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Licking Area Computer Association

Minutes of the LACA Governing Board meeting held August 14, 2003, 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, Doug Heuer, Phil Herman, Janice Streit, Lew Sidwell representing Gary Reed, Tom Slater, Don Sullivan, Kevin Snyder representing Marvin Wourms, Nelson McCray and Sandra Mercer. Ron Cassidy arrived at 8:20 a.m. Keith Richards, Forest Yocum and Doug Spade were not able to attend. Cory Thompson, Sue Ward, Ellen Towner, Julie Taylor, Jack McDonald, Eugene Foust and Tim Barrett were also in attendance.

Doug Heuer, Johnstown's new Superintendent and the Treasurers were welcomed. It was also announced that Gary Reed is the Interim Superintendent for Maysville.

- 04-001 It was moved by Janice Streit and seconded by Tom Slater to approve the minutes of the May 8, 2003 meeting. A vote of approval was taken.

The Financial report for June 30, 2003, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended June 30, 2003, with an unencumbered cash balance of \$790,535.67. A year-end financial report by Special Cost Center, a 5-year cash projection and the FY03 final appropriation modifications were presented. FY04 appropriations modifications were also presented. Costs for the proposed system upgrade were included in the modifications and the 5-year projection. Increases to staff insurances will be adjusted at the next meeting.

- 04-002 It was moved by Janice Streit and seconded by Kathy Lowery to approve the following:
- o June Financial report
  - o FY03 final Appropriation Modifications
  - o FY03 final reports and 5-year Projections
  - o FY04 Appropriation Modifications
- A vote of approval was taken.

Sandra Mercer presented an overview of LACA's Future Data Center outlining the proposed system upgrades and phases. The proposal positions LACA/the Districts for:

- o Growth - disk space
- o Redundency - any single hardware failure
- o Security - front end web servers vs. back end database servers
- o Speed - fiber back plane
- o Performance - ability to designate/add servers when/where needed
- o Enhancing/Improving applications - comprehensive/integrated
- o Expansion/Dynamic - multi-platform

Each phase was discussed and included purpose of UPS (uninterrupted power supply - short term outages) vs. purpose of generator (long term outages).

- 04-003 It was moved by Janice Streit and seconded by Don Sullivan to approve Phase 0/1/2/3 of system upgrades/expenditures not to exceed \$148,000 in FY04 and \$55,000 in FY05, with option to enter into a lease if determined as best option by the Fiscal Agent Treasurer. A vote of approval was taken.

Sandra Mercer was directed to include projections for increased district fees as part of the 5-year projections and appropriation modifications made at each LACA Governing Board meeting. These fee projections will be based upon an appropriate unencumbered cash balance at the end of each fiscal year.

Sandra Mercer presented specific recent requests for LACA services from schools/districts/agencies not part of the LACA consortium.

- 04-004 It was moved by Tom Slater and seconded by Don Sullivan to approve the following non-standard fees:
- o DASL - FY04 access fee of \$2.70 x ADM (1.5 x \$1.80) for non-members with the understanding the fee will be reviewed and adjusted each year
  - o Progress Book - fee of 1.5 x Progress Book fee for non-members also using SIS
  - o Custom training of existing LACA services for non-members pending available staff resources - \$300.00 per class
  - o Progress Book teacher training for non-LACA schools - \$100.00 per seat
  - o Hourly fee of \$150 for "ANY" work not under contract for non-members

A vote of approval was taken.

- 04-005 It was moved by Don Sullivan and seconded by Tom Slater to approve the proposal to Fairfield Christian Academy (FCA) for LACA services. A vote of approval was taken.

Sandra Mercer will notify MEC and the MCOECN of our submitting a proposal to the RFQ. The LACA Governing Board directed the LACA Executive Director to send a letter to all non-member schools/districts receiving services from LACA about reviewing the fee structure based upon state cuts over the last few years, generate a report of total non-member fees and add this item for discussion at the next LACA Governing Board meeting.

Sandra Mercer shared costs through 2010 for the LACA facility based upon the proposals for extending the lease, including a gas generator and including the option for more space.

- 04-006 It was moved by Tom Slater and seconded by Kathy Lowery to approve the Addendum IV to the Lease for the Newark Commerce Center to extend the lease through Sept 30, 2010. A vote of approval was taken.
- 04-007 It was moved by Tom Slater and seconded by Janice Streit to approve the Addendum IV to the Lease for the Newark Commerce Center to include a gas generator. A vote of approval was taken.
- 04-008 It was moved by Tom Slater and seconded by Janice Streit to approve the Addendum to the Lease for the Newark Commerce Center to include the Right to Expand option as follows: If Suite C-2 becomes available Tenant (LACA) shall have First Right of Refusal and just accept or reject the C-1 Suite (960 SF), pending Mid-Ohio's agreement. A vote of approval was taken.
- 04-009 It was moved by Janice Streit and seconded by Don Sullivan to approve the Hannah Online contract for FY04, pending no changes from the FY03 contract. A vote of approval was taken.

Forms for district participation were distributed for signature. Sandra Mercer will validate the e-mails generated by the Hannah service and send this information to the Superintendents.

- 04-010 It was moved by Kathy Lowery and seconded by Tom Slater to approve the E-Rate consulting contract with Womble, Carlyle, Sandridge & Rice for 2004 pending and OECN/DASite agreement. A vote of approval was taken.

Copies of LACA's Data Security Policy were distributed for review.

04-011 It was moved by Ron Cassidy and seconded by Don Sullivan to approve the yearly review of the Data Security Policy. A vote of approval was taken.

Sandra Mercer stated that changes to this policy will be made during this fiscal year to include additional Windows services/accounts/procedures.

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

Each LACA Governing Board member received a packet of district forms for review. New forms required from each district include:

- Vendor Data form
- Advisory Committee Representative form
- Student E-mail request form

The Mutual Aid agreement with the districts will expire in May of 2004, and LACA will work with the Treasurers to extend this agreement. Questions were raised on the Web Master accounts. Sandra Mercer will confirm this listing and send out an update/clari fication in the near future. Specific questions can be addressed to Lonny Claypool on the LACA staff.

Sandra Mercer stated that the Fiber Steering Committee representatives have been chosen. The committee will be meeting in the near future to recommend a course of action by 9/30/03 which will encompass the phased implementation of a fiber network to each LACA district. Information on the Third Frontier Fiber Network can be found at: <http://tfn.oar.net>.

The DASL/Progress Book updates include the fall 2003 implementation of the Special Education features including the IEP/MFE forms and additions of linking them to the state content standards. Districts interested in participating in the Special Ed pilot are to contact LACA by Aug. 22. LACA has received overwhelming response to the software at this point.

There are currently 51 LACA school buildings using Progress Book during the 2003-2004 school year. Teacher training will be held during the month of September at LACA and building principals have been notified of the registration procedures. A brief overview of Progress Book's new lesson plan feature, INFOhio's new cataloging of lesson plans aligned to the state academic content standards, IMS's (ODE Instructional Management System) and their relationship to each other were presented.

With the passage of HB3 and accountability moving toward student progress, LACA (the OECN DASites) will be working on developing a flow of data to benefit the schools and how it can be integrated with data tools including Battelle For Kids, Value Added. A new release of DASL (Data Analysis for Student Learning) will be installed this fall and will be the core for a new comprehensive student management system. Districts are encouraged to send requests and input on the DASL development to LACA as the software is deployed to the districts.

LACA will be implementing a new service called "Tech-Up" this fiscal year as the result of Newark and West Muskingum receiving state Technology Management grants. The new service will provide a help desk software solution and inventory management.

The LACA districts will be migrating to a new library automation software beginning in the summer of 2004 as a result of the new system upgrades/expenditures. LACA's INFOhio staff will be working throughout the year with the school staff to assist with a smooth transition. Improved access

to library/global materials will be available to staff and students as a result of this upgrade.

LACA staff have been working very hard to continue to improve and build upon video content opportunities for students. LACA's recent participation in a video conference with Congressman Ney is an example of this work.

Sandra Mercer presented a brief demonstration of the new OEDS - Ohio Education Directory System on ODE's website. District Superintendents are encouraged to use and verify their districts accuracy to the records.

Nelson McCray lead a detailed discussion of OREDS, Ohio Regional Education Delivery System. Sandra Mercer shared some points from a recent meeting with Roger Nehls and the DASite Directors. A copy of the full notes from this meeting will be sent to the LACA Governing Board. The following meetings are set with the district Superintendents for continued dialogue on the future of OREDS:

- Sept 3 - dialogue with MVESC
- Sept 17 - dialogue with Franklin County ESC  
(LACA Governing Board will meet following the ESC meeting)
- Sept 23 - dialogue with State Superintendent Central Region
- Sept 25 - dialogue with State Superintendent Salt Fork Region

Sandra Mercer commented about a recent legal issue with districts being required to remove all reference to the State Student ID code from all records when a student leaves a school district. It is LACA's understanding that this issue has been corrected in SB-3 which recently passed the Senate. Sandra Mercer will send additional information as it is received from the MCOECN.

The next meeting will be held October 9, 2003, at 8:00 a.m. at the LACA offices. Additional meetings for the year are:

- December 11, 2003, at 8:00 a.m.
- January 8, 2004, at 8:00 a.m.
- March 11, 2004, at 8:00 a.m.
- May 13, 2004, at 8:00 a.m.

04-012 It was moved by Tom Slater and seconded by Phil Herman to adjourn the meeting at 9:45 a.m.

Reported by,  
Sandra Mercer