

Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held October 13, 2011, convening at 9:06 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, John Shepard, Forest Yocum, Mark Neal, Bill Harbron, Jeff Brown, Nelson McCray and Jon Bowers. Also in attendance were: Chris Cashdollar, LACATech Representative, Ben Streby, Fiscal Advisory Committee Representative, and Tim Owen.

12-012 It was moved by Tom Forman and seconded by Steve Short to approve the minutes of the October 11, 2011 meeting. A vote of approval was taken.

The financial status of LACA was presented by Jon Bowers. The August appropriation modifications, September financial reports and FY12 financial projections were presented. LACA ended September 30, 2011 with an unencumbered cash balance of \$1,225,683.89. August appropriations and the 5-year projection were also presented.

12-013 It was moved by John Shepard and seconded by Joyce Malainy to approve the reports, appropriations and projections. A vote of approval was taken.

Jon Bowers presented a proposal to restructure virtual server pricing to make LACA's hosted server offering more attractive to schools. A base server fee of \$300 was proposed with options for increasing the number of processors or gigabytes of memory at \$125 each.

12-014 It was moved by John Shepard and seconded by Joyce Malainy to approve virtual server pricing of \$300 per year, which includes one processor, one gigahertz of memory and 100 GB of storage, and additional processor and/or memory at a cost of \$125 each, and additional storage of \$0.25 per gb/month. A vote of approval was taken.

Jon Bowers explained that with the continued growth of internet consumption by schools, it is necessary to upgrade the LACA infrastructure of LACA's network core to support higher speeds both between schools and to the internet. LACA budgets for hardware upgrades, so no appropriations are needed. The anticipated cost of the upgrade to the network not anticipated to exceed \$82,650.

12-015 It was moved by Forest Yocum and seconded by Tom Forman to approve the purchase of Cisco equipment to upgrade ACA network core to 10 GB of throughput at a cost not to exceed \$82,650.00. A vote of approval was taken.

Jon Bowers presented the Requisition Approval Management (RAM) application. It was explained that C-Tec had paid to design and develop the original program, but gave it to LACA to provide support. Because a number of LACA districts were interested in the program, LACA re-coded the application so that multiple districts could use the product.

12-016 It was moved by Joyce Malainy and seconded by Mark Neal to approve the offering of RAM (Requisition Approval Management) application at an annual cost of \$500 per district, of which 50% will be returned to C-Tec for providing original program code.

Meeting Presentations/Discussions

Jon Bowers presented the first draft of the FY13 budget and 5-year projection. Preliminarily, it appears that LACA will be able to maintain a 0% increase from FY12, which is 6% below FY11. Revisions of the FY13 budget will be presented at subsequent meetings.

A draft of the SOC1 State Auditor Report, which replaced the SAS-70 Report, has been placed on LACA's website: <http://www.laca.org/Usergroups/Superintendents/>

It was reported that LACA is investigating new partners to implement Voice over IP phone services. Currently, LACA partners with DataServ to serve two districts. We have developed internal resources so the need for year-round support has lessened, which should lower prices and make LACA VOIP services much more competitive.

The implementation of wireless networks in school buildings has increased bandwidth utilization dramatically over the past few months. Because the basis for bandwidth pricing is the remaining length of the contract and the desired bandwidth, districts will see dramatic increases in costs if they don't budget for increases for next year. For example, increasing from 10 mb to 20 mb of internet for a building for FY13 will cost an additional \$3,144 annually, but waiting until FY14 to make that increase will cost an additional \$4,944 annually. These bandwidth increases can be included in e-rate for next year, if plans are put in place this fall. It is highly recommended that districts monitor their bandwidth use. LACA provides a website for monitoring: <http://prtg.laca.org/sensorlist.htm>

MCOECN/ODE Updates

Jon Bowers explained that the K-12 Network Committee met in September for a retreat to discuss critical issues for the educational network. Primary concerns are the continuation of K-12 Network funding, currently \$1,800 per building, the value of the K-12 Network to schools and the ITC's middle-mile connections. As K-12 Network funding continues to decrease, it is imperative that schools see value to being connected to the network or they will seek more economic solutions. In urban areas, fiber providers are sometimes able to provide internet connectivity more economically than ITC's with K-12 network funding. The value of the K-12 network includes access to INFOhio resources on the network, eTech video services and connectivity to other schools at high speeds. The contracts for ITC's middle-mile connection will expire in three years and we need to plan for increased bandwidth for the next ten years.

Jon Bowers reported that Sam Orth, the CTO of the MCOECN, had hired two consultants to guide ITC directors through a process to determine if a viable, collaboration can be developed among the ITC's, in response to the HB 153 asking entities to share resources. A preliminary draft was presented to ITC's at the end of September, which estimated that if **all** ITC's participated, each would have an initial buy-in of \$24,000 and an annual expense of \$70,000. If **twelve** ITC's participate, the initial buy in would be around \$42,000 each. The proposal suggests the creation of an additional entity, independent of all ITC's and the MCOECN, staffed by approximately 7 individuals, would operate three proposed datacenters, that theoretically eliminate the need for each ITC to house their own servers. LACA continues to offer on-site D3A2 training. School staff can schedule a new class to learn how to extract all kinds of OAA or OGT test data from D3A2 into Excel so they can manipulate it and look at it in new ways. Participants will use the D3A2 Answers function to create Excel spreadsheets and a Pivot Table. This will be especially useful for staff with Building or District access who are data driven.

ODE presented a vision of ODE's data programs to ITC directors. An external student data exchange, currently based upon D3A2, will be developed. Plans include functions such as SSID, eTranscript and Student Record Exchange, all of which would integrate with this data warehouse. A diagram of the proposal is included and the entire presentation can be downloaded at: <http://www.laca.org/Usergroups/Superintendents/>

Software Answers, the developers for DASL, is working to make the ProgressBook Suite compliant with the Instructional Improvement System (IIS) requirements in Race to the Top. Software Answers will be contracting with a vendor to develop the Learning Management System. Major components will include:

1. Online access to Electronic curriculum, resources and tools aligned to standards
2. Curriculum customization for differentiated instruction
3. Online formative assessments
4. Data-analysis capabilities including early-warning indicators for teachers, administrators, parents and students

Currently, Ohio has not released the IIS requirements, so national standards are being used as the basis for the design.

Parts of the FY12 manual have been released, but the chapters regarding student and staff data reporting have not. That said, the 12.0 DASL release will contain several changes that ODE has indicated are very probable to be included in this year's manual.

October count week was October 3. All Districts must submit via the EMIS-R Data Collector. ODE will release the manifest by October 14 but asks that first actual submissions be done between October 31 and November 4. Level 1 results come back to the preparer immediately. Submissions made by 1 pm will get the Level 2 reports back the next morning so this process can be done several times a week, not just Fridays. ODE reports will continue to be released once a week in .csv format.

Excel has become a critical skill for EMIS Coordinators. LACA has scheduled training for the afternoon following the next EMIS Coordinators meeting on October 27. We also have a more basic class scheduled for October 26 at 9:00 open to any staff. All our training will be on Excel 2007 / 2010.

The October checklist meetings were very well-attended. To include more participants, we broadcast the meeting over videoconferencing. The response has been very favorable and we expect to see continued growth in use. The video can be viewed at: <https://rss1.laca.org>

User ID: 9001

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Unfinished Business

Jon Bowers demonstrated the RAM (Requisition Approval Management) application that Chad Carson recently completed. C-Tec is piloting RAM for a month before making it available to other users. RAM is a requisition approval workflow that eliminates the paper trail. Necessary audit functions have also been included so that auditors can review the past two years of data.

An overview of TRZ Communication and OneCallNow was provided and information literature was distributed. Jon Bowers also explained that he has been in consultation with e-rate experts regarding the requirements to report on CIPA compliance regarding teaching students about internet safety. He explained that based upon current e-rate rules, the audit functions offered through iSafe did not meet the requirements. Schools need that all students receive instruction, not that teachers are using the iSafe material. An alternative resource, www.common sense media.org/educators was presented. It also contains both web-based videos and lesson plans that teachers may use. The primary difference is that it does not have an audit function to track which teachers are logging into the website. LACA determined that because there is not clear direction from e-rate on who to account for student instruction, we could not purchase iSafe simply to track district adherence. Common Sense Media provides comparable content at no cost.

Jon Bowers will continue to keep e-rate contacts apprised of developments regarding further direction the requirements of internet safety training. For now, LACA will not be purchasing iSafe. Common Sense Media is an effective instructional tool that meets the curriculum needs.

New Business

Jon Bowers shared that LACA may begin to house a Chinese teacher to provide Mandarin Chinese instruction out to schools. We are working with the College Board to determine the best location for him.

LACA is investigating the rental of a vendor booth at the eTech Conference. The goal would be to promote LACA's non-core service applications like RAM, Bear, LAMA, SINC, and Viper. LACA will develop an anticipated budget for participating in the conference.

12-017 It was moved by John Shepard and seconded by Forest Yocum to adjourn the meeting at 10:45 a.m. A vote of approval was taken.

Reported by,

Jonathan Bowers
LACA Executive Director