

## **Licking Area Computer Association**

### **Minutes of the Yearly Combined Superintendent/Treasurer LACA Governing Board meeting held August 9, 2007, 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, Damien Bawn, Jay Gault, Ernie Husarik, Monte Bainter, Steven Short, Keith Richards, Scott Hartley, Forest Yocum, Sharon Smith, Doug Spade, Nelson McCray and Sandra Mercer. Ron Cassidy and John Shepard were not able to attend. Treasurers attending included Brett Griffith, Tammy Woods, Glenna Plaisted, Jenny Vanover, Lew Sidwell, Nancy Sinclair, Julie Taylor, Jack McDonald, Max Maley and Ellen Towner. Jon Bowers was also present for the meeting.

New Superintendents introduced on the Board were Damien Bawn, Johnstown-Monroe Superintendent, Steve Short, Mount Vernon Interim Superintendent, and Scott Hartley, North Fork Superintendent.

**08-001** It was moved by Keith Richards and seconded by Ernie Husarik to approve the minutes of the May 10, 2007, meeting. A vote of approval was taken.

The Financial Report for June 2007 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended June 30, 2007, with an unencumbered cash balance of \$947,884.04. This was approximately \$179,000 ahead of projections. An updated FY07 5-year cash projection, FY07 Appropriation Modifications, and an FY07 Financial Summary were distributed and included additional K-12 Network grants awarded to LACA in June 2007 in the amount of \$60,000.00. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were also distributed and reflected a June 30, 2010 projected unencumbered cash balance of \$362,800.72.

**08-002** It was moved by Doug Spade and seconded by Ernie Husarik to approve the following financial items:

- Financial reports – June 2007
- FY07 Appropriation Modifications and 5-year projections
  - Increased Expenditures: \$67,076.69
  - Increased Revenues: \$39,352.53
- FY08 Appropriation Modifications and 5-year projections
  - Increased Expenditures: \$198,856.61
  - Increased Revenues: \$ 17,783.42
- 5-Year Cash projection: June 30, 2011 Unencumbered Cash of \$362,800.72

A vote of approval was taken.

Sandra Mercer presented a new HR Kiosk Service Level Agreement (SLA), a new Hosted Off-Site Backup Service Level Agreement, a revised Data Security Policy and revised Internet Filtering Request Form. The HR Kiosk SLA is a new optional service offering that requires districts to provide first level support. District Treasurers interested in implementing the application, hosted at the NWOCA ITC, attended a kick-off meeting on July 19<sup>th</sup>. LACA will implement this service in a train-the-trainer support model. At this time, there is no cost for the HR Kiosk service. The new Hosted Off-site backup

service is also optional and will only require a separate SLA in FY08. This service provides full backup of local servers to LACA and tape off-site backup at C-Tec. This service is not a disaster recovery service, but offers an off-site backup for the districts to use in case of a disaster. Granville and Heath are currently utilizing this service. In FY09, this service will become an additional item on LACA's Master SLA. Changes were presented for the Data Security Policy and the Internet Filtering Request Form. There was no request by the Governing Board to change the current E-Mail Usage Policy and the User Security Form will soon be replaced by LAMA (LACA's Account Management Application).

**08-003** It was moved by Ernie Husarik and seconded by Keith Richards to approve the following items as presented effective August 9, 2007:

- New Human Resources Kiosk Service Level Agreement
- New FY08 Hosted Off-Site Backup Service Level Agreement
- Revised Data Security Policy
- Revised Internet Filtering Request Form

A vote of approval was taken.

Sandra Mercer presented LACA's FY08 Continuous Improvement Plan (CIP) and the list of sixty-four (64) Guidelines and Recommended Procedures for ITC's. LACA's CIP was developed through user feedback, spring user surveys, multiple user meetings, state requirements, and the LACA Staff retreat.

**08-004** It was moved by Monte Bainter and seconded by Doug Spade to approve LACA's FY08 CIP for submission to ODE October 1, 2007, with authorization for the LACA Executive to make any changes necessary to meet the final ODE reporting requirements. A vote of approval was taken.

Sandra Mercer presented a LACA Hardware Upgrade Proposal. Details, benefits and costs for the Blade Server and Virtualization Software (VMware) were presented. The total amount of the proposed hardware is already included in LACA's FY08 budget.

**08-005** It was moved by Forest Yocum and seconded by Damien Bawn to approve the hardware purchases for ITC Standardization not to exceed \$92,300.00. A vote of approval was taken.

The FY08 Focus Education Contract and FY08 E-Rate Legal Consulting Contract were presented. Twelve districts participated in the Focus Education contract in FY07 at a per district cost of \$391.67.

**08-006** It was moved by Tom Forman and seconded by Jay Gault to approve the Focus Education Contract for FY08 pending districts' participation, share of cost and the E-Rate Consulting contract with Womble, Carlyle, Sandridge & Rice for FY08 pending an OECN/ITC Agreement at a cost of \$3,500. A vote of approval was taken.

### **Yearly Review**

LACA will be contracting with legal council over the coming months to review and recommend changes to LACA's Constitution to meet the requirements of the Ohio Revised Code changes. The Constitution will then need to be approved by the Governing

Board, ratified by the local board of each member district and then approved by the State Superintendent.

Sandra Mercer reviewed the full set of LACA Contracts (service level agreements) with the Governing Board. Keith Richards volunteered to assist Jon Bowers and Sandra Mercer in the review of the "Non-Member Entity" SLA to possibly provide future benefits to LACA's member districts.

All of LACA's policies and forms were reviewed. Each district Superintendent will need to return the following forms to LACA for FY08 by the end of August: Focus Education (if participating), Vendor Data Release Form and FY08 Advisory Committee Representatives. All other forms were reviewed and changes should be submitted to LACA as soon as possible. Districts were also reminded to make changes to Hall Pass Accounts (through eTech) and Safe Accounts (through ODE) for key staff that has left the district.

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

E-mail upgrades made over the summer were presented.

LACA now has 14 entities (11 Districts, 2 Community Schools and 1 non-public School) live on DASL for a total of 48 buildings. The next round of entities (remaining 4 Districts and 2 Community Schools) are currently scheduled to convert in the summer 2008.

LACA is in its sixth year of supporting Progress Book. LACA will be concentrating on Principal training over the coming year.

Updates on the following were presented: Video, Time Card Pilot, INFOhio, HR Kiosk, SSEM and LAMA. With many new applications and conversions in progress, Superintendents were encouraged to support the release time for staff to attend training.

OnBase from Hyland, an Enterprise Content Management/Document Management vendor, is being reviewed at the state level for a state purchasing/support agreement. Two ITC's, HCCA and TCCSA, will be setting up a model for ASP (Application service provider – regional) services for the state and will start with the integration of SSDT (USAS-Accounting and USPS-Payroll) applications. Southwest Licking reported they have already moved forward with another document management solution and Newark stated they are close to selecting a vendor. Sandra Mercer will check on the status of Southwest's implementation and send an e-mail to the Governing Board with more detail about their progress. LACA was directed to setup a presentation on OnBase in the near future for the Superintendents and Treasurers.

### **MCOECN/ODE Update**

The K-12 Network Application for \$3000 in grant funds for each Instructional Building (IRN) housing students for the 2007-2008 school years is now available on eTech's website. Districts have until Oct 31, 2007, to apply for these funds.

LACA continues to work with Tri-Valley and Southwest Licking on the pilot of the state's D3A2 application for teachers to access test scores and resources aligned to the state content standards. LACA will be preparing an implementation plan for D3A2 later this fall.

ODE announced that Edustructures, LLC was awarded the RFP for the EMIS rewrite and IBM was selected as the sub-contractor. ODE has requested e-mail contacts for the Technology Coordinator and EMIS Coordinator for each district to use when corresponding important information about the rewrite to the districts. By July 2009 (FY10), ODE plans to have everyone on the new system.

Sandra Mercer will be submitting to the Franklin County ESC the following names of individuals for the ERSS Region 11 Subcommittees:

- ITC Committee: Jay Gault, Ernie Husarik
- Education Technology Committee: Chris Cashdollar (LH), Jane Galbraith (NE), Larry Smith (NF)

District updates to OEDS-R for the printing of the Ohio Educational Directory for FY08 are due August 10, 2007.

### **Unfinished Business**

A discussion was held on laptop policies to protect student/staff information. Concerns were expressed that district staff could access LACA's applications with laptops and save data/files/reports locally that would become unprotected and also be insecure in case of theft. Recent state incidents and a report of an incident at another ITC were discussed. Jon Bowers recommended districts put a policy in place to restrict staff from saving files with any personal identifiable information onto a local laptop. This topic will be added to the next LACATech Agenda for more Technology Coordinator discussion.

The invitation to Legislators to attend a LACA Governing Board meeting was discussed. It was agreed to invite all area legislators to the next LACA Governing Board meeting and provide a presentation of LACA's services starting at 9:00 a.m. The regular meeting will follow the presentation.

### **New business**

Governing Board meeting dates for FY08 are:

- Oct 11 – Main items include: FY09 ISP and initial FY09 Budget Projections
- Dec 13, 2007
- Jan 10, Mar 13, May 8, 2008

**08-007** It was moved by Ernie Husarik and seconded by Tom Forman to adjourn the meeting at 10:45 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director