

## **Licking Area Computer Association**

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

The following members answered present to the roll call: Kathy Lowery, Tom Forman, Tom Suriano, Ron Cassidy, Jay Gault, Janice Streit, Keith Richards, Tom Slater, Jackie Piar, Rick Jones representing Forest Yocum, Doug Spade, Nelson McCray and Sandra Mercer. Brad Hall, Tammy Woods, Cory Thompson, Glenna Plaisted, Jack McDonald, Max Maley and Jon Bowers were also present for the meeting. Gary Reed and Marvin Worums were not able to attend.

Tom Suriano, Johnstown-Monroe Superintendent, and Tom Forman, Heath Assistant Superintendent, were welcomed. Jay Gault was congratulated on his new Superintendent position at Lakewood and Kathy Lowery was congratulated on her recent announcement to retire at the end of December 2005.

**06-001** It was moved by Keith Richards and seconded by Janice Streit to approve the minutes of the May 12, 2005 meeting. A vote of approval was taken.

The Financial Report for June, 2005, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended June 30, 2005, with an unencumbered cash balance of \$487,022.73. This was approximately \$100,000 ahead of the original projections. During FY05, as a new EMIS requirement, LACA split out the 025 fund as follows:

- 025 0000 - Basic DASite (receipts/expenditures)
- 025 9100 - EMIS (receipts/expenditures)
- 025 9300 - INFOhio (state receipts only)
- 025 9500 – Ohio K-12 Network, formally ONEnet public (state receipts only)
- 025 9511 – Ohio K-12 Network formally ONEnet nonpublic (state and local receipts only)

Each member also received an FY05 Financial Summary detailing expenditures, revenues, encumbrances, and outstanding invoices as of June 30, 2005. FY06 Appropriation modifications and an updated 5-year cash projection were also presented. Sandra Mercer stated the appropriation modifications included the cost of the additional position if approved.

**06-002** It was moved by Janice Streit and seconded by Tom Slater to approve the following financial reports:

- Financial reports – June
- FY05 Financial Summary
- FY06 Appropriation Modifications and 5-Year Projections totaling increases to expenditures of \$183,157.53 and increases to revenues of \$263,873.99

A vote of approval was taken.

Each Board member received a copy of the LACA Personnel Committee proposal and new job description for a Student Data Analysis Coordinator. Sandra Mercer stated that the cost of the new position required no change to the original fee increase schedule presented at the May 2005, Governing Board meeting: FY07: 7.5%; FY08: 7%; FY09: 7%.

**06-003** It was moved by Keith Richards and seconded by Janice Streit to approve the immediate creation of the new position, job description and responsibility factor of .25 for a Student Data Analysis Coordinator. A vote of approval was taken.

LACA will immediately post and fill the new position opening.

**06-004** It was moved by Keith Richards and seconded by Tom Slater to nominate Jay Gault as Vice-Chairman to replace Phil Herman.

**06-005** It was moved by Janice Streit and seconded by Tom Slater to close the nominations. A vote of approval was taken.

**06-006** It was moved by Keith Richards and seconded by Janice Streit to approve LACA service offering and LACA Service Level Agreement for Member-District Sponsored Community School for PAR Excellence Academy (under the Newark City School District) beginning in FY06. A vote of approval was taken.

Sandra Mercer presented LACA policy changes.

**06-007** It was moved by Keith Richards and seconded by Janice Streit to approve the following policies:

- Web Hosting Services Policy effective August 12, 2005, with the addition of the domain registration as presented
- Internet Filtering Policy effective August 12, 2005, with the addition of the keyword filter change procedure as presented
- E-Mail Usage Policy effective September 1, 2005, with the addition of domain registration and retention/recovery as presented
- Data Security Policy effective August 12, 2005, with the addition of data retention/recovery as presented

A vote of approval was taken.

**06-008** It was moved by Keith Richards and seconded by Tom Slater to modify the E-Mail Usage Policy effective September 1, 2005, with the change that “Messages over thirty days old that are still in the user’s Inbox will be automatically deleted” from previously six months old. A vote of approval was taken.

**06-009** It was moved by Doug Spade and seconded by Kathy Lowery to approve the revised Staff User Security Form effective August 12, 2005. A vote of approval was taken.

The new proposed Multi-District User Security Form will be further reviewed and presented at the October LACA Governing Board meeting.

**06-010** It was moved by Tom Slater and seconded by Janice Streit to approve the Focus Education Contract for FY06 pending no changes from the FY05 contract and the E-Rate consulting contract with Womble, Carlyle, Sandridge & Rice for FY06, pending an OECN/DASite Agreement. A vote of approval was taken.

**06-011** It was moved by Keith Richards and seconded by Ron Cassidy to approve the INFOhio resolution confirming LACA's participation in the SirsiDynix group-licensing program. A vote of approval was taken.

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

### **Yearly Policy/Forms Review**

Each Governing Board member received a packet of forms to be completed, reviewed and current policies. They included:

New Forms to Complete and turn in to LACA:

- **Focus Education Service Renewal 2005-2006**  
The yearly cost of the legislative service will be divided by the number of districts participating. For FY05, the yearly contract was \$4700 and each district's share was \$428. Each Superintendent will receive a list via e-mail of district individuals currently subscribed to the list.
- **Vendor Data Release Form** - A new one for 2005-2006 will need to be completed by each District Superintendent. A copy of last year's form was included in the packet for reference.
- **FY06 Non-Fiscal and LACATech Advisory Committee Representatives** - These individuals represent the District on the appropriate Advisory Committee. Each Superintendent will need to review, note changes, sign the form and return to LACA.

Forms to Review and Send to LACA only if there are changes/updates:

- **LACA E-Mail Distribution List** - These individuals are on the State E-Mail Distribution List. Changes are to be written on the form and returned to LACA.
- **Internet Filtering Request Form** - This is the setup for the District's Internet Filtering. There must be a completed form on file for each district. A copy of the current form on file was included in the packet. A copy of the current blocked/open categories by group was also included in the packet for reference in case the district needed to complete a new form. LACA will be changing the temporary override password for each district at the start of the school year. Only users listed on the form will be notified of the change. Superintendents were reminded to pay close attention to users granted this access based upon recent personnel changes.
- **IP Pass Through Request Form** - If a district has a specific need for a real IP, this form must be filed with LACA. A copy of the current form(s) on file was included in the packet.

#### Forms/Policies – FYI

- Mutual Aid Agreement - District agreement in case of emergency
- Internet Filtering Policy
- Web Hosting Services Policy and Procedures – Authorization for district/building webmasters is granted on the Staff User Security Form.
- LACA Internet Acceptable Use Policy – Districts have their own policies, but users also have to agree to abide by LACA's when signing a Staff User Security Form.
- Network Security Policy – this policy was newly developed during FY05
- E-mail Usage Policy – this policy was newly developed during FY05
- Listserv Creation Request Form - Used to create subscription e-mail list(s) managed by LACA
- Class Account Application Form - Used for student e-mail accounts supervised by a teacher/principal
- Distance Learning Agreement - This is just FYI. Each district using video has their own local form/process/policy for Distance Learning (video)

LACA has a committee in place called the Technology Oversight Task Force to address technology/legal situations that arise at LACA. Ron Cassidy agreed to serve on this committee along with Janice Streit, Keith Richards, Kim Miller-Smith (SW) , and Kevin Snyder (WM).

#### **MCOECN Update**

At the last Governing Board meeting, the Master Agreement for DASite SSEM Support was approved by the LACA Board. The MCOECN/DASL Management Committee (oversight for the contract) also approved the agreement in May. SSEM is the special education software now implemented at 15 DASites across the state. With the implementation of this agreement, LACA now provides support for 100% of the SSEM DASites in the state. This contract will generate \$21,000 in revenue between July 1 and Dec 31, 2005. In October, the Governing Board and the DASL Management Committee under the MCOECN will review the status of the contract and decide if LACA should continue to provide state support for the software application. Since June, Heather Cronbaugh, LACA's new K-12 Special Services Coordinator with the assistance of Andy Kemmer and Jerry Eby, has trained 35 DASite/ESC staff and 67 LACA users across 13 districts on the application. All training reviews have been excellent.

The Third Frontier Network (TFN) project to connect all DASites in the state to the state fiber network is moving slowly. Updates will be provided to the Governing Board as they are received.

#### **ODE Update**

The OECN Rules are in the process of being revised. Final approval of the changes is expected to be announced in August 2005. The revised Rules may require changes to the

LACA Constitution, membership, Fiscal Agent structure, voting representation and policies. Major points include:

- Service participation and governance that is representative of all user entities (public/community, member/non-member)
- Fiscal Agent holds title to all equipment owned by the ITC
  - **This area is a major concern with the E-Rate program and will be reviewed in detail by the MCOECN and collection of DASites**

A review of fee structure will need to be done in light of these changes. More information will be gathered and discussed at the October Governing Board meeting.

D3A2 is ODE's Data Driven Decisions for Academic Achievement project. With school funding now based on “building blocks”, it is understood that two building blocks for Data Utilization are related to D3A2 (Data Driven Decision for Academic Achievement). At this point, it is LACA’s understanding that districts in the guarantee will not be eligible for this funding.

LACA met with ODE’s new EMIS Project Manager, Nancy Haefeli, at the DASite retreat in July. She was not familiar with ODE’s previous plan to host an EMIS Financial Summit for EMIS Coordinators, Superintendents and Treasurers. As more information is received, it will be forwarded on to the Districts.

LACA’s work on the Special Education Software Implementation (SESSI) grant is moving forward. LACA will continue to host monthly meetings with the Special Education Directors on the progress of the grant and software development (SSEM). The total amount of the grant awarded to LACA is \$100,000.00.

### **Projects / Emerging Technologies / Discussions**

LACA software conversions continue to move forward. The MS Exchange e-mail conversion is now complete, the library automation conversion from MultiLis to Sirsi is almost complete, and the DASL implementation is beginning to pick up speed at the state level. At the start of the 2005-2006 school year, there are approximately 50 school districts across the state expected to be on the newly developed student application. LACA is waiting on Day-4 enhancements and the Progress Book integration before steps can begin for district conversions. With the proposed new DASL position, LACA expects to begin piloting and converting school districts during the 2005-2006 school year. Future costs for the DASL application are still a concern, as is the case for all student applications across Ohio. Development efforts are underway at the state level to web-enable the State’s accounting, payroll, and EMIS systems. LACA has installed all releases to date and is hosting user workshops on a regular basis as the state software programs are being converted.

As part of LACA’s CIP, ODE’s mandates and the revised OECN Rules, LACA is now in the process of implementing a new Help Desk system. LACA is also in the process of purchasing a new air conditioner from current budget funds for the computer room.

Network and server equipment added over the past few years has warranted the need for the additional unit.

The Progress Book team is gearing up for the start of the new school year. An E-mail has been forwarded to all student information users about the timelines needed with “Start of Year” packets for populating the Progress Book files.

The E-Rate change from ISP filing to consortium filing is progressing. LACA has received funding approvals for over 75% of the districts and information is being forwarded to the district Treasurers and Technology Coordinators on the next steps. It is critical that each district have an approved Technology Plan on file with eTech (formally Ohio SchoolNet), file their 486 form as soon as they receive their funding commitment letter and also file for Ohio K-12 Network (previously called ONEnet) funds through the eTech state application process. Recent projections are showing that the LACA districts will receive approximately \$566,000 in E-Rate federal funds compared to approximately \$256,000 received in previous years. This is an increase of \$310,000 over prior years in federal funding for the schools.

Electronic resources will again be available to every student/school district in Ohio. A flyer was presented on the new Learning Express Testing resource to assist students. Sandra Mercer encouraged the districts to take advantage of these valuable resources available to *ALL* districts, students and parents. All resources are available at [www.INFOhio.org](http://www.INFOhio.org) (or from a link at the top of LACA’s home page). The username is “INFOhio” and the password is “search”.

In June, LACA posted an RFP for a time card software/hardware solution for the LACA districts. The deadline for RFP responses is set for August 10, 2005. LACA has received three responses from Kronos, Jamis (out of California) and Timeware. A future proposal will be presented to the Governing Board if the responses meet the RFP specifications and the district Treasurers are interested in pursuing the project implementations/costs. LACA fiscal staff will be attending a statewide presentation by the State Software Development Team in August on future development for a statewide HR system that would interface with the state USPS (payroll) system. More information will be forwarded to the Governing Board as it is received.

### **Unfinished business**

LACA’s SAS-70 audit was completed in June 2005. Preliminary reports included no issues for Governing Board/management review.

At the last Governing Board meeting, it was requested for LACA to inquire with ODE about DASite funding for ECOT students. Currently this funding goes to the DASite providing services to the Community School (ECOT).

August 12 is the deadline for the districts to update the Ohio Educational Directory (OEDS-R) with administrative/staff/district changes.

### **New business**

A concern was expressed to LACA about student calendars and the C-Tec conversion at the end of the 2004-2005 school year. C-Tec will be sending calendars for each program to the local school for FY06. Local districts must make sure each student is attached to the proper calendar in the student system (SIS).

LACA is in the process of updating the LACA website for improved manageability. The new site will be announced later in the fall. Districts can preview the site at the following link: <http://www.laca.org/preview/>

Governing Board meeting dates for FY06 are as follows:

- October 13, 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.

**06-012** It was moved by Tom Slater and seconded by Janice Streit to adjourn the meeting at 10:30 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director