

## **Licking Area Computer Association**

**Minutes of the LACA Governing Board meeting held August 17, 2006, convening at 9:00 a.m.**

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

The following members answered present to the roll call: Scot Prebles, Tom Forman, Ron Cassidy, Jay Gault, Ernest Husarik, Jason Bunting representing Monte Bainter, Jeff Maley, Julie Taylor representing Keith Richards, Scott Hartley representing Tom Slater, Jacqueline Piar-Henderson, Forest Yocum, Tom Suriano, Nelson McCray and Jon Bowers representing Sandra Mercer. Brett Griffith, Denny Souder, Brad Hall, Jenny Vanover, Nancy Sinclair, Jack McDonald, Eugene Foust, Mindy Sturm, Tammy Woods and Ellen Towner were also present for the meeting. Doug Spade and Sharon Smith were not able to attend.

Dr. Ernest Husarik, Superintendent of the Licking Heights Local School District, was introduced and welcomed by the LACA Governing Board.

**07-001** It was moved by Tom Forman and seconded by Jay Gault to approve the minutes of the May 11, 2006 meeting. A vote of approval was taken.

**07-002** It was moved by Ernest Husarik and seconded by Tom Forman to approve the following financial items:

- Financial reports – June
- FY06 Final Reports – Final Appropriations and Year End Summary
- FY07 Appropriation Modifications and 5-year Projections

The Financial Report for June, 2006, was distributed to each Governing Board member. The financial status of LACA was presented by Jonathan Bowers. LACA ended June 30, 2006, with an unencumbered cash balance of \$495,554.49, which was approximately \$50,000 more than projected. It was also noted that the balance reflected a \$125,000, 3 year software acquisition was made in June. FY06 Final appropriation modifications, FY07 July appropriation modifications and an updated 5-year cash projection were also presented. A vote of approval was taken.

**07-003** It was moved by Tom Forman and seconded by Jay Gault to approve the creation of an additional K-12 Classroom Data Manager position with the understanding this position will replace the current K-12 Classroom Data Manager position held by Andy Kemmer that will be vacated upon his resignation during the first half of FY07 and for LACA to consult with Ander Kemmer during FY07 after his resignation date at his respective current hourly rate plus expenses on an as-needed basis. A vote of approval was taken.

Jonathan Bowers updated the board on the status of Joey Alexander's FMLA Leave; has returned to work this week. Sandra Mercer is currently on FMLA Leave.

**07-004** It was moved by Forest Yocum and seconded by Ernest Husarik to approve the following policies effective August 17, 2006:

- a. LACA Data Security Policy - Revised

- b. EMIS Policies and Procedures – Revised
- c. E-mail Usage Policy – Revised
- d. Web Hosting Services Policies and Procedures – Revised
- e. Internet Acceptable Use Policy – Revised
- f. Network Security Policy – Revised
- g. LACA’s Technical LAN support fee – Revised - \$100 per hour for member districts (2 hour-minimum is excluded when the district request pertains to a LACA-queued printer)
- h. LACA Staff User Security Form – Revised

A vote of approval was taken.

**07-005** It was moved by Tom Forman and Seconded by Forest Yocum to approve the following contracts:

- a. Focus Education Contract for FY07 pending districts’ participation, share of cost
- b. E-Rate Consulting with Womble, Carlyle, Sandridge & Rice for FY07 pending an OECN/ITC Agreement at a cost of \$3,500.
- c. Software Answers Progress Book software lease agreement for FY07 at \$2.00 per ADM.

Jonathan Bowers noted that participation in Focus Education is completely voluntary and the cost is shared equally among the districts that participate. Last year’s cost of \$4,700 was shared among 10 districts. Regarding the Womble, Carlyle, Sandridge & Rice Contract, it was noted that for the current funding year, LACA has received assistance on over 15 PIA Requests and Mark Palchick, our consultant has been very responsive in consulting schools. The \$2.00 per ADM fee associated with the Software Answers Agreement has already included in LACA budget. A vote of approval was taken.

**07-006** It was moved by Ron Cassidy and seconded by Julie Taylor to approve the recommendation of the LACATech Advisory Committee for the categorization of the new 8e6 Internet filtering categories effective with the new 8e6 software upgrade. A vote of approval was taken.

**07-007** It was moved by Scot Prebles and seconded by Tom Forman to approve a legal contract/ review of LACA’s contracts and constitution, at a cost not to exceed \$20,000. A vote of approval was taken.

### **Yearly Review**

The Governing Board reviewed LACA Forms that are signed on an annual basis.

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

Jonathan Bowers updated Governing Board members on the progress of converting all Mount Vernon’s services to LACA. Jeff Maley stated that the conversion went very smoothly. Members were also updated on the progress of the District Fiber Build. All Time Warner sites (19, including LACA) have already been successfully connected. The remaining schools are planned to be complete by October, at the latest. LACA’s Third Frontier Network connection is still in the planning stages. Time Warner, LACA’s vendor, anticipates the out connection will be complete by September 5.

The DASL Migration is progressing, with Tri-Valley going live on July 13<sup>th</sup>. Lakewood will be the next district to go live on October 3<sup>rd</sup>, with Flying Colors. Heath and Newark Catholic will go live November 14<sup>th</sup>.

### **MCOECN/ODE Update**

Districts are encouraged to stay abreast on the progress of the ODE initiative, D3A2, Data Driven Decisions for Academic Achievement – by visiting the website: <http://d3a2.org>.

ODE is encouraging districts to:

1. inform school staff and the public about D3A2
2. encourage staff to visit: <http://d3a2.org>
3. identify a small group of individuals to be D3A2 Pioneers
4. locate detailed local item analysis data from state assessments from the past 3 years and be prepared to work with local ITC to load that data

The Board discussed and concluded that October is not the best time to invite legislators as the State's biennium budget is later in the school year.

### **Unfinished business**

Jonathan Bowers presented the SAS 70 Audit Results that included no citing, but two recommendations: one, to eliminate inactive user accounts on VMS; and two, to test our Disaster Recovery Plan. It was explained that school LAMA Managers need to respond to notifications on inactive users in order to eliminate inactive user accounts. LACA is planning to test the Disaster Recovery Plan once TCCSA, with whom LACA has a reciprocal agreement, has installed their Store Server.

### **New business**

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

- October 12, 2006
- December 14, 2006
- January 11, 2007
- March 8, 2007
- May 10, 2007

**07-008** It was moved by Ernest Husarik and seconded by Scot Prebles to adjourn the meeting at 10:30 a.m.

Reported by,

Jonathan Bowers  
LACA Operations Director