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Licking Area Computer Association

Minutes of the LACA Governing Board meeting held May 12, 2005, convening at 9:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Jay Gault, Doug Heuer, Phil Herman, Janice Streit, Keith Richards, Tom Slater, Forest Yocum, Doug Spade, Marvin Wourms, Ron Cassidy, Nelson McCray and Sandra Mercer. Kim Miller-Smith and Jon Bowers were also present for the meeting. Kathy Lowery, Gary Reed and Jackie Piar were not able to attend.

Heather Cronbaugh, LACA's K-12 Special Services Coordinator was introduced to the Governing Board members.

- 05-037 It was moved by Tom Slater and seconded by Keith Richards to approve the minutes of the March 10, 2005 meeting. A vote of approval was taken.
- 05-038 It was moved by Keith Richards and seconded by Janice Streit to approve employment of Heather Cronbaugh as K-12 Special Services Coordinator for a one year 260-day contract prorated through June 30, 2005, effective April 28, 2005, at a daily rate based upon step 0 and responsibility factor of .25 of the LACA Salary Schedule with full benefits as referenced in the LACA Policy Manual and to issue a 2-year contract for Heather Cronbaugh, effective July 1, 2005. A vote of approval was taken.

The Financial Report for April, 2005, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended April 30, 2005, with an unencumbered cash balance of \$555,627.52. FY05 appropriation modifications were also presented for a total overall change of \$0, and reflected all account changes needed to split out the 025 fund per the new EMIS requirements as follows:

- 025 0000 - Basic DASite (receipts/expenses)
- 025 9100 - EMIS (receipts/expenses)
- 025 9300 - INFOhio (state receipts only)
- 025 9500 - ONEnet public (state receipts only)
- 025 9511 - ONEnet nonpublic (state and local receipts only)

- 05-039 It was moved by Doug Heuer and seconded by Tom Slater to approve the following financial recommendations:
1. Financial reports - April
 2. FY05 Appropriation Modifications - April
 3. Authorization by the Fiscal Agent Treasurer to balance all accounts as needed for June 30, 2005, and roll over all unencumbered equipment and software budget amounts to next year's appropriations
- A vote of approval was taken.

- 05-040 It was moved by Tom Slater and seconded by Forest Yocum that unused video content funds will not roll over into the next fiscal year and include same wording in the LACA Service Level Agreement under Video Distance Learning Services. A vote of approval was taken.

- 05-041 It was moved by Keith Richards and seconded by Janice Streit to approve the FY06 fee structure to include a 4% service fee increase (excluding video and ISP), to reduce the video content fee from \$2000 to \$1500, and to continue a \$150 video lead teacher stipend for each contracting building. A vote of approval was taken.

Discussion followed on ADM charging for "partial" students (C-Tec vs local schools). It was agreed upon by all for LACA to charge the full

ADM rate to both the local district and C-Tec for partial students.

Keith Richards commented the need for ODE to count ECOT students in the ADM counts used for DASite funding. Sandra Mercer will check into the method used for determining the DASite ADM.

Sandra Mercer presented a 5-year projection maintaining a minimum of \$200,000 cash carry over at the end of each fiscal year, a breakdown by district/by service area for FY06 fees, projected fees increases by district (FY07: 7.5%, FY08: 7.0%, FY09: 7.0%), FY06 appropriations by line item, and district projected local costs through FY09.

05-042 It was moved by Keith Richards and seconded by Janice Streit to approve the FY06 appropriations and 5-year projection as presented. A vote of approval was taken.

05-043 It was moved by Tom Slater and seconded by Phil Herman to approve the revised Service Level Agreements for: Member Districts, Non-Member districts, Non-member Non-public districts and Member Sponsored Community Schools effective July 1, 2006. A vote of approval was taken.

LACA will complete the service level agreements and send them out to each district next week for board approval and signatures.

05-044 It was moved by Keith Richards and seconded by Ron Cassidy to approve the MCOECN Membership Agreement for FY06 including \$2,500 for McSIS support and \$2.00 x ADM for DASL. A vote of approval was taken.

05-045 It was moved by Janice Streit and seconded by Tom Slater to approve the CIPA changes per the LACATech recommendation as follows: Educational Cheating (LACATech); Automobile (Not filtered); General Pornography (CIPA and LACATech); Public Proxies (CIPA and LACATech); Tobacco (Not filtered) and to enable CFM, IM denial, P2P denial, and Google Safe Search. A vote of approval was taken.

LACA will be reviewing the current backup/recovery procedures for all application data and e-mail over the next few weeks. At the LACATech meeting on June 1, LACA plans to recommend e-mail retention standard process procedures based upon the new e-mail system for current and long term optimized management. Policy revisions will be presented at the Governing Board meeting in August. Keith Richards expressed concern on the inconsistencies of current user e-mail retention.

Nelson McCray opened the nominations for LACA Chairman for FY06:

05-046 It was moved by Keith Richards and seconded by Janice Streit to elect Nelson McCray as Chairman. It was moved by Tom Slater and seconded by Janice Streit to close the nominations. A vote of approval was taken.

05-047 It was moved by Keith Richards and seconded by Janice Streit to elect Phil Herman as Vice-Chairman. It was moved by Keith Richards and seconded by Janice Streit to close the nominations. A vote of approval was taken.

05-048 It was moved by Janice Streit and seconded by Marv Wourms to approve an electronic approval by the LACA Governing Board members for LACA's FY06 CIP for submission to ODE prior to June 30, 2005. A vote of approval was taken.

Sandra Mercer will forward the full CIP to the Governing Board members

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via e-mail prior to June 30, 2005.

05-049 It was moved by Keith Richards and seconded by Janice Streit to approve the SSEM (Special Services Education Module) DASite Support Agreement beginning July 1, 2005, for a six month trial period, pending approval by the DASL Management Committee (DMC) . A vote of approval was taken.

Once the approval and signatures are obtained from the DMC, LACA will begin steps to put the support agreement in place. LACA would charge \$1500 per participating DASite.

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

MCOECN Update

In light of recent concerns with a variety of issues between eSIS and DASL, the MCOECN is proposing a mediation strategy to begin at the DASite Director's meeting on May 13th by Dick Maxwell. At the last MCOECN General Membership meeting, the following was also relayed: Be sensitive of all DASites anytime the legislature is contacted and forward budget related contacts made with the legislators to Sam Whittaker and Bruce Hawkins.

Bruce Hawkins, MCOECN CEO, has been following HB115 closely on the Regionalization of Education Services. Updates include a newly established EMIS Advisory Board and DASite representation on a state Education Technology Committee. Concerns include fiscal agent fees (DASite funding subject to the 4-8%), Regional Advisory Councils only represented by the smallest/largest school district, includes chartered non-public schools (without any mention of new funding) and does not save any money.

The OECN Rules are in the process of being revised. Details of the changes have been previously forwarded to the Governing Board and include: All districts using services will have voting representation, DASites will now be called Information Technology Centers (ITC), established DASites must have a minimum of 20,000 ADM or 12 voting member districts, and the inclusion of services to non-public schools. A Rule Summary Fiscal Analysis was shared with the Governing Board. The ODE Board plans to adopt the proposed revisions in September 2005.

The Governor's Executive Budget Proposal calls for the consolidation of the Ohio School Net Commission and the Ohio Educational Telecommunications Network Commission. LACA will forward a copy of the report for those interested. The new agency will be named e-Tec Ohio.

D3A2 is ODE's Data Driven Decisions for Academic Achievement project. DASites are encouraged to get district representation on the following state committees: Content, User Group, Data and Technology, Financial Resource and Legal/Legislative. Information is available at the following link: http://www.ode.state.oh.us/Data_Exchange/
A copy of the diagram for the new proposed system was distributed to each Governing Board member.

ODE is planning to host district workshops this summer on OGT data results using the item analysis. They have asked the DASites for assistance to use a standard tool available to all districts statewide. At this time, it is not certain what direction/tool ODE will use.

The ODE Office for Exceptional Children state grants have been

announced for sites supporting an automated software package for the management of special education student records and LACA will be receiving \$100,000! This grant will support the continued implementation of the Progress Book Special Services Education Module (SSEM) as follows:

1. Prepare appropriate hardware and technology infrastructure
2. Provide quality SSEM Assistance and Performance
3. Create Forums for teachers to come together
4. Host SSEM workshops
5. Define and Generate Timely Special Education Reports
6. Implement the Parent Access Feature

Twenty-three DASites and five large city school districts received the grant across the state.

ODE has a new EMIS Project Manager, Nancy Haefeli. ODE told the DASites on April 14th, they are planning an EMIS Financial Summit for EMIS Coordinators, Superintendents and Treasurers. They plan to verify and simplify the EMIS verification rules and the flow of funding. This summit should address LACA's repeated request for a Superintendent workshop.

LACA software conversions are underway. The MS Exchange e-mail conversion now has approximately 77% of the users converted. All users will be migrated to the new system by May 31, 2005. Exchange/ OWA (Outlook Web Access) E-mail Resources are available at: <http://www.laca.org/exchange/>. The LACATech Committee recently approved the purchase of MessageWare, an enhancement package for OWA including a new address book feature. MessageWare has a one-time cost of \$1500 with a yearly maintenance cost of \$500 and was part of the original budget approved by the Governing Board.

The library automation software is now live in all of LACA's INFOhio districts, except Newark, PAR Excellence, Granville, and Garfield Elementary in Heath who will be coming on in the fall. It has been reported by INFOhio, there are only 31 districts in the state with no library automation software in place.

The new DASL product, the replacement for the SIS/POISE administrative software currently in use for student grading, scheduling, and attendance, is still being tested by LACA staff. DASL was originally scheduled to begin piloting at LACA this spring, based upon a September 2004 release of DASL 1.0. We received the 1.0 release in late April 2005. There are now 14 districts live in the state, and 7 more in pilot mode. There has been excellent feedback so far. LACA is also waiting to hear positive feedback on the Progress Book integration to DASL. There are funding concerns on DASL that will continue to be relayed to ODE.

LACA is also working closely with the Treasurers' offices and the building secretaries on the new web interfaces to accounting. The payroll upgrade for the web interface is planned for early summer.

Jon Bowers and Andy Kemmer attended a week long training session at Wooster on the new state mandated Help Desk software, CAUnicenter. The implementation of this software will be a major part of LACA's FY06 CIP.

Progress Book implementations are continuing to move forward. There are four districts currently using the parent module (NF, NE, TV and GR) with three more planning implementations for the fall (WM, LA and NR.) LACA recently hosted workshops for building principals on the changes to the grade averaging portion of the software that will take effect next school year. A new release of the SSEM (Special Education) software to track and report IEP's is scheduled for June 6th. There

will be a Special Ed Director's meeting at LACA on May 16th and training classes offered on the changes during June (for the early birds) and also in September.

The DLOTS (Distance Learning Online Tracking System) is going good! LACA recently made a few changes/enhancements to the system. New video units (Polycom) have been purchased by: WM (2), C-TEC (1), TV (1), and ESC (1). The RUS Grant recipients will be notified in September.

LACA has been conducting presentations by vendors for the Treasurers on laser printers and laser forms. A recommendation will be distributed by LACA to the district Treasurers by the end of May. Laser printers will be required for future releases of accounting, payroll and DASL.

The Third Frontier Network (TFN) project to connect all DASites in the state to the state fiber network is moving forward. LACA has received a copy of the agreement with ODE for the connection and will forward it to the Superintendents prior to signing. LACA is not on this list of DASites for FY05 funding. LACA's connectivity amount for the 10 year period has changed from \$65,688 to \$79,605.

In May, LACA hosted a presentation by two companies on time card software. Five districts have shown interest in this software solution. LACA will be researching and coordinating a presentation by districts in Ohio using each solution and also using state software (USPS). On behalf of the LACA districts, LACA is also participating in the search for an HR/personnel system lead by the DASite, LNOCA.

LACA has received SLD notification for all districts filing for E-Rate FY06 except one. Also Blessed Sacrament did not select LACA as their ISP for FY06 and terminated network services effective May 1, 2005. In order to more effectively provide network usage to the technology coordinators and to assist with E-Rate filing, LACATech approved the purchase of PRTG (network monitoring software) for all wide area network and local area usage for a one-time site license cost of \$1000 (included in LACA's FY05 budget.) Approximately half of FY05's E-Rate reimbursement filing has been completed by LACA. The remainder will not be received until FY06 and will require an appropriation modification adjustment for FY05/FY06. With the change to an ISP, LACA should receive all district FY06 funding prior to December 2005.

Unfinished business included a discussion on local access to C-Tec student data (example of eligibility) and C-Tec access to local student data (example of OGT test results and address labels). LACA will adjust the Staff User Security form and Vendor data form to reflect these needs at the August Governing Board meeting. The current process to notify Superintendents via e-mail for approval will continue for requests when previous approval has not been granted. Unfinished business also included the notice that LACA's audit for the period June 5, 2004, through June 10, 2005, will begin May 26, 2005, at a cost of \$8,500.

New business included the Governing Board meeting dates for FY06 as follows:

- August 12, 2005 9:00 a.m. (Friday)
- October 13, 2005 9:00 a.m.
- December 8, 2005 9:00 a.m.
- January 12, 2006 9:00 a.m.
- March 9, 2006 9:00 a.m.
- May 11, 2006 9:00 a.m.

New business also included discussion of district staff openings and newly filled positions, and the need for communication to go to local communities (via newspaper editorial) on district responsibilities for

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reporting child abuse, etc.

05-050 It was moved by Janice Streit and seconded by Marv Wourms to adjourn the meeting at 10:30 a.m.

Reported by,

Sandra Mercer
LACA Executive Director