

## Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held January 13, 2011, convening at 9:06 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Joyce Malainy, Jill Johnson, Cathy Heidelberg, Tom Forman, Jay Gault, Thomas Tucker, Steve Short, Scott Hartley, John Shepard, Forest Yocum, Mark Neal, Nelson McCray, and Jon Bowers. Ben Streby and Tim Owen were also in attendance.

**11-028** It was moved by Tom Forman and seconded by Jay Gault to approve the minutes of the December 9, 2010 meeting. A vote of approval was taken.

**11-029** It was moved by Jay Gault and seconded by Forest Yocum to approve the following financial items:

- December, 2010 Financial Reports (Unencumbered cash balance of \$1,929,763.51)
- January 2011 Appropriation Modifications
- 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 explained that since ISP rates were approved in October, Time Warner began a new service offering which LACA has been researching. The new service offering has the potential to reduce costs to schools and would enable LACA to reduce the prices quoted for ISP services.

**11-030** It was moved by Steve Short and seconded by Joyce Malainy to approve the Executive Director to quote ISP Rates based upon best available pricing. A vote of approval was taken.

It was explained that LACA has arranged several presentations of the Ace Master Schedule Builder application and two additional districts had contracted for those services. It was proposed to lower the per student fee for the application to reflect the spreading of fixed expenses among more participants.

**11-031** It was moved by John Shepard and seconded by Forest Yocum to approve the modification of Ace Master Scheduler fee from \$3.10 per student to \$2.70 for FY11. A vote of approval was taken.

Jon Bowers explained the manual steps that LACA goes through when a litigation hold is requested on an email account. He explained he had consulted with Bricker and Eckler regarding how LACA carried out litigation holds and there was potential concern. The NearPoint Email Archival Service addresses all legal concerns, minimizes LACA costs as well as potential legal fees because it was designed to do eDiscovery.

**11-032** It was moved by Mark Neal and seconded by Scott Harley to require the use of NearPoint Email Archival services at an annual cost of \$7.50 per user when districts request litigation holds on email. A vote of approval was taken.

### **Meeting Presentations/Discussion**

An updated draft of the FY12 Budget was presented which included the addition of East Muskingum Schools, updated health care costs, known funding cuts and expenses that will be associated with redistribution of expenses across all members. The graduated elimination of state funding from LACA's budgets was discussed. It is currently anticipated that districts would see a 2% reduction in LACA fees for FY12.

### **Projects / Emerging Technologies / Discussions**

Chad Carson gave a demonstration of the email archival system. He showed how it integrates into both OWA (Outlook Web Access) and MS Outlook. Chad demonstrated the eDiscovery tool and how access to archives can be managed was discussed.

Jon Bowers explained that the FCC had issued a clarification on billed entity employees serving on controlling boards of service providers, referencing the relationship between Ohio's schools and ITC's. Several best practices were mentioned: superintendents may not sign ITC contracts, ITC contracts should be approved and signed by boards of education and treasurers. These particular points should be followed to ensure that there is separation between the governance and decision making of the two entities.

It was noted that all districts approved EVAAS (Value-Added Data Submissions) on the vendor release form. While the first submission of data is due by January 15th, LACA has already submitted your data, so districts will be able to access their value added data as soon as processing is complete.

### **MCOECN/ODE Updates**

Jon Bowers reported that Deb Delisle had recently discussed that ODE is investigating the use of technology to make up calamity days. Right now, there are three districts piloting solutions. ODE will contact the districts and get information for other districts who might be interested. The MCOECN is looking into how it can provide leadership on this project. Superintendents discussed possible strategies for addressing calamity day make up.

It was also shared that the MCOECN ITC Directors had met last Friday to discuss the current political climate and how they might collectively respond. There was discussion at the meeting that consolidating core services on regional servers would bring cost savings to ITC's/schools and demonstrate to state decision makers that ITC's are making efforts to increase efficiencies. Jon Bowers explained that this concept may not save much money and will likely result in decreased level of service to schools. Each of the 5 MCOECN regions will designate a representative to work on a team to draft a proposal for MCOECN approval. The MCOECN will also be developing literature for ITC's to use and encouraged directors to host legislative meetings. Superintendents will be kept updates on the status of discussions.

Jon Bowers explained that the DASL directors voted to offer DASL and Progress Book at the same prices as Pearson's PowerSchool. Since many schools were considering price a primary factor in choosing their student information system, this makes DASL very competitive. The first year, the price is \$3, next year is \$4, the \$8, \$9 and finally \$10 in year 5. This offer is in cooperation with Software Answers, the current DASL development and support company.

Jon Bowers shared that on January 4, 2011, D3A2's new, automated version of the Loader/Scrubber was announced to ITC personnel. The old system has been disabled.

LACA districts' Fall 2010 tests results have all been downloaded from the SUCCESS website. LACA will begin scrubbing the data soon.

October EMIS is going well and there are only two more weeks to submit data. There was no update on the EMIS-R status since the last meeting. It is anticipated that year-end data will be submitted the traditional method – flat files – and not through the data collector. Nelson McCray mentioned that ODE has proposed contracting with the MCOECN to conduct a study to determine what local issues ITC's are experiencing with EMIS-R and how they may be resolved.

The K-12 Network Committee has been postponed since ODE established the Technology Advisory Committee to oversee technology throughout all state entities. At this time the meetings are cancelled, but the committee still exists.

### **Unfinished Business**

Jon Bowers continues to collect district authorization to destroy the reel tapes that hold back up data for producing the microfiche. Three more districts need to return their release forms.

Jon Bowers has been contacted by Qwest Business Center regarding video services. During the last MCOECN meeting, Bruce Hawkins mentioned that under new state leadership, the laws governing the entities that an ITC may serve may be changed to allow ITC's to share their efficiency by serving non-educational entities and save schools more money. Jon Bowers expressed concerns with contracting with organizations that are not involved in education.

A budget including all costs associated with the current LACA facility has been developed. Jon Bowers will be sharing that, as well as the cost benefit analysis of facility options to the LACA Facility Subcommittee.

Nelson McCray requested that superintendents return the executive director evaluations to him so that he may conduct the evaluation. Jon Bowers will send out electronic copies. Please complete them and return them to Nelson McCray at [nmccray@laca.org](mailto:nmccray@laca.org).

### **New Business**

Jon Bowers reported that LACA service teams are meeting with district staff at East Muskingum and are finalizing project plans for the migration of each service area to LACA.

Nelson McCray, Forest Yocum and Jon Bowers attended a meeting with Lancaster City Schools' administrators to discuss services. LACA has also been contacted by other districts interested in discussing services. The Board will be kept abreast of further talks with prospective districts.

The LACATech meeting scheduled for January 12 was postponed until January 20<sup>th</sup> due to inclement weather. The meeting will start at 8:30 and include a demonstration of the Mimosa NearPoint email archiving service and the M86 Reporter.

LACA has been asked to research emergency dialer systems and pursue volume pricing for schools. Jon Bowers is conducting a survey and will update district technology coordinators as more information becomes available.

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

**11-033** It was moved by Thomas Tucker and seconded by Steve Short to adjourn the meeting at 10:55 a.m. A vote of approval was taken.

Reported by,

Jonathan Bowers  
LACA Executive Director