Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held May 12, 2011, convening at 9:08 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Kyle Newton, Jill Johnson, Tom Forman, Joyce Malainy, Jay Gault, Steve Short, Doug Ute, Forest Yocum, Mark Neal, Nelson McCray and Jon Bowers. Tim Owen and Ben Streby were also in attendance.

11-046   It was moved by Steve Short and seconded by Jay Gault to approve the minutes of the March 10, 2011 meeting. A vote of approval was taken.

11-047   It was moved by Forest Yocum and seconded by Jay Gault to approve the following financial items:
- May, 2011 Financial Reports (Unencumbered cash balance of $2,027,228.13)
- FY10 5-Year Projection
- Authorization for Fiscal Agent Treasurer to balance all accounts as need for June 30, 2011, and roll over all unencumbered equipment and software budget amounts to next year's appropriations.

It was noted that the 5-year projection for LACA forecast $436,238.33. A vote of approval was taken.

Jon Bowers presented the LACA Personnel Committee recommendation to approve the Resolution to Rescind Pickup of Employee Retirement Contributions.

11-048   It was moved by Forest Yocum and seconded by Doug Ute to approve the resolution. A vote of approval was taken.

Jon Bowers presented the FY12 Salary Scale with a 0% base increase from FY11. It was shared that this was the second year with 0% base increase for LACA staff.

11-049   It was moved by Mark Neal and seconded by Tom Forman to approve the FY12 Salary Scale. A vote of approval was taken.

Jon Bowers presented a performance-based step increase from 9 to 10 for Trish Baker. It was explained that the current salary scale is a performance-based scale.

11-050   It was moved by Forest Yocum and seconded by Mark Neal to the step increase for Trish Baker. A vote of approval was taken.

Jon Bowers presented a motion to remove the Family Medical Leave Act policy form the LACA policy manual. Jon explained that the LACA Governing Board could still offer FMLA-like benefits to employees, but that it would be a local decision.

11-051   It was moved by Tom Forman and seconded by Steve Short to approve the removal of the FMLA from the LACA Policy Manual. A vote of approval was taken.

The proposal to move from 26 to 24 pays per year was presented. Jon Bowers explained the economic reasons for the recommendation: reduced costs and the elimination of payroll creep.

11-052   It was moved by Mark Neal and seconded by Jay Gault to approve the change from 26 to 24 pays per year. A vote of approval was taken.

Jon Bowers presented proposed financial items for FY12 which included the purchase of NOD32 Anti-Virus Software for $100,900, MCOECN Membership for $12,000, DASL Licensing/Support fee of $3.45 per student, HR Kiosk Project at $9,500, MVECA purchased service agreement not to exceed $20,000, ECOESC purchased service agreement not to exceed $54,000, and Fiscal Agent Agreement for $12,000.

11-053   It was moved by Doug Ute and seconded by Forest Yocum to approve the FY12 Fiscal motion. A vote of approval was taken.

Jon Bowers presented the LACA budget and fees for FY12. Base and per-student fees will decrease by 6% for FY12. Fees are anticipated to stay at FY12 levels for FY13 with 2% and 3% increases anticipated in ensuing years. It was discussed that when the impact of current proposed legislation is more clearly understood, Jon Bowers will begin investigating ways of reducing facility costs. Currently, the Facility Committee includes Nelson McCray, Tom Forman, Mark Neal, Jay Gault and Forest Yocum. Jill Johnson asked to be added to the committee.

11-054   It was moved by Tom Forman and seconded by Jill Johnson to approve FY12 Budget and fees. A vote of approval was taken.

Jon Bowers presented the FY12 Service Level Agreement. No changes are proposed for the coming year.

11-055   It was moved by Mark Neal and seconded by Joyce Malainy to approve FY12 Service Level Agreement. A vote of approval was taken.

Jon Bowers explained the function of GoTo Meeting and how it being blocked is affecting school training being conducted. The LACATech committee has recommended that because GoTo Meeting is a subscription service that requires a unique log-in and password, it is secure and may be exempted from filtering. Tim Owen, the LACATech Representative further explained how the website functions and the value to schools.

11-056   It was moved by Mark Neal and seconded by Joyce Malainy to approve the LACATech recommendation to exempt GoTo Meeting and all associated IP addresses at a global level from LACA filtering. A vote of approval was taken.

Jon Bowers presented a proposed amendment to the Time Warner Cable contract to allow the addition of the circuit to Crooksville Exempted Schools' fiber circuit to LACA's agreement.

11-057   It was moved by Tom Forman and seconded by Jill Johnson to approve the amendment of the Time Warner contract to include Crooksville Exempted Schools on the LACA agreement. A vote of approval was taken.

Jon Bowers explained that he had been contacted by two member districts regarding the potential sharing of EMIS coordinator services among member schools if LACA could hire the individual. Hiring would only take place if LACA secured contracts with two districts.

11-058   It was moved by Forest Yocum and seconded by Tom Forman to approve the employment of an EMIS Coordinator to serve LACA member schools pending the receipt of participating districts/ service contract with LACA. A vote of approval was taken.

Jon Bowers presented two service contracts with non-members entities for approval, Grandview Heights and Metropolitan Education Council, on behalf of Jonathan Alder Schools.

11-059   It was moved by Joyce Malainy and seconded by Forest Yocum to approve the non-member contracts. A vote of approval was taken.

Jonathan Bowers opened nominations for Chairman and Vice Chairman for FY12.

11-060   It was moved by Forest Yocum and seconded by Mark Neal that Nelson McCray be nominated Chairman and Doug Ute be nominated Vice-Chairman. Nominations were closed. A vote of approval was taken.

Jon Bowers explained that LACA will begin the implementation of hosted Voice Over IP (VOIP) services for the Licking County ESC this month to begin service on or around July 1. Tri-Valley is already using this service. VOIP services enables LACA to deploy telephones over the state network to MVECA and ECO-ESC to make toll-free calls.

LACA will be hosting two workshops this summer – June 16th for K-5 Teachers and June 17th for 6 – 12 Teachers. Both workshops will be held at Newark Ben Franklin Elementary Building. The cost is $50 per participant. Information has been sent out to LACATech and Video Lead Teachers. Teachers can choose from a variety of classes on electronic resources and technology tools.

Information on the OhioLearns AP Course Waiver was sent out earlier and a flier was included in the board packet that explains the AP course waiver program available from OhioLearns. A number of districts have expressed an interest in participating. District is interested in participating should contact Michele Carlisle at mcarlisle@laca.org or 330-308-9939 ext 220.

The MCOECN shared that Child Abuse and Bullying Training be provided by October 16, 2011. LACA is investigating the possibility of a group purchase of Sylcom services which are already being used by several districts. Public School Works is also being used widely throughout Ohio. Jon Bowers will forward more information on potential district savings.

ODE presented to ITC directors that various student data tools being funded through SLDS and RttT grants. While D3A2 might play a role in those projects, how it will be used in the future is not clear. The intention is to use D3A2 as a warehouse for the eTranscript project and Student Records Exchange. D3A2 may also be used to support the governor's proposed $50/student performance bonus. Currently, the data needed to support the project is not housed at the state level and may not be available at all.

ODE has chosen Parchment to manage the eTranscript project. ODE is seeking volunteer districts and ITC's to participate. LACA has expressed interest in participating so that we can keep abreast of developments and provide input as the project proceeds. ODE is currently working with eTech, the Board of Regents and Transfer Clearinghouse on the system requirements.

Yearend EMIS reporting will use the same legacy method we have been using. ODE plans to have districts parallel data submissions with the EMIS-R data collector. ODE's current plan is to go live with submitting using the data collector for the FY2012 October EMIS reporting period. We will provide a refresher course for EMIS Coordinators before they are required to go live.

Jon Bowers explained that ODE is sending communication to all superintendents regarding the requirement to include the SSID (student ID) on all transcripts. The SSID is also called the "data verification code." ODE is also considering making students' names viewable to ODE. A full ODE Project Update was included in the board packet.
Jon Bowers reported that all district authorizations to destroy the were received in April. Shred It came to LACA in early May and conducted an on-site shredding of the authorized data tapes. A certificate of destruction has been filed and the room will be re-purposed as additional office space.

Fiscal services and Progress Book services for East Muskingum have been successfully moved to LACA. Fiscal services for Crooksville have been successfully migrated to LACA. Both networks will be moved to LACA in mid-June and the balance of student services will be moved after final EMIS reporting mid July. Library services for East Muskingum will be completed after the end of school in early June.

Jon Bowers reminded districts that LACA staff will be on their annual retreat on May 27th to review the results from the customer service survey and to draft the CIP for next year. The CIP will be presented in August for governing board approval.

Ryan Nash from Alert Now came to the recent LACATech meeting to talk with schools about Alert Now. Jon Bowers was also contacted by TRZ Communications about similar consortium pricing. While the two products are different, we are trying to secure comparable pricing for both through LACA. More information will be provided as the companies commit to prices. Note that TRZ Communication is based on contact records and not student count, make the price larger. Please contact Jon Bowers before signing new agreements with either product.

The annual LACA Retreat is planned for May 27th. The Licking County ESC is the point of contact for emergencies. Emergency numbers will be used to address any issues that arise.

In new business, Jon Bowers explained how HB 153 may impact ITC's. This bill attempts to redefine how regional service centers like ESCs and ITCs deliver services to schools. An amendment added late last week funneled critical funding for ITC fiscal, student and internet services to OSU for developing the Distance Learning Clearinghouse. The MCOECN has drafted a response which has been included in the board materials. Bruce Hawkins, representing the ITCs has met with ODE they have agreed to work together to get the new language removed at the senate level. Jon Bowers has contacted a member of the State Board of Education to explain how critical the funding is for schools and ITCs.

FY12 meeting dates are anticipated to be: August 11, October 13, and December 8, 2011 and January 12, March 8 and May 10, 2012. The August 11th 2011 meeting is a combined Superintendent and Treasurer Meeting.

11-061   It was moved by Forest Yocum and seconded by Steve Short to adjourn the meeting at 10:38 a.m. A vote of approval was taken.

Reported by,

Jonathan Bowers
LACA Executive Director

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