

Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held October 7, 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), Tim Owen (representing Jay Gault), Thomas Tucker, Doug Ute, Forest Yocum, Mark Neal, Nelson McCray, and Jon Bowers. Joyce Malainy arrived at 9:30.

11-013 It was moved by Tom Forman and seconded by Doug Ute to approve the minutes of the August 11, 2010 meeting. A vote of approval was taken.

11-014 It was moved by Tom Forman and seconded by Doug Ute to approve the following financial items:

- September, 2010 Financial Reports (Unencumbered cash balance of \$1,171,135.19)
- FY10 September Appropriations
- FY10 5-Year Projection

It was noted that the 5-year projection for LACA forecast \$395,151.38. A vote of approval was taken.

Jon Bowers presented the FY12 ISP Fees. All proposed rates remain the same as FY11 and the LACA installation fee has been removed to alleviate USAC questions regarding one-time fees.

11-015 It was moved by Tim Owens and seconded by Forest Yocum to approve the FY12 ISP fees. A vote of approval was taken.

Jon Bowers presented a proposal new service to provide proxy servers to districts at a cost of \$700 per year. It was explained that this service allows districts to force district internet filtering onto district-owned computers and devices when connecting to the internet off school property. This is a voluntary service offering.

11-016 It was moved by Mark Neal and seconded by Thomas Tucker to approve the new service. A vote of approval was taken.

Jon Bowers presented an updated Expense Reimbursement Policy requiring itemized receipts for meals and increasing the daily allowance to \$35.

11-017 It was moved by Ben Streby and seconded by Forest Yocum to approve the policy. A vote of approval was taken.

Jon Bowers presented a proposed \$2,000 purchase service agreement with Linda Leffel to develop and deliver video content. It was explained that this agreement takes the place of the agreement with Jane Galbraith for the same responsibilities. The funding has already been budgeted.

11-018 It was moved by Tom Forman and seconded by Ben Streby to approve the purchased service agreement with Linda Leffel to perform video content development and delivery for 80 hours at a cost not to exceed \$2,000. A vote of approval was taken.

Jon Bowers presented to FY12 Internet Services Contract. It was explained that the primary amendment to the contract was the explanation of the hardware to clarify that LACA owns and manages the equipment used to deliver internet services.

11-019 It was moved by Tim Owen and seconded by Doug Ute to approve FY 12 Internet Services contract as it was presented. A vote of approval was taken.

Jon Bowers presented a proposed contract for providing services to entities that serve schools. Under the guidance of Jim Burnes and Warren Grody, the legality of the contract was considered and developed. This agreement will enable LACA to contract with private companies that serve schools.

11-020 It was moved by Tom Forman and seconded by Mark Neal to approve the proposed contract. A vote approval was taken.

Jon Bowers presented the FY11 Continuous Improvement Plan. The CIP plan focuses primarily on cross training of service teams to ensure higher levels of service even when one or two team members are not available to take calls.

11-021 It was moved by Forest Yocum and seconded by Thomas Tucker to approve the FY11 Continuous Improvement Plan. A vote of approval was taken.

Meeting Presentations/Discussion

The first draft of the FY12 Budget was presented. The goal will continue to be keeping fees at the same level as FY11. The Internet Filtering Reporting capabilities were presented. A sample report was presented and explained. The individual at the district level who is authorized to override and control filtering will also be the default individual who is able to access all the reporting. The LACA network team will host a training session of the reporting tool.

Projects / Emerging Technologies / Discussions

An update of the email archiving service was provided. Jon Bowers explained that a demonstration will be planned for late November or early December. The 30-day auto delete policy was discussed, but the conclusion to use email archiving and the value of the e-discovery capabilities should remain a separate issue and decision from the 30-day delete policy.

Jon Bowers presented the SAS70 audit and explained that there were no management citations or comments. The SAS70 audit has been placed the Superintendent's page of LACA's website. Districts were also reminded that the Federal Funding Application window has opened. Jon Bowers and two other ITC directors met with FCC officials in Washington in late August to explain how proposed changes would impact Ohio schools' funding and e-rate eligibility. The met with FCC policy writers and advisors. The meetings appear to have been effective as the FCC has decided not to put the proposed changes into effect. Schools are encouraged to submit their 470's (RFP's) as early as possible. LACA hosted a VOIP presentation yesterday. Districts interested in VIOP services for next year should contact Jon Bowers to arrange a discussion.

MCOECN/ODE Updates

Jon Bowers reported that the transition of support to Software Answers is progressing. FY11 EMIS will all be in DASL by mid November and the plan is that FY12 changes will be in DASL by May, 2011. DASL state support has presented to LEECA (large ITC in Northern Ohio) and has plans to present to two additional ITC's. The movement of all ITC's to a single student package would be a great accomplishment in Ohio and likely result in a reduction

Jon Bowers stated that test records and current schedules have been re-rostered in D3A2 so this year's teachers can see their current student results. If any of schools would like training, they can call us or send an email to d3a2@laca.org and we will be happy to make arrangements.

Work is being done by the developers on a new Loader/Scrubber application. D3A2 supporting documentation can be found at <http://www.d3a2.org/home/support/>. The materials for Release 2.0 are there, including those new for 2010-11. Users might want to take a look at the 'Introduction to D3A2 Ad-Hoc Reporting' for an introduction to the OBIEE Answers area of D3A2.

October EMIS will still be submitted the way we always have submitted data. There will be a parallel with 2-3 ITC's in December/January between the current and the new EMIS-R to see how the data compares and process time. Based on the results of the parallel, a determination will be made in January as to the method of submission for yearend reporting.

The website for requesting K-12 Network subsidy is at: <http://www.etech.ohio.gov/jcore/opptrack/Apply.jsp> Districts must apply by October 29, 2010. The \$2000 per building subsidy will be distributed in two payments – Fall and Spring. Jon Bowers will contact all districts who have not applied yet.

At this time, ODE is putting great efforts into reviewing the data tools currently available to Ohio schools to determine what role they might play in RttT. It is anticipated that when rolled out, the data tools will be very similar to the Teacher-Student Data Link and at that time districts may opt out of Battelle for Kids unless they want the associated professional development. ODE wants to assure schools that D3A2 is not going to be taken away, but it is important also to realize that ODE has stated that D3A2 is moving into a "maintenance" mode, which means there probably won't be much more development.

Unfinished Business

Jon Bowers shared that discussion with Jim Burnes of Bricker and Eckler revealed that LACA may be required to report this income to STRS and advised that this practice be discontinued. Beginning with FY11, we will no longer provide pay Video Lead Teacher stipends.

Jon Bowers explained LACA was approached by a private business requesting ISP, VOIP and video support services. During the last LACA Governing Board meeting, he was directed to seek legal counsel. Jon Bowers consulted Jim Burnes who determined this would require LACA to reorganize to become a COG. The formation of a COG would require the LACA Governing Board to make a resolution to reorganize itself, then require all member boards to also make resolutions.

LACA has been asked by several districts piloting one-to-one laptop initiatives to provide proxy services to allow district-owned devices being used off premises to connect to the school network and be filtered. LACA has developed a service to do this. LACA is also investigating virtual workstations that could be implemented in districts to provide better workstation performance than the actual classroom hardware is capable of. More information will be provided as it is available; we may require a test environment in a real school to measure performance.

Jon Bowers reported that the Bricker and Eckler presentation on eDiscovery has been schedule for October 21 from 10:30 at LACA.

New Business

Jon Bowers explained that a number of districts are inquiring about LACA services and membership. The Governing Board will be kept abreast of talks with potential new members. He explained the MCOECN code of conduct requirements and assure board members that these are being strictly followed.

The remaining meeting dates for FY11 are December 9, 2010; January 13, 2011, March 10 and May 12.

11-022 It was moved by Forest Yocum and seconded by Mark Neal to adjourn the meeting at 10:35 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director