Licking Area Computer Association

Minutes of the LACA Governing Board meeting held March 12, 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, Steve Short, Keith Richards, Scott Hartley, John Shepard, Forest Yocum, Mark Neal, Scot Prebles, Nelson McCray and Jon Bowers. Dennis Souder was also present.

**09-036**     It was moved by Keith Richards and seconded by Forest Yocum to approve the minutes of the January 8, 2009, meeting.

A vote of approval was taken.

**09-037**     It was moved by Scot Prebles and seconded by Ron Cassidy to approve the December and January financial reports, FY09 March Appropriation Modifications and 5-year projection, and the modification of Hosted Back Up Service Fee from $1/gb/month to $1/gb/month for the first 500 gb and $0.25/gb/month over 500 gb.

Jon Bowers explained that the March Appropriation Modification was for district video content. The modification to Hosted Back Up services was to decrease district back up costs as district back up's increase in size.

A vote of approval was taken.

**09-038**     It was moved by Keith Richards and seconded by Jay Gault to approve the updated LACA Organizational Chart.

Jon Bowers distributed the organizational chart and explained how it was changed to reflect the new position of Operations Director in relation to the Technical Director. It was agreed upon that the Technical Director should have authority over the Operations Director.

A vote of approval was taken.

**09-039**     It was moved by Tom Forman and seconded by Steve Short to approve changes to job descriptions for Operations Director, Student Service Support Coordinator, Student Applications Manager and Fiscal Coordinator.

Changes in the Operations Director job description were to reflect student services oversight being included in responsibilities and the new organizational chart – that the Operations Director is Interim Director in the absence of both the Executive Director and Technology Director. The Student Services Support Coordinator job description is designed to take over the remaining responsibilities of the Student Services Manager. The Fiscal Coordinator job description was changed to reflect that the position will support integration for all third party applications, not time card specifically. The Student Applications Manage description reflects the change from creating user accounts to managing accounts after being created in LAMA.

**09-040**     It was moved by Tom Forman and seconded by Forest Yocum to approve the following Personnel Committee recommendations:
1. To approve the appointment of Jeff Davis as LACA Operations Director, effective July 1, 2009 at a salary of $77,000.

2. To approve the following LACA staff contracts:
   a. Joe Alexander, Elizabeth Faulkner, Dave Stein – 3 years
   b. Helen Morris, Meghan McLeish – 2 years
3. To approve the FY10 Video Lead Teacher stipend of $150.00 per teacher.

A vote of approval was taken.

**09-041**   It was moved by Tom Forman and seconded by John Shepard to approve the LACA Cell Phone Policy.

The policy is being implemented to ensure compliance with IRS rules.

A vote of approval was taken.

**09-042**   It was moved by John Shepard and seconded by Mark Neal to modify Moodle Hosted Service to include 3 hour on-site training and to adopt the same storage pricing as Hosted Back Up Service Fee.

It has been determined that successful implementation of Moodle requires instructional training for teachers. The fee was adjusted to reflect changes in Hosted Back Up service.

A vote of approval was taken.

**09-043**   It was moved by Keith Richards and seconded by Ron Cassidy to approve entering into a purchased service contract with TCHESC for video support services at a cost not to exceed $20,342.50.

Jon Bowers explained that actual service days will be determined based upon school participation in video support services.

A vote of approval was taken.

**09-044**   It was moved by Tom Forman and seconded by Scot Prebles to approve the LACA FY10 Service Level Agreement.

Jon Bowers explained that language was changed from support for Time Card software to Third Party applications to reflect that LACA supports the integration of a broader range of applications with state financial software.

A vote of approval was taken.

**09-045**   It was moved by Keith Richards and seconded by John Shepard to approve Time Warner contract addendum.

Jon Bowers explained the need to modify the existing Time Warner contract to accommodate changing district needs which include extending and potentially adding circuits for districts.

A vote of approval was taken.

**09-046**   It was moved by Keith Richards and seconded by John Shepard to enter into a Windstream Communications contract to replace existing SOMACS circuits with more economical connectivity.

Jon  Bowers explained that LACA is in the process of trying to find T-1 circuits that are cheaper for schools than the T-1's purchased from the Ohio state term pricing.  If T-1's are replaced, districts Internet Service Contracts will be adjusted to reflect the savings

A vote of approval was taken.

**Meeting Presentations/Discussion**

Jon Bowers provided a status update on SSEM.  LACA will be entering year three of the three-year agreement with Software Answers and the MCOECN to provide state support for SSEM.  We continue to work closely with Software Answers to plan the testing and implementation of the Task Model (next release of SSEM).  The new IEP forms have been released by ODE.  They will be integrated into the SSEM Task Model, the new version to be release in late summer.

The MCOECN Board of Trustees has approved that the DASL project proceed entering into an agreement with Global Scholar. The services of  Alex Brown, a software legal specialist on Bricker and Eckler, have been retained to guide the DASL project through this process.  ITC's and schools stand to benefit by Global Scholar taking over development, which will defray development costs, and providing a $0.50 per student royalty in perpetuity.  It is important to note that NOACSC will continue to provide state support for ITC's.  Global Scholar has committed to providing a support team dedicated to EMIS.  Superintendents will be kept abreast of all developments.

ODE is working to determine if D3A2 data can be used to meet the needs of the Decision Framework, which will be used to assist with the OIP process. Currently, no additional grant funding has been distributed to ITC's, but we have been assured that the remaining funds will be sent out to ITC's.  Data continues to be scrubbed and loaded; all 05/06, 06/07 and 07/08 data has been loaded and we are working on fall 08 test results.  Please let me know if you would like a status update on your school.  State Support is allowing us to continue to implement schools even though all new development has stopped.  The D3A2 Data and Technology Committee is devising a plan for sustainability of the project without ODE funding.

INFOhio is working to accommodate deep cuts in state funding.  Proposed fee increases were put on hold until the state budget is approved so we have a better assessment of their budget. *It is important to recognize the value that INFOhio brings to your schools – economical library automation software with knowledgeable local support staff and safe, aligned web-based resources for students in grades K though 12.*

February EMIS is in full swing.  The EMIS Coordinators are working on cleaning up the February EMIS data, which has a final submission date of 4/24/09.  All of LACA's districts were able to use the official count week of the first full week of February.  LACA is hosting an EMIS Redesign Project Update on March 24 for the EMIS Coordinators.  Superintendents and Treasurers are also welcome to attend.  Nancy Haefeli from ODE will be doing a 2 hour presentation of the project overview and update.  The pilots are behind schedule, but ODE is planning for districts to test submitting on the new system starting in April.  All FY09 EMIS data will be reported using the current process for Yearend and the new Graduate reporting periods.  The Yearend Financial reporting period will be the first submission using the new method.  LACA has installed the hardware and software provided by ODE.  Training of LACA staff on the new EMIS has also been completed.

Jon Bowers presented an updated FY10 budget which includes the purchase of Symantec Anti-Virus software for all member schools for a period of six years. Additional budgetary notes will be distributed which outline what state funding cuts are reflected in the FY10 budget. Updated October counts for FY09 have been added. While it is deemed too early to finalize the FY10 budget, a 4% fee increase is currently planned for FY10, with 7% increases anticipated for FY11, FY12 and FY13.

LACA continues to work to with MVESC to define a scope of video technical support that can be mutually beneficial.

Since the MCOECN TSG is investigating Mimosa, an email archiving alternative, we are waiting for finalized pricing before proceeding with our research. The Email Guidelines Subcommittee will be kept up to date as we move forward.

A memo from Jim Miller, Licking County Assistant Prosecutor has been distributed superintendents and treasurers in which acceptable media and proper student records were defined. This information will be shared with a subcommittee of the DASL team leaders to gain consensus what DASL records should be backed up permanently and what records should be kept for a shorter period of time – possibly five years. LACA will also convene a Public Records Commission meeting to approve the RC-3 needed to dispose of items in the RC-1 submitted in December, 2008.

The approved policy from January, 2009 has been submitted to Kimball Carey for final review and we are waiting on a response.

Clarification on Language in LACA Constitution

>Jon Bowers is working with C-Tec and Nelson McCray to determine the steps necessary to alleviate the need for C-Tec to place LACA Governing Board items on the C-Tec School Board agenda. Jon Bowers will present a paragraph from the LACA Constitution which may address the issue as well as a board resolution that MVECA (another ITC) used while going through this process.

a. Stimulus Proposal

>LACA has collaborated with TCHESC and MVESC on submitting a stimulus package proposal for video distance learning. The proposal was presented to Rep Zack Space, who has included the proposal in his appropriations. The proposal would develop additional video content for third and fourth grade students within the 18th constituency – the area LACA, MVESC and TCHESC serve - by building partnerships with sites like the Newark Earthworks and Roscoe Village.

b. Meeting Dates for FY09:   May 14, 2009
   Meeting Dates for FY10:   August 13, October 8, December 10, 2009, January 14, March 11, and May 13, 2010.

**Unfinished Business**

Jon Bowers presented an updated FY10 budget which included a 3-year Symantec licensing agreement. He also explained the volatility of a number of the larger budget items: DASL, salaries, health care and library fees. It was concluded that the approval of the budget would be postponed until the May meeting, in hopes that the state budget would be finalized by then.

A memo from Jim Miller, Assistant Prosecuting Attorney of Licking County, was distributed. The memo clarified several data retention questions that the schools and LACA had. Jon Bowers will continue to work with the Email Guidelines Subcommittee, the DASL Data Retention Subcommittee and the Fiscal Advisory Committee to draft a recommended district data retention policy.

**New Business**

Language from the current LACA Consititution was presented to determine if it relieve C-Tec from the obligation of placing LACA Governing Board motions on the C-Tec School Board agenda. It was agreed that the language effectively removed the responsibility from C-Tec. Jon Bowers was directed to research the fiscal agent fees for other ITC's to be presented at the May meeting.

The LACA Governing Board meeting date for FY09 is May 14, 2009, starting at 9:00 a.m.
Meeting Dates for FY10:    August 13, October 8, December 10, 2009,
January 14, March 11, and May 13, 2010.

**09-047**     It was moved by Ron Cassidy and seconded by Scott Hartley to adjourn the meeting at 11:05 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director