Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 14, 2006, convening at 9:00 a.m.

Nelson McCray called the meeting to order.

The following members answered present to the roll call: Denny Souder representing Scot Prebles, Tom Forman, Jeff Maley, Tom Slater, Forest Yocum, Doug Spade, Sharon Smith, Nelson McCray and Sandra Mercer. Ron Cassidy, Jay Gault, Ernest Husarik, Monte Bainter, Keith Richards, Jacqueline Piar-Henderson, Tom Suriano and Ron Cassidy were not able to attend.

Sharon Smith, West Muskingum’s Superintendent, was welcomed to the LACA Board. Elizabeth Faulkner, LACA’s new K-12 Classroom Data Manager, was also introduced.

07-013

It was moved by Jeff Maley and seconded by Tom Slater to approve the minutes of the October 12, 2006 meeting. A vote of approval was taken.

The Financial Report for November 2006 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended November 30, 2006, with a negative unencumbered cash balance of $48,049.29. Reasons for the balance included outstanding ISP invoices from E-Rate discounts totaling $661,000 and local districts totaling $782,000. An updated 5-year cash projection was also presented.

07-014

It was moved by Jeff Maley and seconded by Tom Forman to approve the following financial items:

- Financial reports – November 2006
- FY07 Appropriations 5-year Projections totaling increases to expenditures of $4,000.00 and decreases to revenues of $34,918.12.

A vote of approval was taken.

Prior to the Governing Board meeting, projections for FY08 fee increases were e-mailed to the Governing Board. Projections included no increase to Internet Service Provider fees except for SOMACS T1 pricing, and a 3%, 6% or 7% increase in FY08 Service Level Agreement fees. Discussion followed on the unencumbered cash balance four years out and the current financial issues local districts are facing. Legal E-Rate council for the ITC’s is reviewing the need to cost allocate a portion of ISP charges if certain Internet access is deemed ineligible. This announcement is expected prior to the end of the calendar year and could potentially increase each district’s local share of LACA’s ISP charges.

07-015

It was moved by Doug Spade and seconded by Forest Yocum to approve a 0% increase on LACA’s FY08 Internet Service Provider fees with the exception that SOMACS T1 rates will be charged at the new state agreement rate and a 3% increase on LACA’s FY08 Service Level Agreement Fees with the understanding in forecasting local budgets, FY09-FY11 projections do include a 7% increase each year in Service Level Agreement fees and a 7% increase in ISP fees only in FY11. A vote of approval was taken.
LACA is currently negotiating with Time Warner for lower district to LACA fiber bandwidth rates and a 2nd redundant 1 GB connection from LACA to Time Warner, if additional districts commit to upgrading to 10Mbps. All districts would also need to sign a new 5-year ISP agreement, replacing the current 4-year agreement. LACA will be working with the districts over the coming weeks on the possible contract options.

07-016
It was moved by Jeff Maley and seconded by Tom Slater to approve the Extra Work Agreement for Special Services Education Module Analyst – I for Bobbie Warthman (replacing Andy Kemmer) effective October 23, 2006 and through June 30, 2007, for the prorated amount of $1730.75. A vote of approval was taken.

07-017
It was moved by Jeff Maley and seconded by Doug Spade to approve the FY08 Internet Service Provider Contract as presented. All contract changes were recommended by E-Rate legal council. A vote of approval was taken.

07-018
It was moved by Jeff Maley and seconded by Forest Yocum for LACA to enter into agreement with NWOCA and approve $100/month expenditure for hosting United Streaming content on behalf of the LACA participating districts. This hosting contract will save on Internet upstream bandwidth. A vote of approval was taken.

07-019
It was moved by Jeff Maley and seconded by Forest Yocum to approve an additional $500 for the statewide Human Resources software development project (total $8500.00). The Fiscal Advisory Committee recommended LACA’s financial participation in this software development project. A vote of approval was taken. C-Tec will be piloting the first module to be released, an employee Kiosk, after the first of the year.

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

**Personnel**

Evaluation forms for the Executive Director were distributed at the meeting and will also be forwarded via e-mail. Nelson McCray asked that all evaluations be returned to him by Feb 5th. The LACA personnel Committee is scheduled to meet Feb 8, 2007, at 9:30 a.m. LACA Staff evaluations are expected to be complete before the Holidays. All LACA job descriptions have been revised to include helpdesk support through the state CAUnicenter software.

**Projects / Emerging Technologies / Discussions**

LACA’s fiber upgrades are now complete for FY08 and all of LACA’s ISP districts have received E-Rate funding discounts for FY07. All but four ISP invoices went out in November. These final four are waiting for districts to file their form 486, acceptance of services form.

LACA now has 6 districts live on DASL for a total of 19 buildings. They are Tri-Valley, Lakewood, Lakewood Digital, LCESC/Flying Colors, Heath and Newark Catholic. There are a total of 233 districts in Ohio live on DASL across 16 ITC’s. LACA held a DASL Team Leader meeting on December 5, 2006. A meeting was held Dec. 12th to further discuss/set specific conversion dates through August 2007. An additional meeting will be held Friday, Dec. 15th from 9:00 a.m. – 12:00 p.m. for districts who currently use LACA’s custom honor GPA formula. DASL development is delayed for this custom GPA and districts will be reviewing the current DASL formula to determine their
Southwest Licking and Licking Heights are continuing to move forward with the Time Card Pilot. The evaluation for the Governing Board has been re-scheduled for April 2007. LACA is researching the ability to use virtual servers for this software in order to save districts start-up costs.

The State Library of Ohio recently announced $200,000 in LSTA grant funds for Library automation. Lakewood and Licking Valley both plan to submit proposals.

The MCOECN is currently preparing a cost plan/proposal for regional disaster recovery sites based upon the Store Server hardware LACA purchased during FY06. During FY07, LACA will be presenting a new Disaster Recovery/backup service for district data/servers also using the Store Server technology/hardware. District Technology Coordinators are expressing interest in this functionality.

LACA provides state support for 16 ITC’s currently serving 244 districts statewide on the Special Services Education module (SSEM) software. LACA’s districts are now into the 3rd year of using the IEP generator software. During December, LACA will be installing and testing the District-to-District Transfer feature and the export/import of data to EMIS. Ownership of the software (by the participating ITCs) may be turned over to the developer, Software Answers, in FY08 so additional software development can continue at minimal cost to the districts.

LACA has continued development on the LACA Account Management Application (LAMA) to automate all LACA Staff User Security Forms. LACA plans to pilot the software in either March with full district implementation in April, or October with full district implementation in November. Current research is underway to also incorporate all local Internet AUP (acceptable use policy) forms that are required for signature at the start of each school year.

**MCOECN/ODE Update**

Two of LACA’s districts, Southwest Licking and Tri-Valley, have been chosen (out of 10 statewide – called BETA Districts) to pilot the D3A2 (Data Driven Decisions for Academic Achievement) implementation. A PowerPoint presentation of the application, including screen shots, was presented to the Governing Board. Sandra Mercer will e-mail the PowerPoint to each Governing Board member for local use. LACA is viewing this as a whole new application to support and is working with ODE on the staff resources necessary to support the application. A copy of the DRAFT responsibilities for D3A2 was distributed to each Governing Board member. A question was raised if the application will reflect disadvantaged and free/reduced separately and also how this implementation project will align to the value added requirements and system offered through Battelle for Kids.

ODE posted the Longitudinal data RFP in mid-December. This proposal will be the beginning of the re-write on the EMIS system as we know it today. ODE plans to have the new system in place by summer of 2008.

LACA currently crosses 3 regions under the new Regional Service Agencies under HB115 as follows: 7 (Knox), 11 (Licking, Fairfield) and 12 (Muskingum). After
discussion, the following were appointed and/or volunteered to serve on the ITC subcommittee for each region:

- Region 7 – Superintendent and Treasurer of Mount Vernon City S.D.
- Region 11 – Jay Gault and Ernie Husarik (Forest Yocum and Tom Forman agreed to be alternates)
- Region 12 – Doug Spade and Monte Bainter (Sharon Smith agreed to be an alternate)

Unfinished business

Unfinished business included LACA contracting with legal council over the coming months to review and recommend changes to LACA’s Constitution and contracts to meet the requirements of the Ohio Revised Code changes and inviting area Legislators to attend a LACA Governing Board meeting after the first of the year. It was suggested that a date be set at the January 11, Governing Board meeting and that Joy Padgett, Chair of the Education Committee, also be invited to attend.

E-mail training for the Governing Board will be scheduled immediately following the January 11, 2007, LACA Governing Board meeting.

New business

Legal E-Rate council recently recommended each district change their e-mail domain name from laca.org to something specific for the district. This issue has been discussed with the LACATech representatives and will be a local decision.

Governing Board meeting dates for FY07 are:

- January 11, 2007
- March 8, 2007
- May 10, 2007

07-020

It was moved by Tom Slater and seconded by Tom Forman to adjourn the meeting at 11:10 a.m.

Reported by,

Sandra Mercer
LACA Executive Director