Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held August 13, 2009, convening at 9:00 am
Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Kelly Wallace (representing Ron Cassidy), Jay Gault, Steve Short, Jeff Anderson (representing Douglas Ute), Scott Hartley, Forest Yocum, Mark Neal, Denny Souder (representing Scot Prebles), Nelson McCray, and Jon Bowers. Scot Prebles arrived at 9:30.

Also in attendance were Brad Hall, Trent Montgomery, Jennifer Vanover, Carol Toprani, Rick Jones, Mindy Sturm, Ryan Smith, Peg Betts and Ellen Towner

10-001 It was moved by Steve Short and seconded by Forest Yocum to approve the minutes of the May 14, 2009 meeting.

A vote of approval was taken.

The financial status of LACA was presented by Jon Bowers. LACA ended June 30, 2009 with an unencumbered cash balance of $1,426,012.33. Final FY09 Appropriation Modifications, FY08 Year End Financial Summary, FY10 Appropriation Modifications and 5-year cash projection ending June 30, 2013, were also presented. Each year (as approved at the previous June Governing Board 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. Receipts for Hosted Backup and Timecard services are also tracked to budget for necessary future upgrades.

10-002 It was moved by Steve Short and seconded by Tom Forman to approve the following financial items:
- July 2009 Financial Reports (Unencumbered cash balance of $1,426,012.33)
- FY09 Final Reports which included Final FY09 Appropriation Modifications and the Year End Summary
- August FY10 Appropriation Modifications

A vote of approval was taken.

It was noted that the 5-year projection for LACA forecast $494,037.40, well above the Board recommended $200,000, but that continued cuts in funding clearly impact this balance.

10-003 It was moved by Forest Yocum and seconded by Scott Hartley to approve the E-Rate Consulting Contract with Womble, Carlyle, Sandridge & Rice for FY10 pending an OECN/ITC Agreement at a cost of $4,500.

Jon Bowers explained this contract is a collective purchase among ITC's to keep WCSR on retainer to address school district E-Rate inquiries. This service has been very important in maintaining school funding.

A vote of approval was taken.

10-004 It was moved by Tom Forman and seconded by Steve Short to approve the proposed LACA Constitutional Amendments.

A proposed LACA Constitution was distributed to all participants. The changes were discussed at the previous Governing Board meeting, to clarify that the authority for personnel-related decisions lies with the LACA Governing Board and not the C-Tec Board of Education. Two sections of the constitution were amended.

A vote of approval was taken.

10-005   It was moved by Mark Neal and seconded by Forest Yocum to approve the LACA FY10 CIP.

Copies of the Continuous Improvement Plan were available for members and Jon Bowers will email a copy to every board member.

A vote of approval was taken.

10-006   It was moved by Tom Forman and seconded by Steve Short to approve a purchased service agreement for $2,100 for Jane Galbraith to assist with D3A2 and video professional development.

Jon Bowers explained that Jane will assist LACA staff in the development of video professional development for schools as well as teacher training for D3A2 when the re-rostering function is complete. Currently, LACA contracts with another ITC for this service at a much greater expense.

A vote of approval was taken.

The Technology Task Force Members for FY10 are Ron Cassidy, Nelson McCray, Douglas Ute (pending acceptance) and Denny Souder (LACATech Representative).

Meeting Presentations/Discussion

Jon Bowers reported that Barbara Wesley has quickly learned DASL and is quickly taking support responsibilities so that Jeff Davis can assume Operations Director responsibilities. The transition is going well.

Jon Bowers explained that there has been extensive discussion on the OECN Treasurer's listserv on how districts can spend their stimulus money. Many agree that they will use it to pay a portion of their ITC fees. Based upon these discussions, we have determined that we can separate Special Services fees if that would assist with district budgeting. LACA will separate Student Fees and Special Services Fees for districts and send the information to them.

Jon Bowers reviewed the full set of annual forms with the Governing Board. The Mutual Aid Agreement, complete with all signatures, was distributed to all Superintendents. Packets of required forms were distributed to each Superintendent. White copies represented FY09 forms and yellow copies needed to be completed and returned to LACA by the end of August.

The MCOECN will be meeting with Software Answers to negotiate pricing on ProgressBook and SSEM. The latest version of SSEM has been renamed SpS (Special Services). Following preliminary discussions with Software Answers, it was made known

that they would be recommending to the MCOECN that only one ITC provide state support to mitigate costs. Currently, LACA supports SpS at $0.14/adm and TCCSA supports the ProgressBook to DASL integration piece at $0.05/adm. While there are no final determinations, LACA is committed to providing ITC support and maintaining a strong relationship with Software Answers and continues to budget income from the project into the 5-year projection.

The BIG proposal to develop an alternative grade book and special services module is currently being considered by ITC's. While it is not likely to be approved, each director is consulting his/her governing board before voting. The EasyPay interface designed by HCCA was released last week. DASL will be releasing a Third Party Integration interface that will be the replacement for HCCA's interface. Barbara Wesley, our new student services support coordinator is taking over DASL support responsibilities from Jeff Davis.

Projects / Emerging Technologies / Discussions

LACA will begin negotiations with Time Warner for the continuation of our current service agreement. Approximately half of LACA schools' ISP contracts will be at the end of their initial four-year agreement. It is anticipated that costs will decrease, but we have not finalized pricing with Time Warner. LACA will work with Time Warner to devise lower pricing that will save all districts money. The LACATech group will also be kept informed as talks progress.

Ohio K-12 Network funding received an approximate 20% cut for FY 10 and anticipates further cuts. Considering the economic climate, the Ohio K-12 Network Committee voted to recommend that per building subsidy be $2,000 per building, payable in two installments, one in November and one in February. The eTech School Professional Development funding has been eliminated, too.

An On-Base product demonstration was scheduled to follow the Governing Board Meeting today. On-Base is a document management system which stores and indexes all electronic files, from student records in DASL and ProgressBook to purchase orders and invoices in financial software. HCCA, the ITC in the Cincinnati area hosts the application and will present how they have implemented it for their districts. Currently, they have 5 districts using On-Base. A number of LACA schools has expressed varying levels of interest the product.

While ITC funding levels have not been finalized, ITC's state level funding was cut 30%. We are closely watching news from ODE for more information about ITC funding. The current LACA budget reflects an anticipated 19% cut. Further cuts in various areas were also discussed.

All districts are loaded in the Employee Kiosk. LCESC and Tri-Valley are piloting the IPDP Module this fall.

LACA staff continue to scrub, load and verify files to keep district data up to date. It was reported that D3A2 funding survived the budget cuts, but we will have to wait until Stephen Barr's replacement has been decided. There are a number of staffing changes among all the ITC's contacts at ODE. The state D3A2 team continues with development of the Classroom Assessment Module. The addition of a D3A2 professional development resource will position LACA to train schools more quickly once the re-rostering function is complete.

Due to the extent of changes and updates to EMIS, a separate EMIS Update is included, following these notes. Please review the changes and contact Mary Knicely if you have any questions. Several Budgetary Changes have been implemented: February Count Week was eliminated, all day kindergarten was implemented as well as the funding formula was changed. **This year, all LACA schools met all measures for Yearend 09N data!** Excellent! The new Data Collector from ODE is not fully functional yet, so the year will start with flat file submissions and October reporting will begin one week later than usual.

Unfinished Business
An iSafe presentation has been arranged for September 18th from 9:00 to 11:00 am at C-Tec. Districts are encouraged to send as many representatives as possible. The presentation will cover the tremendous values and risks related to ever-evolving technology. If there are any particular topics that you would like addressed, please forward them to Jon Bowers.

New Business
During the most recent ITC Director's Retreat, they were encouraged to become more involved in school building projects. It was also noted by Jeff Anderson of Newark City Schools that in OSFC projects, a district must still adhere to E-Rate bidding requirements. Strictly following OSFC guidelines might jeopardize a districts E-Rate eligibility for those expenses. Jon Bowers will forward out the name of the auditors that Newark City Schools worked with.

Meeting Dates for FY10 are October 8, December 10, 2009, and January 14, March 11, and May 13, 2010.

10--007   It was moved by Forest Yocum and seconded by Scott Hartley to adjourn the meeting at 10:25 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director