

## **Licking Area Computer Association**

### **Minutes of the LACA Governing Board meeting held December 8, 2005, convening at 9:00 a.m.**

**06-021** It was moved by Forest Yocum and seconded by Tom Slater to appoint Sewall Phelps as Chairman pro tem in the absence of Nelson McCray, Chairman and Jay Gault, Vice-Chairman. A vote of approval was taken.

#### **Sewall Phelps called the meeting to order.**

The following members answered present to the roll call: Denny Souder representing Kathy Lowery, Tom Forman, Mike Carter representing Tom Suriano, Tom Slater, Jackie Piar-Henderson, Forest Yocum, Doug Spade, Marvin Wourms, Arnie Ettenhoffer representing Jay Gault, Sewall Phelps representing Nelson McCray and Sandra Mercer. Monte Bainter arrived at 9:15 a.m. and Janice Streit arrived at 10:15 a.m. Kim Miller-Smith and Jon Bowers were also present for the meeting. Ron Cassidy and Keith Richards were not able to attend.

Monte Bainter was introduced and welcomed as the new Maysville Superintendent replacing Gary Reed. Jeff Davis, LACA's Student Data Analysis Coordinator was introduced.

**06-022** It was moved by Tom Slater and seconded by Marvin Wourms to approve the minutes of the October 13, 2005 meeting. A vote of approval was taken.

The Fiscal Advisory Committee authorized LACA to commit to participating in the state's payroll-interfaced human resource project to develop software for the following: employee kiosk, workflow component, job applications, performance reviews, staff benefits and time card interface. The statewide cost would be \$85,500 and the software is to be made available by July 2006.

**06-023** It was moved by Doug Spade and seconded by Marvin Wourms to approve payment for the State Software Development Team (SSDT) Human Resources (HR) development cost not to exceed \$8,000.00. A vote of approval was taken.

The Financial Report for October, 2005, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended October 31, 2005, with an unencumbered cash balance of \$136,050.64. FY06 appropriation modifications and an updated 5-year cash projection were also presented.

**06-024** It was moved by Tom Slater and seconded by Forest Yocum to approve the following financial reports:

- Financial reports – October
- FY06 Appropriation Modifications and 5-Year Projections totaling increases to expenditures of \$29,000.00 and increases to revenues of \$24,725.00

A vote of approval was taken.

Each Governing Board member received a copy of a revised Data Security Policy proposed by the Fiscal Advisory Committee.

**06-025** It was moved by Tom Slater and seconded by Tom Forman to approve the recommendation by the Fiscal Advisory Committee to revise the Data Security Policy to remove the Treasurer's authorization on granting user accounts unless granting fiscal access effective with the first district's transition to DASL. A vote of approval was taken.

Each Governing Board member received a copy of a revised SSEM (Special Services Education Module) ITC Support Agreement. This agreement, for LACA's continued state support of the special education software, was presented and approved at the October Governing Board meeting. Changes included the removal and any reference to using the state's help desk software and the addition of a full-time ITC employee as the designated ITC contact for LACA.

**06-026** It was moved by Forest Yocum and seconded by Tom Slater to revise the Master Agreement for SSEM (Special Services Education Module) for January 1, 2006 through June 30, 2006, pending approval by the DASL Advisory Board. A vote of approval was taken.

Sandra Mercer presented a SIS to DASL Software Conversion Proposal and Timeline. The proposal was discussed in detail and included:

- the need for each Superintendent to complete the Authorization Form designating a DASL Project Leader and a DASL Administrative Liaison (GR, C-Tec, LC, MA, NE, NF, NR, SW and TV forms are needed);
- the DASL hardware/software requirements, specifically requiring the need for laser printers replacing the current impact printers
- a copy of the District Commitment for SIS to DASL Software Conversion document that will need to be completed by each Superintendent prior to the district's actual conversion

LACA is preparing a survey for each school building to complete to assist in determining the proper timeline for each district's conversion. Sandra Mercer was directed to send these surveys to both the school principal and school secretary. Doug Spade tentatively volunteered for Tri-Valley to be the pilot district for the conversion and Tom Forman tentatively volunteered Heath to be one of the first districts brought over in the conversion. Sandra Mercer stated that the development/support site, NOACSC, had contacted LACA and the pilot conversion date was tentatively moved from March 20 to April 20, 2006. Printer replacements were discussed and LACA will be sending out printer hardware recommendations by May 2006. Sandra Mercer demonstrated a brief overview of the software and DASL portal.

**06-027**

It was moved by Tom Forman and seconded by Tom Slater to approve the Student Information System (SIS) to Data Analysis for Student Learning (DASL) software conversion proposal and timeline as presented. A vote of approval was taken.

Each Governing Board member received a copy of Bricker and Eckler's recommended Extra Work Agreement that was developed in their legal review of the special services supplemental contracts for LACA staff providing statewide special education software support for the ITCs in the state.

**06-028**

It was moved by Forest Yocum and seconded by Doug Spade to modify motion #06-016 to change supplemental contracts to the proposed Bricker and Eckler Extra Work Agreement. A vote of approval was taken.

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

### **Formal presentation of proposed LACA Constitution changes**

Each Governing Board member received a copy of LACA's Constitution with the following proposed changes:

- Article III. Membership E. – require two full years of membership prior to submitting a notice of withdrawal
- Article IV. Membership F. – Fiscal Agent shall hold in trust for the MCOECN all network related equipment and fixtures

A discussion followed on the changes and the process for approving and submitting to the State Superintendent for signature. A motion will be added to the next LACA Governing Board meeting to approve the proposed changes.

### **Personnel**

Each Governing Board member received a copy of the LACA Executive Director Evaluation form. An electronic copy will also be e-mailed to each Superintendent. All forms are to be completed and submitted to Nelson McCray by December 16, 2005.

### **MCOECN Update**

HB115 on Regionalization is now being called OERSS, Ohio Education Regional Service System and EMIS Advisory Board (previously known as OREDS). The ITCs are still excluded but state funding for the centers still remains a concern. The MCOECN is monitoring the progress of this bill and information will be forwarded on to the Governing Board members as it is received.

The Third Frontier Network (TFN) project to connect all ITCs in the state to the state fiber network continues to move slowly. LACA is currently waiting on funding (\$79,000)

from ODE and a contract from AEP. With AEP's contract, LACA will be required to establish a bankruptcy remove entity (BRE) to hold/protect assets in the case of a default or bankruptcy on the part of AEP. The MCOECN is in the process of establishing contracts for the ITCs to use.

The MCOECN recently submitted a formal Request for Proposal for Dedicated Internet Access Services for educational customers of the Ohio K-12 Network. This should lower LACA's overall ISP costs, but it is a political concern since Ohio's K-12 Network is the biggest customer of the current provider, Office of Information Technology (OIT).

An update on recent meetings with Mount Vernon City Schools was presented. Discussion followed on the benefits to the current members of opening up LACA's membership. More information will be researched and presented at the next LACA Governing Board meeting.

### **ODE Update**

The OECN Rules have been revised and are now in place. The MCOECN is recommending each ITC seek legal council to review/compare the revisions to the Constitution and policies of the ITC. At this time, Sandra Mercer is planning to review this information with other ITC Director's in the central region.

D3A2, ODE's Data Driven Decisions for Academic Achievement project on longitudinal data, recently received a federal grant in the amount of \$5.7 million dollars. Bobbie Warthman, LACA's Educational Applications Manager, is attending monthly meetings with ODE on the project. Updates will be provided at each Governing Board meeting. Information on the project is available at the following link:  
[http://www.ode.state.oh.us/Data\\_Exchange/](http://www.ode.state.oh.us/Data_Exchange/)

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

The Fiscal Advisory Committee is currently reviewing RFP responses for time card software. Initial cost projections have been shared with the Treasurers (\$65,000 - \$90,000 over a 3-year period) and there are currently four districts interested: C-Tec, Newark, Maysville, and Southwest Licking. LACA will be scheduling two days in February to have the vendors come to demonstrate their software. One of the major requirements of the software is to interface with the Uniform State Payroll System (USPS), but no district is fully running the software with this feature.

In light of recent national disasters, the Fiscal Advisory Committee recently created subcommittees to redefine and refine current LACA and District Disaster Recovery Plans in place. As a result of the subcommittee work, each district has a template for a very comprehensive District Disaster Recovery Plan. LACA is continuing to update the ITC plan and will be presenting additional hardware purchases in the future to address the improved steps for the plan. In January, a proposal for a new store server will be presented for approximately \$60,085. With this new technology and the connectivity to

the Third Frontier Network, LACA will be able to store data off-site on a daily/weekly basis with another ITC.

LACA is working with the Technology Coordinators to recommend a standard on remote access tools to control district/user workstations for software application support.

### **Unfinished business**

LACA has received a final copy of the June, 2005, SAS-70 audit and there were no issues for Governing Board/management to review.

A new LACA Glossary of Acronyms was distributed to the Governing Board as requested at the last meeting. This document will be updated and distributed on a regular basis.

### **New business**

Governing Board meeting dates for FY06 are as follows:

- January 12, 2006 9:00 a.m.
- March 9, 2006 9:00 a.m.
- May 11, 2006 9:00 a.m.

**06-029** It was moved by Tom Slater and seconded by Janice Streit to adjourn the meeting at 10:50 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director