Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held August 9, 2012, convening at 9:04 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Kyle Newton, Jeff Brown, Tom Forman, Jay Gault, Nelson McCray, Phillip Wagner, Steve Wigton, Jeff Anderson (representing Doug Ute), John Shepard, Rob Jennell and Mark Neal. Also in attendance were: Tim Owen from Lakewood Local Schools (LACATech Representative),Ben Streby of C-Tec (Fiscal Advisory Committee Representative), and treasurers: Robert Ogg, Judy McCord, representing Mike Sobul, Glenna Plaisted, Ellen Towner, Jennifer Vanover, Julie Taylor, Jeff Anderson, Rich Jones, and Mindy Sturm

13-001   It was moved by Tom Forman and seconded by John Shepard to approve the minutes of the May 5, 2012 meeting. A vote of approval was taken.

The closing June appropriation modifications and FY12 5-year cash projection ending June 30, 2016 was presented.

13-002   It was moved by Jeff Anderson and seconded by Jeff Brown to approve the FY12 June appropriation modifications. A vote of approval was taken.

Jon Bowers presented the August appropriation modifications, financial reports from July, 2012 and the FY13 5-year projections.

13-003   It was moved by Mark Neal and seconded by Tom Forman to approve the August appropriation modifications, July financial reports and FY13 5-year projections.

Jon Bowers explained that unencumbered cash balance for July was $1,157,339.41, slightly less than last July. He explained that encumbered cash is much higher this year due to projects such as VOIP and wireless. A vote of approval was taken.

The INFOhio iCoach contract was presented.

13-004   It was moved by John Shepard and seconded by Jay Gault to approve participation in the INFOhio iCoach Grant to receive $4,000 to cover expenses in providing INFOhio professional development to non-LACA schools in Regions 11 and 16.

Jon Bowers explained that the iCoach program is designed to train teachers and parents about the electronic resources available through INFOhio. The grant funds are used to cover travel and expenses associated with the trainings. A vote of approval was taken.

Jon Bowers presented a new Ohio K-12 Network Agreement that formalizes an ITC's participation in the Ohio K-12 Network. ITC participation is a requirement for schools to receive their K-12 funding, which is currently $1,800 per instructional building.

13-005   It was moved by Jeff Brown and seconded by Philip Wagner to approve the Ohio K-12 Network Agreement. A vote of approval was taken.

Jon Bowers presented the MCOECN Enterprise Internet Services Agreement.
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13-006   It was moved by Tom Forman and seconded by John Shepard to approve the MCOECN Enterprise Internet Services Agreement.

Jon Bowers explained that the MCOECN created this agreement to enable them to leverage greater purchasing power in buying commodity internet for the K-12 Network. We hope to decrease commodity internet expenses by 20% over the coming year. A vote of approval was taken.

The resolution to participate in the OME-RESA Cooperative Services Agreement was presented.

13-007   It was moved by Jay Gault and seconded by Mark Neal to approve participation in the OME-RESA Cooperative Services Agreement at a cost not to exceed $50.

Jon Bowers said that participation in the cooperative enables LACA to purchase grade labels at approximately half-price. A vote of approval was taken.

Jon Bowers presented the Continuous Improvement Plan for LACA for FY13. He explained that his staff rely heavily upon the customer service survey results and input for user meetings to develop the plan. While it is a state-mandated requirement, it is considered an important part of operations at LACA.

13-008   It was moved by Jeff Brown and seconded by Jeff Anderson to approve FY13 Continuous Improvement Plan. A vote of approval was taken.

A video services contract for Reynoldsburg City Schools was presented.

13-009   It was moved by Bob Jennell and seconded by Tom Forman to approve the video services contract to Reynoldsburg City Schools for $10,150.76. A vote of approval was taken.

Jon Bowers explained that with the retirement of Forest Yocum, openings on two Governing Board Subcommittees had opened up. Bob Jennell volunteered for the Facility Committee, which would convene to address issues with the planned move of the LACA facilities for next year and Tom Forman volunteered for the Personnel Committee which meets to address personnel issues on the as-needed basis.

Meeting Presentations/Discussion

District folders were distributed, which included LACA Policies, up-to-date authorization forms (green) that are included for informational purposes, and annual sign-off forms (yellow) which need to be completed, signed and returned to LACA.

Beth Petty presented a demonstration of the Progress Book Parent Access interface that will be implemented later this year. Key features of the new website include the ability for parents to sign up themselves and reset their own passwords, saving the school time.

Jon Bowers shared that he and Nelson McCray from Licking County ESC have been meeting with architects from Newark on the final lay-out of their office space in the Roosevelt building. A groundbreaking ceremony is planned for September and the date will

be shared when it is finalized. Voice over IP projects are progressing with East Muskingum's conversion complete and staff are now working on the addition of the Citadel. Over 50 classes will be delivered daily via videoconferencing every day this school year.

MCOECN/ODE Updates

Jon Bowers updated attendees on the recent proposed virtual server pricing from the MCOECN cloud implementation group and encouraged districts to consider using a cloud-based server from LACA if contemplating the addition of servers.

Michaelene Vincent presented the D3A2 application, demonstrating how to use the teacher interface to view assessment results and how to view building and district wide data. This data will be a part of the new Report Card used to evaluate schools. Districts should contact Michaelene directly at mvincent@laca.org.

Jon Bowers stated that districts have expressed interest in Registration Gateway, eSchool View, IdentiMetrics and Stone Ware. All these products interface with DASL through VendorLink or LACA-generated exports. It is critical that our Student Services Team be involved early in your product evaluation process so that we can assess the scope of development necessary to make the interface work properly. The VendorLink release date has been postponed until November, delaying integration with various products that schools would like to use.

An update on EMIS was presented, sharing that yearend EMIS is scheduled to close August 16. The Achievement Testing and student demographic data were frozen as of July 24. Then the period was reopened to allow districts to continue submitting data related to special education, gifted, discipline, course, and staff data. LACA worked with all districts to get a final version of staff data so that this extension would not interfere with payroll. The submission of CTE Follow-up data, Graduate reporting, and Yearend Financial reporting are to start the week of August 6. This has been a trial year because of fully using the data collector for data submission. All of ODE's routines and reports had to be rewritten then verified for accuracy which takes time. It is expected that FY13 submission of data will go much smoother and on time.

Unfinished Business

Jon Bowers reported that the Lancaster City Schools conversion was completed early last week and that the Lancaster Fairfield Community School was completed on time, back in June.   The Customer Service Survey results for FY12 were distributed; Jon Bowers pointed out that satisfaction levels were observed most areas. He explained that special efforts had been made in student services to improve service levels through on-site training and district visits.

New Business

New password reset procedures for LACA staff were distributed. While LACA has traditionally reset user passwords whenever they called in, it is becoming a security concern in the event someone tries to change another person's account. So, LACA will be requiring that district designees reset passwords using LAMA. The password reset privilege is

separate from other privileges, so it can be assigned to any staff to whom the responsibility is to be assigned. Instructions on setting these privileges will be sent out to all districts.

The Ohio Distance Learning Association has been created to support and promote distance learning for schools in Ohio. Recently the MCOECN agreed to act as fiscal agent to assist in the formalization of the organization. The association will give schools representation in promoting distance learning, which will be the focus of the 2013 eTech Conference.

The following LACA Governing Board meeting dates are proposed for FY13: October 11, 2012, December 13, 2012, January 10, 2013, March 14, 2013 and May 9, 2013.

13--010   It was moved by Jeff Anderson and seconded by Philip Wagner to adjourn the meeting at 10:14 a.m.

Reported by,

Jonathan Bowers
LACA Executive Director