

Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held March 11, 2010, convening at 9:00 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Ben Streby (representing Joyce Malainy), Jay Gault, Thomas Tucker, Steve Short, Doug Ute, Chris Cashdollar (representing Sharon Smith), Nelson McCray, and Jon Bowers. Forest Yocum, Scot Prebles, and Scott Hartley arrived at 9:05.

Also in attendance were Tim Owen and Dennis Souder

10-033 It was moved by Tom Forman and seconded by Jay Gault to approve the minutes of the January 14, 2009 meeting.

A vote of approval was taken.

The financial status of LACA was presented by Jon Bowers. LACA ended February 28, 2010 with an unencumbered cash balance of \$1,607,571.45. February Appropriation Modifications and the FY10 5-year cash projection ending June 30, 2013, were also presented.

10-034 It was moved by Steve Short and seconded by Doug Ute to approve the following financial items:

- February, 2010 Financial Reports (Unencumbered cash balance of \$1,607,571.45)
- FY10 February Appropriations
- FY10 5-Year Projection

It was noted that the 5-year projection for LACA forecast \$511,438.07. A vote of approval was taken.

Jon Bowers presented four (4) Personnel Committee Recommendations which included: a) adjustments to FY10 salary schedule add an additional step and adjust the base for the Administrative Assistant; b) job description for Network Coordinator II; c) Contract Renewals; and d) FY11 Salary Scale Recommendation. Jon also explained that he was in contact with MVECA regarding a potential sharing of staffing resources to that MVECA users could contact LACA for back up and LACA would use MVECA INFOhio staff for support on the as-needed basis.

10-035 It was moved by Tom Forman and seconded by Forest Yocum to approve the Personnel Committee Recommendations:

- a. FY10 Salary Scale to include change: additional step and adjustment to Administrative Assistant Base.
- b. Following job description:
 - i. Network Coordinator II.
- c. Following contract renewals:
 - i. Chad Carson – 3 years
 - ii. Bobbie Warthman – 3 years

A vote of approval was taken.

Item d), the FY11 Salary Scale Recommendation was tabled.

Jon Bowers presented the Dataserv contract to install Voice-over-IP phone service. It was explained that the execution of this contract will enable LACA to provide phone service to the schools and enable schools to secure federal funding to pay for a portion of the service.

10-036 It was moved by Scott Hartley and seconded by Tom Forman to approve the contract

A vote of approval was taken.

Jon Bowers presented a contract with Tri-Valley Schools to transfer ownership of Gatekeepers from Tri-Valley to LACA to make the equipment eligible for federal funding. It was explained that most of the equipment will remain at the local school district, but that LACA would own and maintain it.

10-037 It was moved by Steve Short and seconded by Thomas Tucker to approve the contract.

A vote of approval was taken.

Jon Bowers presented the purchase of a Voice over IP phone system at a cost not to exceed \$51,000. It was explained that a portion of the cost would be allocated to upgrade the phone system internal to LACA and the balance would be born solely by districts opting to purchase VOIP services from LACA.

10-038 It was moved by Scot Prebles and seconded by Tom Forman to approve the purchase.

A vote of approval was taken.

Jon Bowers presented a LACATech Committee recommendation to require users to renew LACA Internet Acceptable Use Policy on an annual basis. Jon explained that Committee Members believe that it is important for users to review the policy annually to be mindful of the proper use of email and LACA resources.

10-039 It was moved by Scot Prebles and seconded by Tom Forman to approve the motion.

A vote of approval was taken.

Meeting Presentations/Discussion

A revised version of the 5-year projection for the FY11 Budget was presented. Finalized items included in this version include salary recommendations, hardware upgrades and the removal of SSEM support from the budget. Variables not finalized in this budget are projected ProgressBook and DASL fee changes, INFOhio funding cuts and healthcare increases.

LACA has engaged Software Answers in planning the shift of SpS state support from LACA to Software Answers. Because ProgressBook and SpS have been integrated into a single product, centralizing all support and product testing in a single site should improve the quality of the products. It is the belief of LACA that moving state support to Software Answers should make their products better.

It was reported that the DASL Task Force is continuing work on the proposed agreement for Software Answers to take over development and support of DASL.

Projects / Emerging Technologies / Discussions

It was reported that the LACA VOIP system will be implemented in the May to June timeframe which will replace the existing phone system which is over 10 years old and also deliver phone services to school districts. Dataserv will be contracted to install and initially configure the phone system.

A Summer Technology Workshop is being offered to teachers at LACA schools on June 15 and 16th. Teachers will learn to integrate technology-based resources into their classes. They will learn to use web-based resources, SmartBoards and video distance learning. The cost is \$50 per participant, which includes lunch and refreshments. CEU credit will also be provided. Additional information will be available from the LACA website

LACA is waiting for Email Archival Licensing to become available to ITC's. LACA's plan is to implement archiving for LACA staff immediately and offer it to schools soon afterward. Only 40,000 licenses (one per email account) have been secured for Ohio schools, so districts were encouraged to let Jon Bowers know if they are interested.

Occasionally, LACA is asked to capture particular data for a particular situation. A document outlining what data is retrievable was distributed. Superintendents were asked to submit written requests to implement these tracking measures. Jon Bowers also explained that 8e6, the internet filter device, also offers an additional device that can provide detailed reporting if districts are interested.

LACA has been asked to develop a tool that school administrators can use to assess the "health" of their schools network. While LACA staff are always willing to assist in any way possible, it can be helpful to review these questions when doing technology planning and budgeting to help identify areas of need. The draft provided is a first step and meant to be used to gather further feedback. As the document is revised, updated versions will be distributed.

MCOECN/ODE Updates

October EMIS is still in process. The final submission of October data is April 23. Districts are making great progress on the data measures. The EMIS-R project is on schedule to start the performance period April 15. ODE plans to complete the FY10 processing using the current method and start the FY11 processing using the new EMIS-R data collector.

Francis Pompey, the new Chief Operating Officer at ODE, has asked to meet with Jon Bowers, Nelson McCray, Ben Streby and Mary Knicely – LACA Director, Chairperson, Fiscal Agent Treasurer and EMIS Coordinator. Mr. Pompey is interested in learning more about ITC's and is arranging meetings with ITC around Ohio. This meeting is scheduled for April 19th. All superintendents are invited to attend.

Unfinished Business

Sarah Moore of Britton, Smith, Peters and Kalail, presented information on the responsible records retention on January 28th. Two action items were determined as a result of the presentation. One: each district will be provided an inventory of data stored at LACA, and they will be asked to grant LACA permission to destroy the copy. This is only for data stored on media that can NOT be restored, like 8 inch real tapes. Second, a student data retention subcommittee will be convened to determine current (can be accessed now) data should be maintained in a readable, accessible format. LACA will then determine the most effective way to extract that data from DASL and ProgressBook and make it accessible to schools.

New Business

Jon Bowers will work with Dean Reineke of MVECA to develop an agreement to purchase INFOhio support services and provide back-up INFOhio services to MVECA.

LACA has been contacted again to inquire if the LACA Governing Board would be interested in purchasing Focus Education. The cost is \$4,300 and would be shared equally among all districts opting to buy in. At this time, the districts are not interested in renewing the agreement.

Meeting Date for FY10 is May 13, 2010.

Meeting Dates for FY11 are August 12, 2010, October 21 and December 9; January 13, 2011, March 10 and May 12.

10--040 It was moved by Steve Short and seconded by Tom Forman to adjourn the meeting at 10:40 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director