Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held August 11, 2010, convening at 8:30 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Tom Forman, Joyce Malainy, Steve Short, Doug Ute, John Shepard, Forest Yocum, Mark Neal, Cathleen Heidelberg, Nelson McCray, and Jon Bowers.

Also in attendance were Brad Hall, Glenna Plaisted, Barb Donohue, Jeff Anderson, Ellen Towner, Ben Streby, Jim Hudson and Tim Owen.

11-001 It was moved by John Shepard and seconded by Doug Ute to approve the minutes of the May 13, 2009 meeting. A vote of approval was taken.

11-002 It was moved by Doug Ute and seconded by Tom Forman to nominate Forest Yocum as the LACA Governing Board Vice Chairman. It was moved by John Shepard and seconded by Doug Ute to close nominations. A vote of approval was taken.

The financial status of LACA was presented by Jon Bowers. LACA ended July 31, 2010 with an unencumbered cash balance of $1,044,927.46. June and August 2010 Appropriation Modifications and the FY11 5-year cash projection ending June 30, 2013, were also presented.

11-003 It was moved by Steve Short and seconded by Doug Ute to approve the following financial items:
- April, 2010 Financial Reports (Unencumbered cash balance of $1,044,927.46)
- FY10 May Appropriations
- FY10 5-Year Projection

It was noted that the 5-year projection for LACA forecast $540,457.71. A vote of approval was taken.

Jon Bowers presented the Personnel Committee Recommendations which included: the resignation of Bobbie Warthman, effective June 25, 2010; resignation of Helen Morris, effective July 30, 2010; job descriptions for Student Services Support Coordinator and Administrative Assistant; the appointment of Meghan McLeish as Student Services Support Coordinator prorated at an annual salary of $54,500; the hire of Michaelene Vincent as Student Services Support Coordinator prorated at an annual salary of $54,500, effective July 26, 2010 and Leanne Maziar as Administrative Assistant prorated at an annual salary of $30,160, effective July 19, 2010; and the update of LACA Organizational Chart to include new job titles and staff names.

11-004 It was moved by Mark Neal and seconded by Forest Yocum to approve the Personnel Committee Recommendations. A vote of approval was taken.

Jon Bowers presented a proposal to hire a Network Technician pending the commitment from schools districts to purchase four days of services per week.

11-005 It was moved by Mark Neal and seconded by Steve Short to approve the position. A vote of approval was taken.

Jon Bowers presented a proposal to authorize the Executive Director to accept Letters of Resignation on behalf of LACA Governing Board for FY11.

11-006   It was moved by Doug Ute and seconded by Mark Neal to approve the proposal.   A vote of approval was taken.

Jon Bowers presented a proposal to eliminate the Progress Book buy-in fee of $3,705.53 for Members and $5,558.28 for Non-Members from LACA SLA. It was explained that the one-time fees were originally put in place to off-set the costs of additional servers that had to be purchased when additional clients were added, but now virtual servers are used. Additionally, LACA has missed opportunities to add customers due to the buy-in fees.

11-007   It was moved by Doug Ute and seconded by Tom Forman to approve the elimination of the Progress Book buy-in fees from the LACA SLA. A vote of approval was taken.

Jon Bowers presented a proposal to eliminate the Ace Master Schedule Builder buy-in fee of $2,466.88 for Members and $3,700.32 for Non-Members from LACA SLA. It was explained that the basis for this proposal was the same as the Progress Book proposal.

11-008   It was moved by Doug Ute and seconded by Cathleen Heidelberg to approve the elimination of the Ace Master Schedule Builder buy-in fees from the LACA SLA. A vote of approval was taken.

Jon Bowers presented a proposed agreement with East Central Ohio ESC for video scheduling services at a cost not to exceed $3,915.00 for FY11. It was explained that this agreement was being put in place to assume the video scheduling responsibilities of Helen Morris.

11-009   It was moved by Tom Forman and seconded by John Shepard to approve the agreement with East Central Ohio ESC. A vote approval was taken.

Jon Bowers presented a proposed agreement with Time Ware to host servers for Time Ware to serve schools in Ohio. The agreement would generate $100 per month per server.

11-010   It was moved by Forest Yocum and seconded by Steve Short to approve the Time Ware agreement. A vote of approval was taken.

Jon Bowers presented a proposal to provide internet services to Qwest Business Center in Columbus. He explained that LACA has been working informally with Qwest since LACA made a grant presentation at their facilities last year. He has received clarification from ODE and the K-12 Network Committee that Qwest's internet traffic cannot traverse the K-12 internet. Jim Burnes from Bricker & Eckler

11-011   It was moved for Tom Forman and seconded by Forest Yocum to approve the contract with Qwest Business Center. A vote was taken and the motion was denied.

Jon Bowers was directed to seek legal clarification that entering into this agreement will not jeopardize LACA's non-profit status or expose the fiscal agent to any liabilities. An update will be presented at a later meeting.

Meeting Presentations/Discussion
The annual review of LACA's policies and forms was conducted.   Each district received a packet containing copies of all these documents. The yellow copy of the forms must be returned to LACA.

Projects / Emerging Technologies / Discussions
Jon Bowers presented an update of the implementation of VOIP service for both LACA and Tri-Valley. Both implementations are complete. If other districts are interested in applying for federal funding to subsidize their VOIP implementations, it is important to include the service in your 3-year technology plans.

Jon Bowers reported that the Summer Technology Workshop was a great success and attendees asked for a two-day event for next year. LACA will plan two workshops for FY11 – two days for elementary teachers and two days for middle/high school teachers

LACA has installed and configured servers for providing email archiving services for schools. Two LACA staff will attend training in October so that archiving services can be offered beginning in December.

Results from the LACA survey showed that 87 to 95% of users are satisfied or very satisfied with the services that LACA provides. It is interesting to note that the number of respondents has grown from 204 in 2008 to 848. With our total user base of approximately 4,600 users, this is a significant representation of users. We will be analyzing the data to determine way to improve LACA services.

Districts were reminded that the Federal funding process will begin in late October. It is critical that districts post their 470's as early as possible so that the timeline allow for districts to have a school board meeting later in the year to approve contracts and not jeopardize funding.

MCOECN/ODE Updates
Jon Bowers reported that the DASL code and development have been moved to Software Answers. While there are many challenges with transitions of this scale, the support that LACA gets has not been impacted. The first DASL release from Software Answers will be in September for EMIS reporting. LACA is working with vendors on districts' Data Release Form to secure greater discount for schools. Some vendors with which we are discussing discounts are: VersaTran, Edulog, Life Touch and Pay4It. Currently, 4 districts are receiving an additional discount through a LACA consortium price for EZPay – their fees have been reduced from 4.79% to 4.49%. If there are other products for which you would like LACA to investigate a volume purchase agreement, please let Jon Bowers know.

Jon Bowers stated that LACA is increasing the number of staff dedicated to scrubbing, loading and verifying data so that schools have access to the most recent data. The 2010 OGT results have been loaded and Spring '10 OGT/OAT results have been submitted to state support for loading. D3A2 usage continues to grow. If a district would like LACA to provide a workshop at your district, please contact Michaelene Vincent at mvincent@laca.org.

ITC's are conducting Performance Tests with varying levels of success. DASL state support is working closely with ODE and Edustructures to make sure the interface between DASL and EMIS is optimized. For October, LACA will be using flat-files to submit reporting, as we have in the past.

Districts should expect the same $2,000 per instructional building that was received for FY10. The funds will be sent in two disbursements with half in the Fall, 2010 and remaining half in Spring, 2011.

Representatives from ODE are preparing to present in Washington DC in the second round of review. Ohio is one of nineteen semi-finalists; it is estimated that 10 – 15 applicants will be awarded. ODE has applied for approximately $400 million.

Unfinished Business
Jon Bowers distributed documents to each district, detailing the data that LACA stores on reel tapes for them. The reports that were originally created from these tapes were distributed to districts and LACA still maintains a copy of those in microfiche form. Since LACA no longer has equipment that can read these tapes and the documents from those tapes are still being maintained, LACA is asking district permission to dispose of the tapes. Disposal of the tapes will not jeopardize the security of districts public records in any way. LACA is requesting each districts public records officer to sign and return the release forms. Please contact Jon Bowers if you have any questions**.**

LACA hosted a group of districts interested in pursuing a one-computer-to-one-student ratio met to discuss various that need to be considered when implementing such a project. It was agreed that a fieldtrip to a school that has successfully implemented a one-to-one initiative is a great first step. Jon Bowers will arrange a trip for those interested in participating. The group also discussed the need for districts to consider adding language to Student Internet Acceptable Use Policies that extend to student-owned devices and internet access used at school.

Jon Bowers had arranged a presentation by Jim Burnes of Bricker & Eckler for the August LACA Governing Board meeting, but Jim could not accommodate the last minute arrangements for this meeting. Jon Bowers will arrange a presentation for the October Board meeting.

New Business
LACA has been asked to offer professional development for teachers which included iPad hardware as part of the training fee. More information will be provided during the school year.
Meeting Dates for FY11 are October 7 and December 9, 2010; January 13, 2011, March 10 and May 12.

11-012   It was moved by Steve Short and seconded by Forest Yocum to adjourn the meeting at 9:48 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director