Licking Area Computer Association

Minutes of the LACA Governing Board meeting held January 8, 2009, convening at 9:00 am.

Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Ron Cassidy, Jay Gault, Thomas Tucker, Keith Richards, Scott Hartley, John Shepard, Mark Neal, Scot Prebles, Nelson McCray and Jon Bowers. Dennis Souder was also present.

09-029 It was moved by Keith Richards and seconded by Tom Forman to approve the minutes of the December 11, 2008, meeting. A vote of approval was taken.

09-030 It was moved by John Shepard and seconded by Scott Hartley to approve the FY09 December Appropriation Modifications.

A vote of approval was taken.

09-031 It was moved by Keith Richards and seconded by Tom Forman to approve the LACA Internet Acceptable Use Policy.

Language giving LACA the ability to make Governing Board Approved changes to the Acceptable Use Policy and not require re-acceptance of the policy was added.

A vote of approval was taken.

09-032 It was moved by Scott Hartley and seconded by Ron Cassidy to approve the LACA Data Acceptable Use Policy.

Jon Bowers explained the need for the Data Acceptable Use Policy and the changes that were being made. Three paragraphs were being added: one, to address the unnecessary downloading of data and subsequent risks; two, to address measures to be taken to destroy any downloaded data; and three, to direct users not to misuse their data access capabilities beyond their job responsibilities. Discussion ensued around whether paragraph two conflicted with paragraph one. It was decided that paragraph 2 would be removed from the document.

09-033 It was moved by Keith Richards and seconded by Ron Cassidy to amend the LACA Data Security Policy (motion 09-032) by removing paragraph 2 (G):

> *G. If, in the course of daily work, a copy of information needs to be saved to an unsecure device not housed at LACA, it should be destroyed immediately after it has been used and is of no further value to the employee.*

Vote: Forman – aye, Cassidy – aye; Gault – aye; Tucker – ney; Richards – aye; Hartley – aye; Shepard – aye; Neal – aye; Prebles – ney; McCray - aye

Keith Richards asked if delaying the approval of the policy would impact LACA. Since this policy will be signed by district employees serving multiple districts and accessing multiple districts' data, it is critical to have a working policy in place. It was determined that the modified LACA Data Acceptable Use Policy (09-033) will be approved and that Jon Bowers will seek legal advice on all three paragraphs and present at the March board meeting to approve a revised policy.

A vote of approval of motion 09-032 was taken.

09-034   It was moved by John Shepard and seconded by Tom Forman to approve the LACA Disaster Recovery Plan.

A vote of approval was taken.

Meeting Presentations/Discussion

Jon Bowers presented a status update on SSEM – Special Services Education Module. Software Answers is currently developing Version 6.0, the Task Model. This release will provide a more user friendly interface. As the state support site, we will receive the test application this Spring; a date has not been set. We will run the application in test mode to identify any critical issues before releasing it to all ITC's. Our testing procedures require running the application at least two weeks before giving Software Answers the ok to release it statewide. A detailed project plan is being devised to assure that LACA and school staff have sufficient time to learn the application before it will be released in the districts.

A preliminary DASL training schedule was presented. The yearlong calendar will include critical deadlines that users need to be aware of as well as on-going processes. The final document will be distributed to all DASL users. A subcommittee of DASL ITC Directors has been created to further pursue discussions with potential buyers of the DASL software code. Global Scholar, a large corporation with an international focus, is willing to offer an annual royalty, which could be used to defray on-going DASL development. BIG, the current DASL developers, has also made an offer to partner with any software reseller that the MCOECN identifies. Software Answers has presented a long term partnership with the MCOECN, too. The subcommittee will review each proposal and continue discussions with each potential buyers.

Jon Bowers reported that LACA's RC-2 has been approved and received. The Ohio Historical Society and State Auditor have approved LACA's RC-2 – retention schedule. An RC-1 and RC-3 have both been submitted to begin the disposal of obsolete records. LACA will dispose of all the records, both electronic and paper, through a professional company – Shred Ohio, which already serves several member districts and has local routes scheduled throughout the LACA service area. This schedule will be shared with districts if they want to save money by scheduling a visit.

LACA has met with MVESC to discuss providing video technical support to MVESC and their member school districts. OME-RESA has been notified of MVESC's interest and would like to be a part of discussions. LACA has also been contacted by River View Local School District to discuss LACA's services. Mark Neal also informed Jon Bowers that East Muskingum Local School District is interested in meeting to discuss LACA's services. It was pointed out that LACA has served 15 districts in the past, that both districts are located within LACA's service area and that adding a fifteenth district would improve the financial health of LACA. Jon Bowers was directed to continue discussions with both districts.

Districts were reminded that the deadline for filing E-Rate was January 15th. If any building or connectivity changes are anticipated during the FY10 school year, it is necessary to file a 470 in order for those expenses to be discounted. Lori Gerrman is the Etech contact who can provide Erate assistance.

The D3A2 project is running at a slow pace. There has been a lot of confusion and mixed messages about the priorities in the tight economy. There have also been mixed messages concerning other data resources available that provide similar information to districts. It is hoped that this will be resolved in the near future. There is an effort under way to develop a long-term business plan, which anticipated to be released in a February-March timeframe. A document released by Steven Barr of ODE was presented, which highlights the differences between D3A2 and the Decision Framework. It was stated in the ITC director's meeting that part of the business plan will include enhanced services that districts will need to buy.

Two blade servers ODE purchased for LACA have been integrated into our system. While installation of the software is scheduled for February 18th, experience throughout the state has been that installations are more difficult than originally anticipated. ODE's intention is to begin using requiring EMIS-R for October 2009 reporting. Additional information can be found at ODE's website by searching for "EMIS Rewrite".

Unfinished Business

Jon Bowers presented an updated FY10 budget which included a 3-year Symantec licensing agreement. An alternative budget that did not include the licensing was also presented. It was decided that it is best for LACA to budget the purchase. Symantec pricing is the largest item that is being added to the budget this year. The blanket 3-year agreement covers all schools for a three year period, which earns the most aggressive pricing. While we do not directly bill members, non-members do pay. The TSG is also trying to negotiate better maintenance fees for ITC's.

The TSG is also investigating email archiving systems. We have only briefly reviewed the products they are considering, but the pricing for the software alone is similar to the products LACA has considered. Additional charges from the TSG will include support and storage; and all email would then be stored off-site. The total cost of ownership of each alternative is being developed and we will proceed with piloting both products.

New Business

LACA has received notification that new FMLA regulations will go into effect January 16, 2009. LACA's FMLA policy will be reviewed by Bricker & Eckler and necessary changes will be presented to the Personnel Committee before the next meeting.

A communication from Mike Carder, Director of TRECA, was sent to the MCOECN of TRECA's of intent to market their services to all school districts in Ohio. All ITC's received the notification and it was forwarded to LACA's Governing Board.

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

09-035 It was moved by Keith Richards and seconded by Jay Gault to adjourn the meeting at 11:05 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director