterHouse Coopers.

Discussion followed on schools collecting individual social security numbers and included the need for the state and federal government to address this issue.

Documentation on a SchoolNet IVDL Continuation grant was presented along with a proposed budget. LACA presented benefits of seeking the grant to include how grant funds can be used to decrease school's funding commitments for FY03, include more finances for content development and continue the IVDL project period into FY04. There was concenses among all Superintendents present for the eligible schools that they would commit to participating in the grant.

- 02-052 It was moved by Dan Montgomery and seconded by Kathy Lowery for LACA to apply for the IVDL (Interactive Video Distance Learning) Continuation Grant on behalf of participating eligible LACA districts per SchoolNet's IVDL proposal. A vote of approval was taken.

Copies of LACA's FY03 Continuous Improvement Plan were distributed to each Governing Board member. Sandra Mercer talked about the content of the CIP and included information from the recent LACA staff retreat and also the follow-up and evaluation from the FY02 CIP and process. Highlights for the FY03 CIP included the development of a LACA Welcome Wagon for new users throughout the districts, more use of IVDL and video resources in both training and content development, research for gradebook software for all building levels including the generating of Standards based curriculum grade cards for elementaries, the creation of a SIS and EMIS User group, more use, features and training for DSL, more LACA generated web resources, the migration from text based to graphical software/user interface for Library automation software under the direction of INFOhio, more research and development for network security and the initial development of a Teacher Leader Academy for Building Principals.

- 02-053 It was moved by Hank Gavarkavich and seconded by Dan Montgomery to approve the LACA FY03 CIP. A vote of approval was taken. The Governing Board commended LACA for the work shown in the CIP process.

Nominations were open for LACA Governing Board officers.

- 02-054 It was moved by Dan Montgomery and seconded by Keith Richards to maintain the same LACA officers for FY03: Chairman - Nelson McCray and Vice Chairman - Ron Cassidy. A vote of approval was taken.
- 02-055 It was moved by Janice Streit and seconded by Keith Richards to close the nominations. A vote of approval was taken.

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

VIII. LACA Continuous Improvement Plan (CIP)

- A. The evaluations of each FY02 CIP goal are still in process and moving along very well. A majority have been completed and those uncomplete have been reviewed for reason not reached and decision to continue to pursue. This work has been conducted through team meetings by the Team Leaders, through an on-line evaluation tool and also at the LACA staff retreat held on May 2, 2002. Copies of the goal evaluations are available upon request and an overview is also provided in the FY03 CIP appendix.

IX. Projects and Discussions

- A. DSL is in the process of being renamed DASL - Data Analysis for Student Learning and development is moving along. A presentation was provided at the MCOECN General Membership meeting and there was interest by the LACA Superintendents for LACA staff to provide a similar overview of the recent features at the Licking County Superintendent retreat on June 28th. Sandy Mercer will work with Nelson McCray and the Maumee Valley resort on the capabilities of setting up a hands-on workshop. An e-mail will be sent out to the Superintendents with more details about bringing laptops to the retreat and will also include an invitation to the Muskingum County LACA Superintendents. The recent off-year testing loads, item analysis and web-attendance will be among the features presented.
- B. At the request of the Technology Advisory Committee, LACA recently hosted a presentation of software vendors on applicable classroom and home student data access. The presenters included Software Answers, Excel si or and School One. The following areas were identified as key features that need to be included in any proposed solution:
- Web-based interface - Accessible from the Internet
 - Interface to DSL (Data for Student Learning) - automated data transfer
 - Complete/automated gradebook integration to DSL/SIS (for High schools, Middle schools/Jr. High schools, and elementary schools)
 - Standards based Curriculum Elementary grade cards
 - Home communication - parent and student access ability including features like calendars, e-mail, message boards and chats
 - Data/server housed at and supported by LACA
 - Discipline - Interface to EMIS (down to teacher classroom level for future)

LACA will begin to define an RFP based upon the information gathered for district/school input and will share this RFP with the DSL Management Committee for input, updates and timelines of the DSL project. Districts/schools planning to immediately implement a solution were asked to work with LACA to begin in pilot mode only.

LACA staff also attended ODE's presentation of the eSIS student management records system. More information has been requested of ODE on the technical, system and staff resource issues.

- C. LACA was offered an IP Telephony Pilot, a couple of days before spring break by Cisco at no cost. Each Governing Board member received a document outlining the pilot. The Pilot district Superintendents along with all Board members were asked to stay for the IP Telephony pilot following the meeting. The detailed timeline will be presented and dates will be agreed upon at that time. A demonstration on the use of the phones will also be included after the Governing Board meeting with Licking Heights. The pilot districts are Johnstown-Monroe, North Fork, Northridge, Licking Heights and Tri-Valley. LACA will share results of the pilot.
- D. The IVDL update included LACA's progressive direction to pursue the IVDL Continuation Grant for all round 1, 2 and 3 IVDL schools. This grant provides an opportunity for Maysville High School and Northridge High School to join our IVDL consortium. Many additional video content opportunities are available for students and each Superintendent is encouraged to access the LACA IVDL website at ivdl.laca.org. The LACA INFOhio staff has also incorporated the ability for local libraries to search video content providers directly from the Web Cat Jr. OPAC library software. LACA has also begun research on video-over-IP capabilities and is planning to pilot a low-end video unit in the schools this fall. A demonstration of the power of IP video and ability for local development is available at the LACA Online Theater at www.laca.org/webcast.
- E. Sandy Mercer and Jon Bowers from LACA will be attending a presentation by Mike Carder, Director of TRECA on eSchools on May 16th and there will be plans to include discussions on TRECA's virtual school at a future date. LACA is also interested on feedback from the districts on the NovaNet project. Many LACA districts have shown interest in implementing a virtual school based upon the eSchool standards. LACA has received standards on eSchools from Bruce Hawkins, CEO of the MCOECN and this document will be faxed to each LACA Governing Board member.
- F. The ACE Master Schedule Builder pilot is moving forward. No new information to report at this time.
- G. The LCESC hosted a regional meeting of area Service Providers in April based upon the outcome of the CELT review and how the future direction the state's strategic plan will mold the future of regionalization. The Legislative Technology Task Force, defined to create the strategic plan has met once and Bruce Hawkins, CEO of the MCOECN, is represented on this committee. Key issues to be addressed will include: What is the criteria for defining districts per region, and What is the criteria for determining what "every" school district in the state should expect in standard core services. Another meeting is to be held on Monday, May 13th, at the RPDC in Columbus.
- H. The School Net Plus application deadline is May 15, 2002. LACA received notification on May 2, that Granville, Tri-Valley and West Muskingum had applied.

X. Advisory Committee updates

- A. Fiscal. No information to report.
- B. Non-Fiscal. A proposed Constitution change was presented. The change

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was recommended by the Non-Fiscal Advisory to change the district representation to include 3 administrative representatives: one for high school, one for middle school/Jr High and one for Elementary school. It also included the development of a User Group. The User Group would meet twice a year and the Non-Fiscal Advisory Committee would meet twice a year. A motion will be added to the next Governing Board meeting to adopt the Constitution change.

As part of LACA's FY03 CIP, there are plans to offer a pilot Technology Leadership Academy for building Principals via the LACA IVDL video network next school year. Please watch for the announcement on this. At this point, LACA has not received any updated information from SchoolNet on the status of the Gates Grant. We have been notified that two individuals have been hired to administer the grant. Original notification stated that the training would begin this summer.

- C. LACATech INFOhio. LACA has been participating in both the User and Technical Transition teams for the statewide library automation software migration from MultiLis (text-based) to Unicorn Ecole (graphical interface). System designs and software functionality are currently being reviewed. A future presentation of the transition will be presented when an implementation timeline is in place.
- D. LACATech General. The importance for schools to complete the BETA surveys by May 28, 2002, was stressed. A previous e-mail was sent to the Technology Coordinators, Superintendents and Treasurers on this April 26, explaining the state's change to include the ONEnet connectivity application as part of the school BETA survey.

XI. MCOECN Update

- A. Nelson McCray, Ron Cassidy and Sandy Mercer attended the MCOECN General Membership meeting on April 19th. The Code of Conduct, and two resolutions: Resolution to Designate the CEO as Spokesperson of the MCOECN; and Resolution to Develop and Adopt Positions for Interaction with Administrative and Legislative Bodies passed. Nelson McCray discussed the recent MCOECN meetings and importance of the group and these motions. He also complimented LACA and presented the benefits of our close relationship with the schools.

XII. Unfinished business included additional items to be discussed at future LACA Governing Board meetings. Any input/direction on moving these items forward would be appreciated.

XIII. New business

A discussion followed on the need for Superintendents to list LACA's Governing Board participation on the Ethics Form. Dan Montgomery and Kathy Lowery recently attended a meeting where this was brought forward.

The next LACA Governing Board meeting is scheduled for August 7, 2002, at 8:00 a.m. This will be the yearly combined Superintendent/Treasurer meeting.

XIV. Adjournment

02-056 It was moved by Dan Montgomery and seconded by Keith Richards to adjourn the meeting at 9:15 a.m.

Reported by,

Sandra Mercer

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