

Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held October 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, Arnie Ettenhofer (representing Jay Gault), Thomas Tucker, Doug Ute, Scott Hartley, Forest Yocum, Scot Prebles, Nelson McCray, and Jon Bowers.

Also in attendance was Denny Souder.

10-008 It was moved by Forest Yocum and seconded by Scot Prebles to approve the minutes of the August 13, 2009 meeting.

A vote of approval was taken.

The financial status of LACA was presented by Jon Bowers. LACA ended August 31, 2009 with an unencumbered cash balance of \$1,128,435.11. Final FY10 October Appropriation Modifications and 5-year cash projection ending June 30, 2013, were also presented.

10-009 It was moved by Scott Hartley and seconded by Tom Forman to approve the following financial items:

- August 2009 Financial Reports (Unencumbered cash balance of \$1,128,435.11)
- FY10 Appropriation Modifications and 5-Year Projection
- FY11 Internet Service Provider Rates

It was noted that the 5-year projection for LACA forecast \$521,602,32, well above the Board recommended \$200,000, but that continued cuts in funding clearly impact this balance. It was explained that the ISP Rates would require districts and LACA to commit to 5-year agreements. A vote of approval was taken.

Purchased Service Agreements with Ohio Mid-Eastern Regional Education Services Agency, Newark City School, and Jane Galbraith were presented.

10-010 It was moved by Ron Cassidy and seconded by Scott Hartley to approve the following agreements:

- a. Agreement with Ohio Mid-Eastern Regional Education Services Agency to create up to 10 elementary grade cards at a cost of \$500.00 each.
- b. Agreement with Newark City Schools for LACA to provide up to 104 days of professional development services at a cost of not to exceed \$30,169.04.
- c. Agreement with Jane Galbraith to provide up to 104 days of professional development services to Newark City Schools at a cost not to exceed \$29,599.12.

A vote of approval was taken.

The FY11 ISP Contract was presented. Jon Bowers explained that the only changes to the contract were references to the term "equipment" which have triggered extensive inquiries for many districts. The contract was reviewed by LACA's legal counsel for ISP services, Womble Carlyle Sandridge & Rice.

10-011 It was moved by Ron Cassidy and seconded by Scott Hartley to approve the FY11 ISP Contract. The ISP contract will be used for both one-year and multi-year contracts for schools. A vote of approval was taken.

A proposal to offer Master Schedule Builder service and support to non-members being served by HCCA, a Cincinnati-area ITC, was presented. It was explained that LACA has sufficient licensing and no additional costs would be incurred by LACA in the execution of this agreement.

- 10-012** It was moved by Forest Yocum and seconded by Scott Hartley to provide non-member schools with Ace Master Schedule Builder access and support at a base cost of \$3,700 and per ADM cost of \$4.65. A vote of approval was taken.

A proposal to contract with ECOESC to provide video tech support to schools receiving EETT grants was presented. It was explained that LACA would receive \$4,920 from each school purchasing AP and/or foreign language courses through ECOESC.

- 10-013** It was moved by Scot Prebles and seconded by Tom Forman to approve the Service Level Agreement with East Central Ohio Educational Service Center to provide video technical support and student data reporting services support for the eTech Ohio Interactive Distance Learning Grant at a cost of \$4,920.00 per participating building. A vote of approval was taken.

Jon Bowers explained as a result of ECOESC being awarded the FLAP grant, LACA will be providing video support and will receive \$39,950 per year. With those funds, LACA will purchase a video recording system –the RSS 4000 - to capture all the courses being delivered through LACA. This equipment will also enable LACA to record and stream other training that is done at LACA so users may access it at a later time.

- 10-014** It was moved by Forest Yocum and seconded by Tom Forman to approve the purchase of a RSS 4000 at a cost not to exceed \$18,000 pending receipt of FLAP Grant funding. A vote of approval was taken.

Jon Bowers presented a proposal to upgrade the existing StorServer which backs up LACA and contracting district systems. The upgrade is necessary to capitalize on the state disaster recovery site and to be able to offer email archiving services. LACA's hosted back up service which is made possible with the existing StorServer has enabled LACA to offer a reasonable back up service to districts as well as establish a new service area accounting for over \$25,000 in revenues annually.

- 10-015** It was moved by Doug Ute and seconded by Tom Forman to approve the purchase of a new StorServer at a cost not to exceed \$40,000. A vote of approval was taken.

Jon Bowers explained that districts could save money if they purchased their IP phone services through LACA instead of purchasing their own equipment because LACA could offer it as an E-Rate eligible service. Districts would be able to purchase the support and service through LACA and the price would be discounted at the same rate as their internet services.

- 10-016** It was moved by Arnie Ettenhofer and seconded by Scot Prebles to approve the investigation of IP phone managed service to be house and delivered from LACA. A vote of approval was taken.

Jon Bowers explained that extensive resources go into negotiating volume purchase agreements for schools which often save ten to twenty percent. Raising the administrative

fee on flow through purchases would allow LACA to recuperate a portion of resources committed to those agreements.

It was moved by Tom Forman and seconded by Ron Cassidy to approve an increase in administrative fees from 2% to 5%. A vote of approval was taken.

Meeting Presentations/Discussion

The first version of the FY11 Budget was presented. Cost factors that have been included are the removal of SpS state support, decrease in district K-12 Network Funding, a 22% reduction in state funding and an increase in video services income of \$39,995 from the FLAP grant. The financial challenges facing schools as well as the need to alleviate any budget increases were discussed. This budget was based upon a 0% (zero) increase for FY11 and 5% increase in consecutive years.

Melody Hewitt of LACA demonstrated the Employee Kiosk, specifically the requisition and leave approval workflows.

Over the past few months Software Answers has shifted to releasing Hotfixes without testing, which has dramatically increased the number of helpdesk tickets LACA staff are submitting. LACA will reach the end of the 3-year state support agreement at the end of this school year. The agreement has been removed from the FY11 budget in the event the contract is not renewed. Jon Bowers expressed concern regarding the imbalance between the volume of work being done versus the financial compensation.

ITC Director's voted to reject the BIG software developer's proposal to design and develop an integrated grade book and special services application. Software Answers has asked to present a proposal to the ITC Directors on October 29th. They will proposing that Software Answers take over DASL development and integrate all the products together.

Projects / Emerging Technologies / Discussions

Schools were reminded that they may begin submitting applications for federal funding at any time. LACA completed negotiations with Time Warner Cable (TWC) to secure more attractive pricing. This was accomplished through a state-term pricing agreement with the Department of Administrative Services. The pricing is significantly less than our current agreements, but requires a 5-year commitment.

Schools also need to make sure they apply for their K-12 Network Funding by October 31. At this time, about half of LACA's schools have submitted their applications for funding. Districts are encouraged to complete their applications as soon as possible.

Following the field trip to observe On-Base in full implementation, a preliminary cost proposal was presented to the fiscal advisory committee. Committee members were asked to inform us if there was an interest in LACA drafting a formal proposal for the service. At this time, no district has responded. We will keep the committee informed as the On-Base service develops in Ohio.

MCOECN/ODE Updates

While ITC funding levels have not been finalized, ITC's state level funding may see a 30% reduction in funding from originally anticipated FY09 numbers. The INFOhio subsidy was announced yesterday at \$21,081, \$174 below LACA's FY10 budgeted subsidy.

Superintendents were also reminded that a meeting with Jay Hottinger was arranged for the morning of October 9 at 8:00. All superintendents were encouraged to attend the meeting in

which concerns were to raised about ITC funding and discussion taking place at the state government level.

It was announced that the re-rostering function in DASL would be released and installed at LACA within the next week, which should enable teachers to see their current students in D3A2. Jane Galbraith and Trish Baker attended training this week so that as schools opt to implement D3A2, we will be able to provide necessary teacher training.

A newsflash will be sent this week announcing the performance period to start October 15. LACA will hold training for EMIS Coordinators October 14 on the new process. All districts were encouraged to participate in the performance period and correct errors received at that time. Once the performance period is complete (30 consecutive days of 98.5% availability), then official processing of October data will begin. All data will be submitted to ODE using the new data collector process. Funding based on the signed Governor's budget is not completely defined by school finance at this time. There may be last minute changes to staff reporting instructions to comply with the funding model.

Unfinished Business

Jon Bowers announced a presentation by Sarah Moore of Britton, Smith, Peters and Kalail, had been arranged for member district Public Records Officers, DASL Team Leaders and Special Education Directors. Ms. Moore is an expert in the area of student records retention. The meeting is scheduled for December 3, from 11:00 am, following the EMIS Coordinator Meeting.

New Business

In response to user requests, LACA is offering Excel training to assist school office staff in their work. Please let us know if there are additional needs in your districts. LACA also offers professional development on Classroom Response Systems (CPS) and Interwrite White Boards.

In collaboration with ECOESC, three LACA were schools were awarded the Foreign Language Assistance Program (FLAP) Grant. Through the grant, schools will receive HD video equipment and Chinese instruction at no cost. LACA is also working with ECOESC on another grant to provide AP and foreign language instruction to EETT grant recipients. We are seeking instructors to participate in this project. The Works has also received a grant for developing and delivering video content. They have asked to house their video lab at LACA and in exchange, we may use their equipment free of charge.

Jon Bowers has been presented the opportunity to participate in the Chinese Bridge Delegation: Taking the Next Step. The program involves an all-expense paid one week trip to China. Governing board members agreed to move the December board meeting to December 17 as the trip runs from December 2 through 10th.

Meeting Dates for FY10 are December 17, 2009, and January 14, March 11, and May 13, 2010.

10--018 It was moved by Ron Cassidy and seconded by Scot Prebles to adjourn the meeting at 10:35 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director