

gb-20041209-min  
Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 9, 2004, convening at 9:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Denny Souder representing Kathy Lowery, Jay Gault, Mike Carter representing Doug Heuer, Phil Herman, Gary Reed, Tom Slater, Jackie Piar, Forest Yocum, Doug Spade, Kevin Snyder representing West Muskingum, Nelson McCray and Sandra Mercer. Keith Richards arrived at 9:15 a.m. Janice Streit and Ron Cassidy were not able to attend the meeting. Jon Bowers was also in attendance for the meeting.

- 05-019 It was moved by Tom Slater and seconded by Doug Spade to approve the minutes of the October 13, 2004 meeting. A vote of approval was taken.

Sandra Mercer presented a proposal for replacing LACA's e-mail system and Webmail user interface. A Proposal for Conversion from PMDF to Microsoft Exchange document was distributed to each Governing Board member. Advantages, disadvantages, costs, phases of the proposal and a timeline were all discussed in detail. The current balance projected in the Network Pool Fund for June 30, 2004, was reported at \$37,963.70.

- 05-020 It was moved by Gary Reed and seconded by Tom Slater to approve the initial \$20,000 Network Pool Fund purchase of Microsoft Exchange hardware and software licensing to replace LACA's existing e-mail system per the Proposal for Conversion from PMDF to Microsoft Exchange with on-going costs budgeted under the ISP service contract as recommended by the LACATech designated sub-committee. A vote of approval was taken.

The Financial Report for October, 2004, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended October 31, 2004, with an unencumbered cash balance of \$243,666.35. FY05 appropriation modifications were also presented and included increases to expenditures of \$20,000.00 and increases to revenues of \$3,003.00. Sandra Mercer stated that the decrease to the unencumbered cash balance compared to last year was due to the declining balance to the network pool fund, additional yearly software licensing costs of \$80,000 (for Sophos Virus protection, DASL and Progress Book), and additional hardware purchases in the amount of \$60,000.

- 05-021 It was moved by Tom Slater and seconded by Jackie Piar to approve the following financial recommendations:
1. Financial reports - October
  2. FY05 Appropriation Modifications - December
  3. Convert Network Pool Fund to ISP Service Fund effective July 1, 2005, including any positive or negative beginning balance.
- A vote of approval was taken.

Tom Slater requested that monthly reports reflect the unencumbered cash amount.

Sandra Mercer presented a Third Frontier Network (TFN) Last Mile Connectivity Project Status update. An overview document was distributed to each Governing Board member. The following points were discussed in detail:

- o TFN is moving forward. ODE, OIT (previously DAS, Department of Administrative Services), OARNET, SchoolNet, Large Urban Districts and the MCOECN are all in agreement.
- o A TFN Mid-Mile Implementation Taskforce (TMMIT) has been established

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- o to provide oversight and insure timely implementations.
- o ONENet will draft contract language and coordinate vendor pricing.
- o DASite (LACA) will sign and be bound to the financial commitment. For LACA, this will be a one-time \$65,688 expenditure for a dark fiber lease for a 10-year period with an additional hardware connection cost of \$2,480. This covers the cost of the fiber plant, maintenance of that plant, and any ongoing fees associated with the fiber itself (permits, pole rental, right of way costs).
- o State reimbursement schedules/amounts are yet to be determined.
- o DASite (LACA) will sign a Memorandum of Agreement with ODE guaranteeing certain functionalities in return for the connectivity subsidy. (For example, if the LACA facility would move.)
- o TMMIT is planning to order Ohio K-12 TFN backbone equipment by Mid-December, with the first DASites coming on board in Mar/Apr 2005.
- o Additional costs of hardware at the local POP, on-going maintenance of that equipment and upgrades are a separate budget item. These initial capital costs and first year of maintenance are being covered by SchoolNet. Maintenance/upgrades for future years would be included as proposed state budget items.

Concerns were expressed on the lack of information in regards to on-going yearly maintenance costs for the 10 year lease period.

- 05-022 It was moved by Forest Yocum and seconded by Tom Slater for LACA to pursue connectivity to the TFN Network per the state defined provider for a 10-year dark fiber lease at a cost not to exceed a one-time payment of \$65,688, thereby replacing the existing DS3 AT&T circuit/connectivity/charges and assume all financial responsibilities of moving forward with the connectivity with the understanding there are current state budget plans but no guarantees for state reimbursement of the costs, pending the Board approval of the 10-year maintenance agreement/costs. A vote of approval was taken.
- 05-023 It was moved by Jay Gault and seconded by Forest Yocum to approve standing authorization for LACA to pursue state/federal grants on behalf of the LACA Districts. A vote of approval was taken.

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

HB 567, Rep. Arlene Setzer's solution for OREDS, has been proposed. MCOECN staff, School District Superintendents, and DASite staff are heavily involved in attending recent hearings on the bill and getting the information out to legislators and school district staff. The main concerns in the bill include:

- o DASites will no longer be able to contract directly with School Districts for services.
- o ESC's assume responsibility for support of EMIS with a new EMIS replacement system in place by July 1, 2005
- o OARNET assumes network functions (E-Rate funding concerns)

Nelson McCray has set another meeting with Sen. Jay Hottinger and Rep. David Evans for 11:00 a.m. on December 10, at the Cherry Valley Lodge. Superintendents, Treasurers and Board members were encouraged to attend.

Jackie Piar, Northridge Superintendent, presented a PowerPoint on LACA's services that was used at a recent Northridge Local School Board meeting. Each Superintendent received a CD with a copy of the PowerPoint, LACA Promotional Flyer and district specific E-Rate FAQ document.

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A copy of the LACA Executive Director Evaluation was distributed to each Governing Board member. Nelson McCray asked for the evaluations to be completed by January 31, 2005, and returned to him.

LACA has received the results of the CIP FY05 review. In FY05, LACA met 15 of the 21 indicators, or 71%. In FY04, LACA met 16, or 76% of the indicators. Results for all DASites' CIP reviews are posted on ODE's website at the following link and Dr. Zelman will include a section in this Friday's ODE This Week:

[http://www.ode.state.oh.us/school\\_improvement/Regional\\_Structure/DASites/OECN\\_DASites.asp](http://www.ode.state.oh.us/school_improvement/Regional_Structure/DASites/OECN_DASites.asp)

The ODE Office for Exceptional Children plans to announce state grants that will be available for ANY site supporting an automated package for management of special education student records. Jon Bowers served on a state committee to assist ODE with the grant requirements. ODE hopes to announcement the grant before the end of December. Each site serving more than 20,000 ADM and following the grant requirements will be eligible to receive up to \$100,000 in funding. The Special Education Directors have already provided input for the grant and are very supportive for LACA to lead the grant writing process.

LACA, along with all 22 other DASites, will be required to establish service level agreements (SLA's) with the districts for Fiscal services and INFOhio services beginning with the FY06 fiscal year. Part of the SLA development will require implementing the state help desk (CA UniCenter) for both of these service areas. LACA staff will attend 4 days of training later in the Spring and begin to use the software to track data for the development and ongoing metrics/measurement of the FY06 SLAs. LACA master service contracts will be modified and presented for approval at the March 2005 Governing Board meeting.

Jim Daubenmire at ODE has been contacted about presenting an EMIS workshop for the LACA Superintendents (and others). We have discussed with him the issue of retained 9th graders and the new 4-year requirement for graduation rate. Sandra Mercer will continue to contact ODE about a timeline for the workshop.

Sandra Mercer attended a recent Central Ohio RSIT (ODE Regional School Improvement Team) meeting and has been asked by ODE to provide DASite involvement at local meetings with districts. As districts schedule these meetings, please contact LACA for participation.

Bobbie Warthman and Trish Baker have completed 3 weeks of training in Lima and now have the two pilot districts (Maysville and Licking Valley) testing the new Library Automation system (Sirsi) with the first phase of the data conversion completed. Library users will be expected to attend 3 days of training on the new software. A tentative schedule of transition dates by school district are as follows:

District	Test Loads Complete	Training Dates	Live Date
Maysville	Done	1/24-1/28/05	2/7/05
Licking Valley	Done	1/24-1/28/05	2/7/05
Johnstown	1/7/05	2/14-2/18/05	2/28/05
Northridge	1/7/05	2/14-2/18/05	2/28/05
Newark Catholic	1/7/05	2/14-2/18/05	2/28/05
Welsh Hills	1/7/05	2/14-2/18/05	2/28/05
West Muskingum	1/7/05	2/14-2/18/05	2/28/05
North Fork	2/7/05	3/7-3/11/05	3/28/05
Tri-Valley	2/7/05	3/7-3/11/05	3/28/05
Heath	2/7/05	3/7-3/11/05	3/28/05

Newark	3/14/05	4/11-4/15/05	4/25/05
PAR Excellence	3/14/05	4/11-4/15/05	4/25/05

Denny Souder reported that Granville recently made the decision to contract with LACA for Library automation services beginning with the 2005-2006 school year.

A request for usage reports on Library services was requested. Sandra Mercer will forward library automation and electronic usage reports to the LACA Governing Board members.

The DASL, Data Analysis for Student Learning, development project is continuing to move forward and the three districts at NOACSC piloting the Day 1 version of the software have reported excellent feedback. The DASL software will replace all functionality of the current SIS and DSL systems, will continue to be tightly integrated with Progress Book and will also provide a new web portal feature. LACA staff will be attending 2 days of technical training on Dec 15/16 in Lima. LACA staff recently hosted a DASL presentation to all LACA SIS/EMIS users (86 attendees) and also hosted a one-day workshop for 11 other DASite in the state also in the process of installing and testing the new student software. Once LACA receives the first full release of the software, more information will be forwarded to the districts on the timeline for pilot school districts. The following are areas that will need to be addressed in the near future:

- o District will appoint DASL Designee. It is recommended that this be the EMIS Coordinator (or designee who has excellent understanding of the student data needs within the district), the Technology Coordinator, and/or a combination of both. More information will be provided to the districts on the qualifications and responsibilities of this position.
- o District staff will be required to attend training on the new software. Actual days are yet to be determined.
- o Printer requirements. Any ink jet or laser printer should handle printing small reports and/or screen in DASL. High volume print jobs such as attendance reports or report cards will need to have access to a high speed network laser printer. The current tractor-feed line printers will no longer work with the DASL software. Specific printer requirements will be shared with the district when they are available.

LACA is in the process of revising the DASL project plan and more details will be shared with the districts and the LACA Governing Board after the first of the year.

Sixteen DASites are committed to the DASL project and are now meeting on a regular basis to discuss project funding, governance and management.

LACA will be sending out a reminder soon to all districts on the need to migrate over to Progress Book by the start of the 2005-2006 school year. MOLE, the Marks Online Entry program for entering grades into SIS through the web, will no longer be supported. Any districts with questions on this changeover are to contact Sandra Mercer or Andy Kemmer for implementation steps and costs.

LACA recently received word that the state will no longer provide a group purchase of School District W2 and 1099 forms. LACA has begun steps to research improved printing capabilities using laser forms and printers. More information on the future of printing needs through LACA will be presented at a future LACA Governing Board meeting.

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The next meeting is scheduled for January 13, 2005, at 9:00 a.m.

05-024 It was moved by Keith Richards and seconded by Forest Yocum to adjourn the meeting at 10:45 a.m. A vote of approval was taken.

Reported by,  
Sandra Mercer