

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held May 8, 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 Scott Prebles, Tom Forman, Mike Carter representing Damien Bawn, Ron Cassidy, Jay Gault, Ernie Husarik, Steve Short, Scott Hartley, John Shepard, Sharon Smith, Nelson McCray and Sandra Mercer. Monte Bainter, Keith Richards, Forest Yocum and Doug Spade were not able to attend. Jon Bowers was also present for the meeting.

Sandra Mercer shared recognition of Doug Spade's retirement and will forward the congratulations to him personally.

08-041 It was moved by Ernie Husarik and seconded by Tom Forman to approve the minutes of the March 13, 2008, meeting. A vote of approval was taken.

The Financial Report for March 2008 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended March 31, 2008, with an unencumbered cash balance of \$1,042,532.52. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were presented. The FY09 budget and 5-year cash projection ending June 30, 2012, were also presented.

08-042 It was moved by Sharon Smith and seconded by John Shepard to approve the following financial items:

- Financial reports for March '08 (unencumbered cash \$1,042,532.52)
- FY08 Appropriation Modifications and 5-year projections
 - Increased Expenditures: \$1,500
 - Increased Revenues: \$7,500
- 5-Year Cash projection: June 30, '11 (unencumbered cash of \$376,759.72)
- Authorization by the Fiscal Agent Treasurer to balance all accounts as needed for June 30, 2008, and to roll over all unencumbered equipment and software budget amounts to next year's appropriations
- FY09 Budget
 - Expenditures: \$3,054,833.65
 - Revenues: \$3,018,246.90
- 5-Year Cash projection: June 30, '12 (unencumbered cash of \$159,241.42)

A vote of approval was taken.

Sandra Mercer reported the June 30, 2012, unencumbered cash is expected to be over the \$200,000 Governing Board projected set amount by the end of this fiscal year, June 30, 2008. Sandra Mercer commented on the Governor's request calling for all agencies to submit new budgets at 90% of funding levels after all cuts are made this fiscal year. These cuts would represent approximately \$20,000 in revenue loss to LACA each year and are not included in the 5-year projections.

08-043 It was moved by Ron Cassidy and seconded by Sharon Smith to approve payment for the State Software Development Team (SSDT) Human Resources (HR Kiosk) continued development cost not to exceed \$8,500 for FY09. A vote of approval was taken.

Sandra Mercer reported the final DASL budget for FY09 has not yet been set, but the cost per ADM is expected to remain at \$4.00/student. Sandra Mercer will report any changes to the Governing Board as they are received. The DASL total cost for LACA for FY09 is expected to be \$146,964 (\$4.00 x 36,741 students) and is included in the FY09 budget.

08-044 It was moved by Ernie Husarik and seconded by Sharon Smith to approve the MCOECN Membership agreement for FY09 for \$12,000 and DASL Licensing/support for \$4.00 per ADM. A vote of approval was taken.

08-045 It was moved by Steven Short and seconded by Sharon Smith to approve the FY09 Special Services Education Module (SSEM) State Support Agreement with Software Answers pending LACA Executive Director agreement of services provided at a compensation rate of \$.14 per State ADM (for FY09 – estimated \$70,000 revenue). A vote of approval was taken.

Ernie Husarik noted that the Constitution needs to be modified to be gender neutral. Sandra Mercer will make the appropriate changes.

08-046 It was moved by Ernie Husarik and seconded by Tom Forman to approve the LACA Constitution changes as presented effective May 8, 2008. Ron Cassidy: Abstain. A vote of approval was taken. (Ten members voted in agreement which met the 2/3 membership requirement.)

Discussion followed on the Internet Acceptable Use Policy revisions recommended by LACATech.

08-047 It was moved by Ernie Husarik and seconded by Sharon Smith to approve the revised Internet Acceptable Use Policy effective May 8, 2008. A vote of approval was taken.

08-048 It was moved by Scot Hartley and seconded by Ernie Husarik to amend the motion to approve the LACA Internet Acceptable User Policy with the deletion of item 3 under UNACCEPTABLE USES OF THE LACA NETWORK at the top of page 4. A vote of approval was taken.

Sandra Mercer will report the change to the LACATech committee for additional review of the use of personal IP-based phone systems. LACA will be sending out the announcement of the policy change to all users and will include the ability for any user, not accepting the changes, to file a written request with LACA to revoke their user account.

08-049 It was moved by John Shepard and Seconded by Ernie Husarik to approve the Internet Filtering (8e6) change to allow access to the Gagle.net site (web-based e-mail site category) under the LACATech group per the unanimous recommendation of the LACATech Advisory Committee effective May 7, 2008. Jay Gault: no. A vote of approval was taken.

Jay Gault expressed his concern on the continual changes to the 8e6 filtering system.

08-050
08-051 It was moved by Ron Cassidy and seconded by Ernie Husarik to elect Nelson McCray as Chairman. It was moved by Ron Cassidy and seconded by John Shepard to close the nominations. A vote of approval was taken.

08-052

It was moved by Tom Forman and seconded by Scott Hartley to elect Scot Prebles as Vice-Chairman. It was moved by Tom Forman and seconded by Scott Hartley to close the nominations. A vote of approval was taken.

LACA's CIP and CIP Checklist

LACA's FY09 CIP is due to ODE on October 31, 2008, and it will be presented for Governing Board approval at the August meeting. ITC's are also responsible for filing a yearly self-reporting CIP checklist with ODE which is due July 31. Three areas of the CIP checklist LACA has been working to complete over the past year are:

- Disaster Recovery Plan – still in process
- Public Records Policy – draft was presented at the meeting
- Constitution revisions per ORC changes – now completed

Vendor Data Release Forms

Vendor Data Release Forms for FY09 were presented at the meeting for Superintendent completion/signatures. A new form will need to be on file at LACA in order for LACA to perform any data transfer routines for the 2008-2009 school year.

LACA Staff User Security Form

The LACA Staff User Security Form is no longer needed and has been replaced by LAMA, the new LACA Account Management Application. Automated notices are going out daily to all users who have not yet electronically accepted LACA's Internet Acceptable Use Policy and district Superintendents were reminded to encourage all staff to complete this electronic step as soon as possible. This is a step that must be completed before LACA (and the district) can throw away old paper User Security Forms. It is important for these accounts to be reviewed and cleaned up (deleted if not used) by the district LAMA Administrator as LACA uses the current number of accounts for licensing purposes and these accounts are using system resources by accumulating unread e-mails. It was agreed by all present for LACA to set a September 2008 requirement date for users to complete this online acceptance prior to revoking user access.

Projects / Emerging Technologies / Discussions

The LACATech Committee has created a new subcommittee to develop guidelines for e-mail records. There was no interest expressed by the members present for LACA to continue research of archiving E-mail.

Four districts, Maysville, Northridge, Southwest Licking and West Muskingum signed letters of commitment to participate in the 5-year Foreign Language Assistance Program (FLAP) if awarded by the federal governing in August 2008. The grant will provide high definition video hardware for each participating building and will use the Internet to videoconference students in the U.S. with students in Japan and increase the number of students learning the Japanese Language. Jon Bowers submitted the grant on April 30, 2008. Districts participating have committed to video services with LACA over the 5 year period.

For FY09, there will be 19 ITC's participating in the statewide HR Kiosk Project. A study will be done in the fall of 2008, by OASBO, on additional Human Resources needs of the school districts. Districts are encouraged to watch for this survey. LACA will continue to

offer this service at no cost for FY09. There are 12 of LACA's 15 districts either implementing or using features of the application that include Employee profile, online leave and professional development plans. LACA has received a district request for a security document on the application. LACA has requested this information from the State Software Development Team (SSDT).

Currently there are 545 districts representing 775,217 ADM on DASL across Ohio. There are only 57 districts yet to convert statewide, including 5 of LACA's districts as follows: LH, NE, ND, SW, SD. Training has already begun and/or is already scheduled for these districts who will complete their conversion during July/August 2008. Please refer to <http://www.laca.org/Services/DASL/> for additional updates.

The INFOhio Update included LACA's FY09 purchase of WorldCat cataloging subscription services for all districts, the announcement of Core Collection of Electronic Resources for FY09, and the distribution of the 2006/2007 INFOhio Progress Report.

LACA has received notice that Lakewood plans to begin the implementation of the Time Card application within the near future. They will join the Licking Heights and Southwest Licking districts in use.

LACA recently met with Software Answers to discuss concerns on the necessary staff resources and tasks provided by LACA, the Lead ITC, for the Special Services Education Module (SSEM) project. EMIS compliance (with the recent EMIS integration), Office for Exceptional Children compliance, documentation, project management, ITC technical support and forms design are some of the areas that are being performed by LACA staff that are outside the scope of the current contract. Sandra Mercer discussed with the Board the possibility of increasing the contract responsibility with Software Answers at a yearly cost to support an additional FTE. This would require the creation of an additional LACA position paid for with state support (Software Answers, Inc) funds. LACA has been providing state support for SSEM since FY06.

At the January Governing Board meeting, a motion to participate in a statewide study for a regionalized document management service was approved at a cost of \$4500. A special presentation on the statewide project will be part of the May 16, ITC Director's meeting.

MCOECN/ODE Update

The state has completed the Network Security Audit for LACA and all district servers that were included per the \$1000 LACA payment approved by the Governing Board members via e-mail. All audits will be completed by May 31, and a report on the findings will be presented at the next LACA Governing Board meeting.

LACA is now working with 8 districts on the D3A2 implementation. Data is fully loaded for Tri-Valley, Southwest Licking, Lakewood and Maysville and they are each planning to attend or host user training before the end of the 2007-2008 school year. Heath, Mount Vernon, Johnstown and Newark are all in the final stages of data loading. At this point, the state plans to continue to fund the project for FY09. Northridge and Licking Heights signed up at the meeting to be the next round of implementations scheduled for July-Sept 2008. LACA is expected to receive approximately \$20,000 in funding during FY08.

The EMIS changes for FY09 are quite extensive, there are ODE discussions for creating another data collection period July 2009 – September 2009 for graduation credit information

for Ohio Core reporting, and the Ohio Department of Education is undergoing a multi-year project to completely redesign the EMIS system beginning July 1, 2009 for FY10. The EMIS entry screens and reporting processes that districts are familiar with, will be changed drastically in FY09 and will not exist as we move into FY10. There will be a new vertical reporting structure that will be built upon the Schools Interoperability Framework (SIF), EMIS manifest files and ITCs are expected to receive new hardware and software (called SIF Agents) from ODE for the implementations. Discussion followed on the impact of these changes and costs to the districts in staff resources. The EMIS Oversight Committee created by HB115 was also discussed. Sandra Mercer will forward the agency representatives serving on the EMIS Oversight Committee to the LACA Governing Board members.

Unfinished business

The following districts were reminded to return their signed FY09 service level agreements by June 30, 2008: Lakewood, Lakewood Digital, Licking County ESC, Licking Heights, Maysville, Foxfire Digital, Mount Vernon, Newark, North Fork, Southwest Digital, Tri-Valley and West Muskingum.

Fourteen of LACA's twenty-four districts contracting for FY09 ISP services have already received next year's E-Rate's Funding Commitment letter. Districts will need to note that E-Rate discount percents change from year to year, based upon free/reduced lunch counts and will affect the local share of the district's total ISP charges. Financial spreadsheets, reflecting districts projected costs for FY09-FY12, shared at the last Governing Board meeting used the FY08 E-Rate discount share for each district.

The LACA FY09 District Contact list was distributed and Governing Board members were asked to submit updates and changes to LACA as soon as possible.

LACA has only received interest from three member districts and two non-member districts for Rent-a-Tech services. There will need to be additional requests received to warrant LACA moving beyond the current hourly rate options for technical support. To assist districts with technical support issues, LACA will begin to research hosting/managing district servers with the new virtual server environment

New business

LACA plans to budget and purchase a new IP phone system during FY09. Once this is in place, there may be options to expand and offer IP phone services to school districts.

A request to use the DASL Student ID to track student surveys on mental health programs offered through the Mental Health America agency was received at LACA. After talking with a few of the LACA Superintendents, it was agreed that using this ID raised some concerns that it would not be a secure and anonymous solution. Forms offered through the agency will be distributed at the meeting.

Nelson McCray updated the Governing on recent meetings with area legislators on educational legislation, including special education vouchers.

Keith Richards received a call from Mike Carder, TRECA's Director, offering an ITC merger between LACA and TRECA. There was no interest from the Board members present to pursue this offer.

Governing Board meeting dates for FY09 are Aug 14, Oct 9, Dec 11, 2008, Jan 8, Mar 12, May 14, 2009.

The next meeting will be the Yearly Combined Superintendent/Treasurer meeting scheduled for August 14, 2008, at 9:00 a.m.

08-054 It was moved by Tom Forman and seconded by Ernie Husarik to adjourn the meeting at 10:40 a.m.

Reported by,

Sandra Mercer
LACA Executive Director