

## **Licking Area Computer Association**

**Minutes of the LACA Governing Board meeting held May 11, 2006, convening at 9:10 a.m.**

**Nelson McCray called the meeting to order.**

The following members answered present to the roll call: Scot Prebles, Tom Forman, Mike Carter representing Tom Suriano, Ron Cassidy, Monte Bainter, Jackie Piar-Henderson, Forest Yocum, Doug Spade, Marvin Wourms, Jay Gault, Nelson McCray and Sandra Mercer. Kim Miller-Smith, Denny Souder, Max Maley and Jon Bowers were also present for the meeting. Keith Richards and Tom Slater arrived at 9:20 a.m. Janice Streit was not able to attend.

Scot Prebles, Superintendent of the Granville Exempted Village School District, was introduced and welcomed by the LACA Governing Board.

**06-051** It was moved by Doug Spade and seconded by Marvin Wourms to approve the minutes of the March 9, 2006 meeting. A vote of approval was taken.

The Financial Report for March, 2006, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended March 31, 2006, with an unencumbered cash balance of \$1,077,396.35. FY06 appropriation modifications and an updated 5-year cash projection were also presented.

**06-051** It was moved by Doug Spade and seconded by Tom Forman to approve the following financial items:

- Financial reports – March 2006
- FY06 Appropriation Modifications and 5-Year Projections totaling increases to expenditures of \$211,500.00 and increases to revenues of \$211,500.00
- Authorization by the Fiscal Agent Treasurer to balance all accounts as needed for June 30, 2006, and roll over all unencumbered equipment and software budget amounts to next year's appropriations.

A vote of approval was taken.

The FY07 Fee Structure was presented and included the 6% service fee increase as approved at the last Governing Board meeting.

**06-052** It was moved by Tom Forman and seconded by Forest Yocum to approve the FY07 fee structure as presented. A vote of approval was taken.

Sandra Mercer presented the FY07 Budget, the new 5-year projection reflecting an unencumbered cash balance of \$425,777.16 for June 30, 2010, and spreadsheets detailing actual and projected total and local costs for each district beginning with FY00 and ending FY10.

**06-053** It was moved by Keith Richards and seconded by Jay Gault to approve the FY07 budget reflecting total revenues of \$3,009,251.14, total expenditures of \$2,863,361.83, and 5-year projection. A vote of approval was taken.

Revised Service Level Agreements including a new Distance Assessment and Network Allocation Assessment were presented. After detailed discussion, a Non-Member Service Assessment Fee was agreed upon.

**06-054** It was moved by Tom Slater and seconded by Keith Richards to approve the revised FY07 Service Level Agreements, pending review by E-Rate legal council of the Non-Member Assessment fee, with the authority for the LACA Executive Director to prepare the contract language as follows:

- For **Member Districts** and **Member District-Sponsored Community Schools**
  - New FY07 Fees
- For “grandfathered” (same or greater services than contracted in FY06) **Non-Member Public School Districts** and **Non-Member Non-Public Schools**
  - New FY07 Fees x 1.5 factor
  - Add language that district is responsible for full yearly amount unless terminated by LACA
  - Add language that contract is renewable only if district contracts with LACA for same or greater services than in FY06
- Create **New Non-Member Entity** Service Level Agreement
  - Same base language as Non-Member SLA
  - New FY07 Fees x 1.5 factor
  - Include a Non-Member Service Assessment fee of \$25,000 per year
  - Include 3-year contract term
  - Add language that district is responsible for full 3-year amount unless terminated by LACA
  - Include All Fees will be adjusted annually at a rate not to exceed 7%
  - Note: Expiring contracts will need to be renewed 1 year in advance

A vote of approval was taken. FY07 Agreements will be distributed and will need to be approved by the local School Boards prior to June 30, 2006.

**06-055** It was moved by Ron Cassidy and seconded by Marvin Wourms to approve the 8e6 Internet filtering 3-year agreement at the recommendation of the LACATech Advisory Committee effective November 1, 2006. A vote of approval was taken.

**06-056** It was moved by Ron Cassidy and seconded by Keith Richards to authorize the LACA Executive Director and LACA Fiscal Agent to enter into a virus protection software 3-year agreement at the recommendation of the LACATech Advisory Committee effective Sept. 1, 2006, and not to exceed \$4.00/user license per year for up to 10,000 user workstations. A vote of approval was taken.

Sandra Mercer presented an update on LACA’s state support services for the Special Education Software during FY06. She also stated that LACA would be taking over additional responsibilities in FY07 including all modifications to the State’s Model

Procedure Forms. Heather Cronbaugh's Extra Work Agreement will include additional responsibilities in this area. During FY07, all current ITC's and one additional ITC are expected to sign the contract agreement with LACA for a total amount of \$48,750.00. A vote of approval was taken.

**06-057** It was moved by Keith Richards and seconded by Tom Slater to approve the FY07 Master Agreement for Support and Ratification for first level support for ITC's of the SSEM Software and the FY07 Extra Work Agreements for LACA staff providing statewide special education software support with a payment schedule determined by the LACA Fiscal Agent as follows:

- Heather Cronbaugh – SSEM Analyst II - \$3,500
- Andy Kemmer – SSEM Analyst I - \$2,500
- Jerry Eby – SSEM Specialist I - \$2,500

A vote of approval was taken.

**06-58** It was moved by Tom Slater and seconded by Jay Gault to approve the MCOECN Membership agreement for FY07 for \$11,000, McSIS Support for \$4,000 and DASL licensing/support for \$2.68 per ADM. A vote of approval was taken.

Sandra Mercer presented a new separate Service level agreement for the Electronic Time Card pilot approved at the March Governing Board meeting. She also stated the need to extend the pilot period for a full fiscal year from July 1, 2006, through June 30, 2007. Maysville, the original pilot district, recently decided to postpone their participation into the project for at least a 6 month period. Southwest Licking and Licking Heights have shown interest and will decide within the next few months if they will participate beginning July 1, 2006. Each district will enter into a contract with LACA and also with Time Ware, Inc for the bio-terminal hardware, software licensing, installation, and initial training and support.

**06-059** It was moved by Ron Cassidy and seconded by Doug Spade to approve the Electronic Time Card Service Level Agreement and extend the pilot period from July 1, 2006, through June 30, 2007, with evaluations conducted during Dec 2006 and May 2007. A vote of approval was taken.

**06-060** It was moved by Keith Richards and seconded by Ron Cassidy to approve the following items:

- A \$25/day rental fee for districts using LACA's Polycom (video hardware) system to cover expenses.
- The revised LACA Account Management Application Authorization Form to include LAMA Audit Access effective May 11, 2006.
- The revised LACA Staff User Security Form effective July 1, 2006, to include SPAM access only, new DASL access and the change that the Treasurer's signature is only required if the user is requesting access to the fiscal applications.
- LACA's FY07 Continuous Improvement Plan (CIP) as required by the Ohio Department of Education.

A vote of approval was taken.

Nelson McCray opened the nominations for LACA Chairman for FY07:

**06-061**  
**06-062**

It was moved by Keith Richards and seconded by Tom Slater to elect Nelson McCray as Chairman and Tom Suriano as Vice-Chairman. It was moved by Marvin Wourms and seconded by Tom Slater to close the nominations. A vote of approval was taken.

### **Meeting Presentations/Discussions**

#### **Financial**

LACA's Monthly Board reports are now online at: <http://laca0.laca.org/fiscweb/jv/laca/>  
Sandra Mercer demonstrated the access to the online reports as follows:

On LACA's webpage, select Fiscal Staff (left hand side), select Fiscweb, under Member districts select Career and Technology Education Centers of Licking County and then select LACA Reports. You will be prompted for your username and a password.

The Superintendents showed interest in using this to replace the e-mail distribution of reports prior to the Governing Board meetings. A password for access will need to be determined and forwarded to the Governing Board.

The INFOhio ITC subsidy for FY07 will be cut by 4%. In FY02, LACA received \$50,000. In FY03 through FY06, LACA received \$36,000. Now, in FY07 the state subsidy will be \$34,560.00. This will be a 30.1% cut since FY02. This led to discussions of a recent meeting with Senator Hottinger stating no cuts have been made to education. Nelson McCray distributed "Education Quick Facts" and a document on the TEL amendment.

#### **MCOECN/ODE Update**

The Data Driven Decisions for Academic Achievement (D3A2) project is a long-term state initiative focused on developing the capacity of educators while improving instruction and student achievement. 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/). The first video stream on D3A2 that can be used with staffs at the ITC or district level is also available at: <http://d3a2.org/clips.asp>. ODE has announced Release 1 of D3A2 is scheduled for December 2006. LACA understands the following will be available:

- Data Warehouse will be created that will house all testing/student data used for item analysis
- Authentication methods will be in place for access restrictions to testing data.
- Content Metadata will be loaded into a Fedora product and housed at eTech.
- Web applications and analysis tools will be available for administrators/teachers to perform item analysis and content links delivered based on analysis results

ODE is planning to host a one-day meeting during July to present how the ITC's will be involved. Professional Development for administrators/teachers will be a critical part of the success of D3A2.

Doug Spade presented another state initiative for analyzing the OGT test results with McGraw Hill through a Gates Grant. He stated his district has already begun to experience the value of having access to this student data.

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

Mount Vernon went live with LACA for Fiscal and EMIS on April 24. The HS/MS also went live with LACA for student scheduling only for 2006-07 on May 2. The following additional “go live” dates are scheduled:

- June 10 – Network/E-mail/Website
  - This is still tentative depending upon Sprint and Time Warner completing all fiber connections, testing and LACA installations.
- June 19 – Sirsi Library Automation (dependent upon network live)
- June 30 – SIS/Student complete files for 2005-2006
- August 1 – SIS/Student complete files for 2006-2007
- August (first day of school) – Progress Book HS/MS
- Sept – Special Education (SSEM)

Programming the student data from eSIS to SIS will be the most difficult part of the conversion. An update will be provided at the next Governing Board meeting.

The district fiber upgrades include LACA’s main gigabit connection and a total of 42 fiber connections ranging from 10-200mb speeds through Time Warner. LACA’s link is scheduled to be completed by May 26, 2006. Of the 17 Time Warner buildings, 6 are scheduled to be complete by the end of May, with the remaining complete no later than July 1, 2006. All current Adelphia locations will be live no later than 120 days from the date Time Warner Cable completes the purchase of Adelphia. All districts will receive appropriate pro-rated billing for T1/fiber services depending upon the exact live fiber cut-over dates.

LACA has signed and submitted the Time Warner 10-year contract for connectivity to Third Frontier Network (TFN). LACA has received all TFN funding from ODE in the amount of \$237,500. All maintenance/hardware costs for the ITC TFN connections are to be handled through the K-12 Connectivity funding provided by the state. All ITC’s are expected to be live on the TFN by the end of September 2006.

The MCOECN has selected Qwest as the new Internet Service provider for all K-12 school districts/ITCs, replacing the past provider OIT. All internal IP re-addressing has already taken place within the LACA network and we are expected to make the final changeover between June 15 and June 29. LACA is working closely with the district Technology Coordinators to verify a smooth transition occurs.

While the DASL testing and district pre-planning conversion steps are moving forward, Tri-Valley and LACA have decided to move their pilot “Go Live” date from May 11, to July 13, 2006. This was a result of issues discovered with the DASL/Progress Book integration. In addition to the general review of the pilot progress to determine the next set of districts, three other issues remain outstanding. They are the HGPA (LACA’s

Honor GPA program), an import/export for ACE's Master Schedule Builder, and the C-Tec Conversion. At this point, LACA is not able to confirm if these issues will delay the current district conversion schedule. Priorities have been set by the DASL Advisory Board as follows:

- Product stability and performance
- Full SIS Functionality
- Getting all district in the state live
- Enhancements

During the coming weeks, LACA will be testing a new add-on GPA that may possibly replace the honor GPA (HGPA) calculation, a majority of the districts use now. This change would require districts to change from a 5 point honor GPA scale to a 4 point GPA scale with honor classes weighted as an add-on to the total 4-point GPA. Once LACA tests the full impact of this change and if it proves to be a viable solution, a meeting will be called to explain the change with all school administrators and counselors.

A DASL Printer requirements document and recommendation was distributed to each Governing Board member.

The DASL fee for FY06 is currently \$2.00 and will increase to \$2.68 per ADM. for FY07. This increase includes a much needed DASL Software Quality Assurance Team at the state level. LACA's proposed FY07 budget includes \$3.00/ADM for DASL to handle additional customization development that may be required.

### **Unfinished business**

LACA's FY04 – FY05 financial audit is complete and includes no instances of noncompliance or other matters. A copy of the audit was presented to the LACA Governing Board Chairman.

Training for Library and Student users was presented. LACA requires all districts and new users on Sirsi, LACA's new library automation software, to attend 3 days of library automation software training. LACA also requires all student software users to attend 3 days of DASL training at the time of the districts scheduled conversion. Superintendents were asked to approve release time for staff in these areas.

### **New business**

Sandra Mercer received a public records request from The Advocate for a specific district's data during April. After legal consultation, it was determined that LACA must conform to the requirements of Ohio law in releasing the data of its users. Specifically, Ohio Administrative Code 3301-3-06(A)(5) requires an ITC to "Make certain that all data acquired on behalf of user entities are held in trust for those entities. Any transfer or release of any user entity's data shall require prior authorization from that specific entity". LACA can only release data if authorized by the District Superintendent and therefore the request must be submitted directly to the district/owner of the data.

Sandra Mercer stated that Standard and Poor, a company out of New York, has a Financial Resource Management system that BASA is currently reviewing with some ESC's around the state. LACA was approached to determine the process to access the districts' data. More information will be shared with the Governing Board as it is received.

Governing Board meeting dates for FY07 were agreed upon as follows:

- August 10, 2006 - Yearly combined Superintendent/Treasurer meeting
- October 12, 2006
- December 14, 2006
- January 11, 2007
- March 8, 2007
- May 10, 2007

**06-063** It was moved by Tom Slater and seconded by Ron Cassidy to adjourn the meeting at 10:40 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director