

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 11, 2008, convening at 1:00 pm.

Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Ron Cassidy, Jay Gault, Steve Short, Dan Montgomery (representing Keith Richards), John Shepard, Forest Yocum, Scot Prebles, Nelson McCray and Jonathan Bowers. Thomas Tucker, Monte Bainter, Scott Hartley, Mark Neal and Sharon Smith were not able to attend. Denny Souder and Sandra Mercer were also present for the meeting.

09-021 It was moved by Tom Forman and seconded by Ron Cassidy to approve the minutes of the October 9, 2008, meeting. A vote of approval was taken.

The Financial Report for November 2008 was distributed to each Governing Board member. The financial status of LACA was presented by Jonathan Bowers. LACA ended November 30, 2008, with an unencumbered cash balance of \$479,628.56. The 5-year cash projection ending June 30, 2012, was also presented.

09-022 It was moved by Ron Cassidy and seconded by Dan Montgomery to approve the following financial items:

- Financial Reports – November, 2008
- FY09 5-Year Cash projection: June 30, 2012 (unencumbered cash of \$294,673.09)
- FY10 Internet Service Provider Fees

A vote of approval was taken.

09-023 It was moved by Dan Montgomery and seconded by Tom Forman to approve the FY10 Internet Service Provider contract.

A vote of approval was taken.

09-024 It was moved by Scot Prebles and seconded by Steve Short to approve the Moodle Virtual Server service offering of \$500.00/year/server and \$12.00/gb/year.

Jonathan Bowers explained that participating in this service offering was strictly voluntary for districts.

A vote of approval was taken.

09-025 It was moved by John Shepard and seconded by Jay Gault to approve that the SERS contributions made on behalf of employees, although designated as employee contributions, will be paid by LACA in lieu of employee contributions.

Jonathan Bowers explained that there was an original motion 99-019 “that all LACA employees would have full Board pick up of retirement” and that this motion was strictly to add language “will be paid by LACA in lieu of employee contributions” as advised by BASA.

A vote of approval was taken.

09-026 It was moved by Steve Short and seconded by Tom Forman to approve the revised LACA Public Records Policy.

A vote of approval was taken.

09-027 It was moved by Dan Montgomery and seconded by Jay Gault to approve the pilot of an email archiving system to assess for consortium implementation.

Jonathan Bowers gave an update on the progress of the Email Guidelines Subcommittee which assisted in identifying the requirements for an email archiving system. An overview of the Email Best Practices Training was also discussed.

A vote of approval was taken.

Meeting Presentations/Discussion

Jonathan Bowers presented an update from the LACA Public Records Commission meeting held on November 17, 2008. An RC-2 was submitted on that date. A draft of a District Data Availability Schedule was presented. Three areas require further clarification: the retention schedule for data (5 years for student; 7 years for financial data), the acceptable media for storing data permanently and what specific student data must be retained. The Board directed that the Licking County Prosecutor should be asked for assistance.

The transfer of responsibilities from Sandra Mercer to Jonathan Bowers is complete. A brief update on the health of several staff was presented.

LACA has been contracted by several educational agencies for video services. LACA has presented overviews of their services to Mount Vernon Nazarene University and HCCA (an ITC). Jonathan Bowers will present the proposals at a Board meeting if discussions proceed with either.

LACA's FY09 Continuous Improvement Plan was approved by ODE.

Projects / Emerging Technologies / Discussions

The need to perform EMIS functions, such as student registration, centrally was discussed. It was determined that districts could decide whether EMIS functions were performed centrally or decentralized, and LACA would provide appropriate, timely training to assure that those staff were trained properly. Training will be offered to coincide with the calendar. Both morning and afternoon sessions will be offered as well as novice and practitioner levels. The DASL team has already built a calendar of the particular DASL functions throughout the year and will be adding training to the calendar.

The window for applying for Federal Funding opened on December 2, and will continue until February 12th (effectively, January 15th, 2009 to maintain compliance). Districts are encouraged to consider their January School Board meeting date as 470's must be posted at least 28 days prior to entering into contract.

The DASL Directors have been approached by two vendors who are interested in purchasing the code for DASL. It was agreed that DASL should remain focused on the needs of Ohio schools. Currently, the DASL directors are simply investigating each proposal to determine if there is serious interest. The main interest of the DASL directors is to recover past investments in DASL development and to reduce future development costs. Alex Brown, an intellectual property specialist from Bricker & Eckler, has been retained for legal guidance. The LACA Governing Board will be notified if the discussion moves toward a vote.

While INFOhio was forced to cut SIRS Discoverer, an electronic resource for elementary students, eTech provided a one-time grant to fund the resource until the end of FY09. Districts should plan to pay for the resource if they would like it for FY10. INFOhio is anticipating the need to cut the subsidy provided to ITC's and may need to pass on expenses that were originally covered at the state level.

MCOECN/ODE Update

The initial draft of the eTech Strategic Plan was presented to ITC directors. While the document does not mention ITC's to any extent, INFOhio was discussed extensively. The underlying message was that the three state library systems: K-12, Higher education and Public – should work together more to purchase and operate technical services and library systems.

Unfinished business

Proposed FY10 Budget and 5-year Projections

Jonathan Bowers presented the second draft of the FY10 Budget and cash projections through June 30, 2013. The only change made was an increase in Worker's Compensation Insurance. A projected 7.0% increase in SLA fees will be needed in FY10 in order to maintain a minimum \$200,000 unencumbered cash for June 30, 2013. A 7% increase in SLA fees is projected in FY11, FY12 and FY13, while no increase in ISP fees is projected. FY08 ADM numbers will be used to project FY10 district costs until the final FY09 EMIS October ADM's are available. Scot Prebles suggested that efforts be made to lower the increase. It was recommended that Jonathan Bowers consult Nelson McCray and Cory Thompson for assistance. The finalized FY10 budget and SLA fees will be presented for approval at the Governing Board meeting in March 2009.

Kimbal Carey of Bricker & Eckler was contacted about the need for additional language in the LACA AUP to allow for a notification of change to the policy that will be effective immediately, without the user's approval. We are awaiting his response.

New business

The need for a District Data Acceptable Use Policy was discussed. Some school staff serve students in other districts, requiring them to be granted access to that district's student data. Currently, no inter-district policy exists that users must sign agreeing to safe, acceptable use. It was also discussed that LAMA does not have a function in place to force a user to accept another district's AUP. LACA will look into developing a policy that will outline the acceptable uses for district data as well creating the functionality within LAMA to force a user to accept another district's AUP before accessing that district's data.

Governing Board meeting dates for FY09 are Jan 8, Mar 12, May 14, 2009, all starting at 9:00 a.m.

09-028 It was moved by Dan Montgomery and seconded by Forest Yocum to adjourn the meeting at 2:45 p.m.

Reported by,

Jonathan Bowers
LACA Executive Director