

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held January 10, 2008, 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, Ron Cassidy, Jay Gault, Ernie Husarik, Steve Short, Scott Hartley, John Shepard, Forest Yocum, Doug Spade, Nelson McCray and Sandra Mercer. Keith Richards and Sharon Smith arrived at 9:10 a.m. Monte Bainter was not able to attend. Jon Bowers, Nancy Sinclair and Mike Carter were also present for the meeting.

08-019 It was moved by Ernie Husarik and seconded by Doug Spade to approve the minutes of the December 13, 2007, meeting. A vote of approval was taken.

The Financial Report included FY08 Appropriation Modifications totaling \$10,000 in increased revenues. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were presented.

08-020 It was moved by Forest Yocum and seconded by Ron Cassidy to approve the following financial items:

- FY08 Appropriation Modifications and 5-year projections
 - Increased Expenditures: \$0.00
 - Increased Revenues: \$10,000.00

A vote of approval was taken.

Sandra Mercer distributed a LACA 3rd Party Timecard Service Offering proposal and copies of the Timecard evaluation survey results from the Licking Heights and Southwest Licking pilot programs. Over 50% of the responses on the survey in each category ranked at Good/Excellent. Discussion of the pilot followed.

08-021 It was moved by Forest Yocum and seconded by Ernie Husarik to approve the LACA 3rd Party Timecard service offering for the Timeware, Inc. Primetime application at an annual cost per district of \$1,800 with a one-time district buy-in of \$4000 effective January 1, 2008, with no SLA fee increases applied for FY09 and the understanding that LACA reserves the right to limit the number of new districts participating each year. A vote of approval was taken.

Fliers on the Timeware Ohio-100 Marketing (30% discount) Program for the Primetime software were distributed and LACA will be sending out an announcement to all districts of a Timeware presentation scheduled for January 30, 2008, at 9:00 a.m. at the LACA Offices.

At the last ITC Director's meeting, an announcement was made on the need for the MCOECN Technology Services Group to conduct a \$45,000 study for the feasibility of creating a state-regionalized Document Management System. The LACA districts attended a presentation on the system in November and interest has been expressed to participate in such a system in the future.

08-022 It was moved by Doug Spade and seconded by Tom Forman to approve up to \$4,500 for LACA's cost in the state study of a regionalized Document Management service offering. A vote of approval was taken.

The recent change to LACA's Internet Filtering system under the LACATech Filtering Group to block all search engines except Google and Yahoo SafeSearch has caused a problem with accessing the msn.com website for computer's Internet Explorer settings. This problem can be resolved by creating a custom filtering category in the 8e6 application.

08-023

It was moved by Steve Short and seconded by Ernie Husarik to approve the creation of an "Internet Explorer start-up custom category" as an 8e6 Internet Filtering category, pending 8e6's determination, and to exempt the category from the LACATech filtering group as recommended by the LACATech Advisory Committee on January 9, to be effective January 10, 2008, or as soon as creation can occur. A vote of approval was taken.

Video Presentation/Proposal for FY09

Jon Bowers lead a video presentation that included LACA's Distance Learning Order Tracking System (DLots), a sample of LACA's Video Content Catalog and observance of a live video call through COSI. Updated video cost proposals for FY09 were also presented and included a starting base price of \$4800 per district. This is a reduction of almost 50% over the current projected FY09 base price per district. LACA has been in contact with the MVESC on the possibilities to merge/share video services/resources and additional meetings will occur over the next couple of months. Jon Bowers recently attended a Licking County Principals' meeting and three districts expressed their interest to participate in distance learning classes between the schools. eTech also presented the new Distance Learning Clearinghouse to the LACATech Advisory Committee at the January 9, meeting, and their initial priorities will concentrate on:

- Fall 08: Senior classes needed for graduation
- Winter 08: More academic classes for AP, remediation, specialized (ex: Chinese)
- More course diversity to keep students enrolled at the local S.D.
- No student can take a course without district approval
- EMIS reporting that will handle the cost of the delivered course. (Note: No deduct to district's foundation payment will occur.)

Examples of video use include:

- Classes through Video Content Providers
- Academic Course offerings between school districts
- Staff Professional Development – Ex: Battelle for Kids
- Professional meetings - Group and one-to-one

LACA will continue to gather additional video interest from the districts and a final cost proposal for FY09 fees will be presented at the March Governing Board meeting.

Proposed Constitution changes for ORC (Ohio Revised Code) Compliance

Revisions to the LACA Constitution were presented for review. LACA will be joining with NCOCC and TCCSA for legal review of the Constitution before the formal changes are presented for motion at the March Governing Board meeting. The changes include:

- Updated wording to reference 3313.92 of the Ohio Revised Code
- Governing Board meetings: Add non-member non-voting representation with one designee per organization type: non-member public school district, public community school and chartered non-public school.
- Removal of Non-Fiscal Advisory Committee. All non-fiscal applications will be under Governing Board through the current standing subcommittees.
- Advisory Committee meetings: Add non-voting representation for each non-member entity receiving services.

Projects / Emerging Technologies / Discussions

An RFP has been announced by the State K-12 Network Committee for the purpose of performing a network security assessment for all ITCs and Large City School Districts. LACA will receive its own security analysis report that includes recommended mitigation strategies for any issues identified. In addition, a composite report will be produced (without divulging the identity of specific sites), that will be used by the leadership of the Ohio K-12 Network to identify trends, re-design opportunities, and possible training needs across the network. The dates surrounding the audit include the following:

- Electronic Release of RFP December 21, 2007
- Anticipated Vendor Award Date February 18, 2008
- Work Completion Deadline May 30, 2008

A question was raised at the last Governing Board meeting on access to the Human Resource Kiosk application for district substitutes. The access is granted through use of the employee's e-mail account. For districts granting access to substitutes, it is highly recommended the e-mail account used for accessing the Kiosk be either a LACA e-mail account or a district managed account, for those districts managing their own in-house e-mail servers. The main reason is the district needs the ability to manage/control/support the account. For non-district/non-LACA accounts (for example hotmail.com), there would be no means to control the validity of the account and/or the issuing of a new password. For purposes of managing LACA's Account Management System (LAMA), a request was made by Denny Souder for LAMA to include a flag for substitute accounts. Sandra Mercer will pass this request on to Chad Carson, the developer of the LAMA application.

MCOECN/ODE Update

The State Software Development Team (SSDT) has released a new Identity Management (IdM) system for production use by ITC and Large Urban personnel. This new Identity Management System will be used to provision and manage user accounts for all statewide applications. This system will first be used by the D3A2 application and will eventually be linked to ODE's Safe Account, eTech's Hall Pass and the HR Kiosk, to name a few. The state intends to create and deploy this application for management by the local school districts.

Mary Knicely on the LACA staff is working very closely with districts on Missing Data Reports and Non-Compliance Status. There are only two more opportunities to submit December Child Count data and four more opportunities to submit October data. Open lab work sessions have also been scheduled and districts are encouraged to send their EMIS staff for assistance in correcting their errors or just reading the reports if needed. Tom Forman expressed his concern with ODE on the development of criteria that causes his district to appear out of compliance in EMIS reporting when his district's data is being reported accurately. He stated that with Mary Knicely's assistance, they have received a waiver. He also questioned what criteria will be used for next year's reporting. Sandra Mercer will relay his question to the EMIS staff and report the answer to the Governing Board via e-mail.

Unfinished Business

Sandra Mercer presented a third draft of the FY09 Budget and cash projections through June 30, 2012, which included only changes to FY09 ISP districts rates. The full FY09 budget and FY09 SLA fees will be presented for motion at the March 2008 Governing Board meeting.

LACA will be modifying the Data Security Policy to address identifiable data and laptop securities and will be modifying the Internet Acceptable Use Policy to include personal use of long distance voice over IP applications as a violation. Changes to the Internet Acceptable Use policy will be verified through the MCOECN legal council before recommending to the Governing Board.

Copies of a PowerPoint presentation provided by Bricker & Eckler on “Problems in Records Retention”, including ‘Problems in E-mail’, were distributed to each Governing Board member along with two additional documents defining “what is a record” and “when are e-mail messages records”. E-mail archiving is also becoming a “hot” topic among ITC’s and LACA recently received a request from one of the districts which is being required by their Board of Education to put such a system in place. LACA will begin research on archiving e-mail which will include:

- Cost proposals for implementing e-mail archiving as part of LACA’s e-mail services
- Legal recommendation on what constitutes a record (definition)
- What are districts legally required to do in regards to e-mail archiving

New Business

Damien Bawn expressed his desire to change Johnstown-Monroe’s ITC membership from LACA to TRECA. The item is on his district’s Board Agenda for Monday, January 14, 2008. Based upon the current multi-year Internet Service Agreement with LACA, he intends to continue this ISP contract with LACA through the current expiration date of June 30, 2010. He presented a cost comparison between current LACA and TRECA charges for FY08-09. He also expressed his intent to move forward with additional services offered by TRECA as follows:

- The development of a Johnstown Digital Academy
- The development of a data warehouse pilot
- Professional Development services
- Technical On-site Computer Support

Sandra Mercer presented a service comparison matrix that reflected LACA’s current services exceeding the required state ITC core services. The matrix reflected that it was unknown if TRECA offered the same level of service. A budget analysis for Student Services was also presented but again only included figures available to LACA at this time. The need to determine the following was expressed by members of the LACA Board:

- Are there differences in cost and if so, how do they relate to services provided
- Additional changes to the Constitution to enforce more control/preparation for the future to protect the membership of LACA

Additional comments were made by members of the Board regarding the equal representation, comparison of service and the quality of service provided by LACA.

Governing Board meeting dates for FY08 are:

- Mar 13, May 8, 2008

08-024

It was moved by Ernie Husarik and seconded by Forest Yocum to adjourn the meeting at 10:45 a.m.

Reported by,

Sandra Mercer
LACA Executive Director