

**A Legislative Reception preceded the LACA Governing Board meeting and included a presentation on all LACA core and expanded service offerings. Representative Hottinger and Representative Dodd were in attendance.**

## **Licking Area Computer Association**

**Minutes of the LACA Governing Board meeting held October 11, 2007, convening at 9:55 a.m.**

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

The following members answered present to the roll call: Tom Forman, Damien Bawn, Ron Cassidy, Glenna Plaisted representing Jay Gault, Ernie Husarik, Pam Lear representing Monte Bainter, Steve Short, Keith Richards, John Shepard, Forest Yocum, Doug Spade, Nelson McCray and Sandra Mercer. Scott Prebles, Scott Hartley and Sharon Smith were not able to attend. Jon Bowers was also present for the meeting.

John Shepard, Northridge's Superintendent, was welcomed to the LACA Board.

**08-008** It was moved by Ernie Husarik and seconded by Forest Yocum to approve the minutes of the August 9, 2007, meeting. A vote of approval was taken.

The Financial Report for August 2007 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended August 31, 2007, with an unencumbered cash balance of \$634,332.24. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were also presented.

**08-009** It was moved by Keith Richards and seconded by Steve Short to approve the following financial items:

- Financial reports – August 2007
- FY08 Appropriation Modifications and 5-year projections
  - Increased Expenditures: \$42,912.44
  - Increased Revenues: \$42,912.44

A vote of approval was taken.

**08-010** It was moved by Keith Richards and seconded by Forest Yocum to approve the revised LACA Severance Pay Policy to include under item B: "plus (1) day for each year of service over ten (10) years employment with LACA". A vote of approval was taken.

Sandra Mercer distributed the revised 8e6 Internet filtering categories as recommended by the LACATech Advisory Committee on September 10, 2007. Each category change was presented. Sandra Mercer stated that another category vote by the LACATech Committee would be needed immediately as 8e6 released today an additional change that would take effect with LACA's next update. Calls and e-mails were being made to each Technology Coordinator to explain each new category and record their vote of "CIPA", "LACATech" or "None" for each change.

**08-011** It was moved by Ernie Husarik and seconded by Forest Yocum to approve the 8e6 Internet filtering categories for CIPA (Children's Internet Protection Act) and LACATech (additional recommended filtering) as recommended by the LACATech

Advisory Committee on September 10 and October 12, effective October 12, 2007. A vote of approval was taken.

Sandra Mercer presented a revised Internet Filtering Request Form to comply with the new 8e6 software upgrade.

**08-012** It was moved by Ron Cassidy and seconded by Ernie Husarik to approve the revised Internet Filtering Request Form effective October 12, 2007. A vote of approval was taken. LACA will work with each Technology Coordinator to get a new form completed and on file with LACA.

### **Proposed FY09 Budget and 5-year Projections**

Sandra Mercer presented the first draft of the FY09 Budget and cash projections through June 30, 2012. A projected 4.5% increase in SLA fees will be needed in FY09 in order to maintain a minimum \$200,000 unencumbered cash for June 30, 2012. A 7% increase in SLA fees is projected in FY10, FY11 and FY12, while no increases to ISP fees is projected. FY07 ADM numbers will be used to project FY09 district costs until the final FY08 EMIS October ADM's are available. Actual FY08 Fees do not yet reflect the ISP reduced rates for T1 and 10MB circuits, but these reduced costs are figured into the district ISP costs for FY09-FY12. Sandra Mercer will be sharing the proposed budget with the Treasurers and will be presenting the ISP fees for approval at the Governing Board meeting in December 2007 and will be presenting the SLA fees for approval at the Governing Board meeting in March 2008.

The State OECN Oversight Committee recently approved the following motion to change the OECN formula beginning FY 09:

“For FY 09, two (2) services are to be added to the existing core services: HR, and Document Retrieval. The 55% Basic/45% NFSA split will remain.”

LACA submitted a response to this funding change expressing concern:

- Moving from school essential applications to non-essential applications
- Funding fully developed programs to programs that are not even developed yet
- Taking away financial support for critical applications and requiring schools to spend more money just to have what they had before.

If this motion is not over-turned, this change will affect (reduce) state funding beginning in FY09 and will require increases to the projected SLA fees for FY09.

Video fees for FY09 were also discussed. LACA has the capacity to double the number of schools (districts) using video which would cut the costs of video in half for most contracting districts. LACA will be contacting non-participating schools for their interest.

### **Proposed FY09 ISP Contract**

There are no changes proposed for the FY09 ISP contract.

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

Under the Ohio K-12 Network budget, LACA has the opportunity to receive grant funds for a secondary Internet Connection. LACA has been contacted by Denison University and will be discussing a possible partnership with them for a redundant Internet connection.

Sandra Mercer reported that the conversions to LAMA, LACA's new Account Management Application to replace the paper Staff User Security Form, are almost complete. LACA staff and district staff are working through the transition and additional documentation on security roles is being developed.

A Document Archival and Retrieval System presentation will be held at LACA on Nov 1, 2007, from 1:30 – 3:30 p.m. TCCSA will be presenting information on the new state/regional service offering for Document Retrieval/Storage services with OnBase from Hyland, an Enterprise Content Management/Document Management vendor. District Superintendents, Treasurers and Technology Coordinators are invited to attend. Sandra Mercer will send a reminder about the presentation via e-mail.

### **MCOECN/ODE Update**

Districts registered on the D3A2 website were asked to complete the D3A2 Authorization Form and return it to LACA with their desired implementation date. These districts include: Granville, Licking Heights, Maysville and West Muskingum. Heath, Johnstown and Mount Vernon have already submitted their forms. LACA plans to convert 1 district between now and Dec, and 2 districts per quarter beginning January 2008. Registered districts have also received a letter of intent from ODE/SST on the implementation. LACA will be sending information to districts who were contacted by ODE/SSDT on how to respond to the letter. Additional items discussed included:

- New K-12 Network Identity Management System.
- Grant funding to support the implementation of D3A2 - \$7500 Quarter 1 FY08
- Cost model for non-members
- November meeting with Southwest Licking and Johnstown – Nov 7, 8 or 9
- ESC support for Professional development

D3A2 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://d3a2.org>

### **Unfinished Business**

Laptop/flash drive policies and data security will continue to be a topic of discussion for the LACATech committee. They will be reviewing software that can encrypt all data on both hardware devices.

LACA Constitution changes for ORC compliance included clarification on “User Entity” and adding representation by contracting districts/schools at Governing Board meetings and Advisory meetings. It was agreed that one designee for the non-public schools, one designee for the independent public schools and one designee for the community schools be non-voting representatives on the Governing Board and all schools be non-voting representatives on each Advisory Committee. LACA will be contracting with legal council for compliance review in collaboration with NCOCC and TCCSA. Constitution changes will be presented at a future Governing Board meeting.

LACA will be developing a Records Retention Policy during FY08. A Local Records Commission will need to be created to address record retention/disposal, items exempt from public record (for example: Infrastructure Documents that include items such as filtering logs, helpdesk reports, SYS logs, WAN configurations, etc), and other long term data retention issues during FY08. Board members were asked to recommend names of

individuals who would be willing to serve on the committee to represent student, fiscal and other areas relating to LACA's records retention.

### **New Business**

LACA has been in contact with 8e6, our Internet Filtering vendor, on the items discovered during our channel 10 TV interview. The Search Engines category will be discussed for possible inclusion in the LACATech categories at the next LACATech meeting.

LACA has received possible interest from TRECA to provide Student and EMIS services to TRECA schools interested in DASL.

Governing Board meeting dates for FY08 are:

- Dec 13, 2007
- Jan 10, Mar 13, May 8, 2008

**08-013** It was moved by Ernie Husarik and seconded by John Shepard to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director