

## Licking Area Computer Association

Minutes of the LACA Governing Board meeting held August 14, 2008, convening at 9:00 a.m.

Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Ron Cassidy, Jay Gault, Thomas Tucker, Steve Short, Keith Richards, Scott Hartley, John Shepard, Forest Yocum, Mark Neal, Nelson McCray and Sandra Mercer. Scot Prebles arrived at 9:10 a.m. Monte Bainter and Sharon Smith were not able to attend. Jenny Vanover, Barb Donohue, Peg Betts, Julie Taylor, Felicia Drummey, Mindy Sturm, Max Maley, Denny Souder and Jon Bowers were also present for the meeting.

Thomas Tucker, Licking Heights' Superintendent and Mark Neal, Tri-Valley's Superintendent, were welcomed to the Board. All Treasurers were welcomed and introductions were made to Barb Donohue, Mount Vernon's new Treasurer, and Peg Betts, Granville's new Treasurer.

**09-001** It was moved by Keith Richards and seconded by Forest Yocum to approve the minutes of the May 8, 2008, meeting. A vote of approval was taken.

The Financial Report for June 2008 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended June 30, 2008, with an unencumbered cash balance of \$1,066,163.29. Final June FY08 Appropriation Modifications, FY08 Year End Financial Summary, FY09 Appropriation Modifications and 5-year cash projection ending June 30, 2012, were also presented. Each year (as approved at the previous June GB meeting) LACA re-encumbers any unencumbered funds from the previous fiscal year in the software and equipment accounts to build on funding for future upgrades. LACA is also tracking all receipts for Hosted Backup and Timecard services to budget for necessary future upgrades.

**09-002** It was moved by Keith Richards and seconded by Steve Short to approve the following financial items:

- Financial reports for June '08 (unencumbered cash \$1,066,163.29)
- FY08 Appropriation Modifications and 5-year projections
  - Increased Expenditures: \$0.00
  - Increased Revenues: \$5,283.01
- FY08 Year End Financial Summary
- FY09 Appropriation Modifications
  - Increased Expenditures: \$237,678.91
  - Increased Revenues: \$161,777.53
- 5-Year Cash projection: June 30, '12 (unencumbered cash of \$294,673.09)

A vote of approval was taken.

Sandra Mercer was very pleased to report the June 30, 2012, unencumbered cash ended well above the \$200,000 amount set by the Governing Board for four years out.

A copy of the Executive Director Transition Plan was distributed to each Governing Board member. The proposed personnel costs for the recommended changes were already reflected in the FY09 budget and Appropriation modifications previously presented.

**09-003** It was moved by Forest Yocum and seconded by Tom Forman to accept the resignation of Jon Bowers, Operations Director, effective August 31, 2008, and employ Jon Bowers as LACA "Acting" Executive Director effective September 1, 2008, for a one year 260-day

contract prorated through June 30, 2009, at a daily rate based upon a yearly salary of \$91,000.00 with full benefits as referenced in the LACA Policy Manual and with transition of all “Existing” Executive Director responsibilities and “revised” Executive Director job description to be completed by December 31, 2008. A vote of approval was taken.

**09-004** It was moved by Keith Richards and seconded by Scot Prebles to amend the motion to include a 3-year contract extending through June 30, 2011, as recommended by the LACA Personnel Committee. A vote of approval was taken.

Sandra Mercer stated that Heather Cronbaugh had accepted the position of Senior Product Support Specialist for SSEM (Special Services Education Module) with Software Answers, the state vendor for the SSEM application. Heather has been very instrumental in her three year leadership role with the project at both the state and local level. Sandra Mercer also commented on the very positive round of interviews completed the previous evening for the open LACA position.

**09-005** It was moved by Keith Richards and seconded by Jon Shepard to approve the following Personnel items:

- Resignation of Heather Cronbaugh, K-12 Special Services Manager, effective July 4, 2008;
- Increased job responsibility factor for Elizabeth Faulkner, K-12 Classroom Data Manager, per the revised job title/description, of .425 of the LACA Salary Schedule effective September 1, 2008;
- Employment of Meghan McLeish as K-12 Special Services Coordinator per the revised job title/description for a one year 260-day contract prorated through June 30, 2009, effective September 2, 2008, at a daily rate based upon step 0 and responsibility factor of .275 of the LACA Salary Schedule with full benefits as referenced in the LACA Policy Manual; and
- Extra Work Agreement for Special Services Education Module Analyst – II for Meghan McLeish (replacing Heather Cronbaugh) effective September 2, 2008, and through June 30, 2009, for the prorated amount of \$3,251.43. (Full yearly amount is \$3,920.00)

A vote of approval was taken.

**09-006** It was moved by Tom Forman and seconded by Steve Short to enter into a Purchased Service Agreement with the Tuscarawas-Carroll-Harrison ESC to provide video Professional Development services for the LACA districts contracting with LACA for video services effective August 18, 2008, through June 30, 2009, at a cost not to exceed \$21,750.00. A vote of approval was taken.

A copy of LACA’s proposed Public Records Policy and Retention Schedule was distributed to each Governing Board member. Sandra Mercer stated this policy covered the records of LACA’s operation and does not include records for member and/or contracting districts. Each district is required to have its own policy of records retention. LACA is preparing a schedule of records retention of all (district) data held at LACA and will be presenting it separately at a future Governing Board meeting.

**09-007** It was moved by Forest Yocum and seconded by Scott Hartley to establish the LACA Local Records Commission consisting of LACA Governing Board Chairman, LACA Fiscal Agent Treasurer and LACA Executive Director and approve the LACA Public Records Policy and Retention Schedule pending legal review, approval by the State Auditor and approval by the Ohio Historical Society. A vote of approval was taken.

The question on e-mail retention was raised. E-mail is noted specifically on page 1 under a footnote of the policy and the retention depends upon the contents of the communication. The LACATech Committee has formed a sub-committee to specifically address e-mail guidelines on retention and more information will be presented at a future Governing Board meeting. Thomas Tucker asked about the ability for a district administrator to retract an e-mail sent by a district employee on LACA's exchange system. This ability will be researched.

Policy and Form changes were distributed to each Governing Board member for review.

**09-008** It was moved by Tom Forman and seconded by Keith Richards to approve the following policy and form changes effective August 14, 2008:

- E-Mail Usage policy - Revised
- Data Security Policy – Revised and Yearly Review
- Network Security Policy – Revised
- Web Hosting Services Policy – Revised
- LAMA Procedures – Yearly Review
- IP Passthrough Form – Revised

A vote of approval was taken.

**09-009** It was moved by Keith Richards and Seconded by Forest Yocum to approve the Focus Education Contract for FY09 pending districts' participation and share of cost, and the E-Rate Consulting with Womble, Carlyle, Sandridge & Rice for FY09 pending an OECN/ITC Agreement at a cost of \$4,500. A vote of approval was taken.

LACA will only contract with Focus Education if there is enough district participation to make the service cost effective. Interested districts will be contacted with the cost prior to a final commitment.

LACA will be hosting the state E-Rate workshop with WCSR for 20 ITC's on September 24, 2008.

### **Yearly Review**

Sandra Mercer reviewed the full set of LACA Contracts (service level agreements) with the Governing Board. Outstanding items included future membership for Community Schools regarding fractional voting within the LACA Constitution, legal review of LACA's Non-member Entity SLA and development of a D3A2 SLA. It was agreed to make no further changes to the LACA Constitution regarding future memberships and to add the legal review of the Non-member Entity SLA and development of a D3A2 SLA to the outstanding items for review at the next Governing Board meeting.

All of LACA's policies and forms were also reviewed. The new Mutual Aid Agreement from July 1, 2008, through June 30, 2013, was distributed for signatures. Each district Superintendent will need to return the following forms to LACA for FY09 by the end of August: Focus Education (if participating), FY09 Vendor Data Release Form and FY09 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.

LACA will be hosting LAMA Administrator training and will review the new procedures for granting user access across districts with this group.

The LACATech Advisory Committee and the MCOECN legal council are reviewing specific wording in the LACA Internet Acceptable Use Policy regarding “anonymous user access to the Internet” and “personal use of voice-over-IP”.

The Technology Oversight Task Force Committee consists of Ron Cassidy, Keith Richards, and Kevin Snyder.

The LACA Personnel Committee consists of Nelson McCray, Ron Cassidy, Jay Gault, Keith Richards, Forest Yocum, Thomas Tucker and Mark Neal.

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

Sandra Mercer announced that LACA did not receive the Foreign Language Assistance Program (FLAP) grant. LACA will continue to pursue options to increase district video participation and lower costs.

LACA staff and the district DASL Team Leaders celebrated the SIS (student application) end-of-life at their July 31, 2008, meeting. LACA has been using SIS for the district Student Services software since 1991. LACA completed 5 district conversions to DASL, our new student application, during July 2008, which completed LACA’s conversion process. LACA is the 11<sup>th</sup> ITC to complete the conversions out of the 16 participating ITC’s. Currently there are 592 districts representing 819,318 ADM on DASL across Ohio. Please refer to <http://www.laca.org/Services/DASL/> for additional updates.

LACA will again be working with district Library staff this year to convert them to the new “Symphony” product provided by Sirsi, INFOhio/LACA’s library automation software vendor. A brochure of the new Core Collection of Electronic Resources for FY09 was distributed at the Governing Board meeting. These brochures and other INFOhio materials are available for printing by the schools at: <http://www.infohio.org/FallUpdate2008/SupplyList0809.html> .

LACA is starting the 4<sup>th</sup> year of providing state support for SSEM (Special Services Education Module) to 17 ITC’s, including LACA. Challenges in FY09 include transition of new staff, both at LACA and at the district level, EMIS changes for special education, revised Model Procedure Forms to be released from ODE and a new software release in January 2009.

### **MCOECN/ODE Update**

LACA has received results of the May 2008 network security audit conducted by the state and will be working with the LACATech Advisory Committee on the identified items. LACA will also be assisting Technology Coordinators as they apply for the FY09 Ohio K-12 Network funds of \$3000 per instructional IRN.

On Monday, July 21, 2008, ODE announced that districts using the Ohio Education Computer Network (ITC’s network services) will be given unlimited access this fall to the Internet2 Network without charge. LACA is researching available resources/opportunities for students and teachers and will be forwarding out information to the LACATech Committee and appropriate district e-mail distribution lists as it is gathered/received. INFOhio will be leading the professional development efforts for the Internet2.

LACA continues to work with districts on the implementation, loading of data and training for the D3A2 statewide application. A status list by district was shared at the meeting. More information will be shared with the districts on the new D3A2 Classroom Assessment Module (CAM) as it is received. For more information on D3A2 please refer to: [www.d3a2.org](http://www.d3a2.org).

The EMIS changes for FY09 are extensive. This will be a challenging start of year for districts as they continue to learn the new DASL (student) application and the new EMIS requirements/procedures in tracking student data. LACA is hosting multiple user trainings on these topics. A list of the current members of the state EMIS Oversight Committee was distributed at the meeting.

ODE is planning a major redesign of the EMIS system for FY10.

Sandra Mercer reminded the districts to complete their OEDS-R updates by August 15<sup>th</sup>.

### **Unfinished business**

Nineteen of LACA's twenty-four districts contracting for FY09 ISP services have already received next year'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, will be updated (for districts who have received their Funding Commitment Decision Letter for FY09) and presented at the October Governing Board meeting.

### **New business**

LACA plans to budget and research 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. During our recent (summer) phone outage, Newark offered to expand their existing IP-based system to include LACA's phone services. This option is also being considered and future direction will be discussed at the upcoming LACATech meeting.

LACA's SAS-70 FY08 Audit was completed on July 17, 2008. The only reference in the Management letter was the Disaster Recovery Plan and this is a target for completion during FY09.

Governing Board meeting dates for FY09 are Oct 9, Dec 11, 2008, Jan 8, Mar 12, May 14, 2009. All meetings are scheduled to begin at 9:00 a.m. The FY10 preliminary budget will be presented at the next meeting.

**09-010** It was moved by Mark Neal and seconded by Keith Richards to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director