Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held March 11, 2015, convening at 9:03 am. Mark Neal, chairperson, brought the meeting to order. The following members answered present to the roll call: Joyce Malainy, Matt Sheridan, Jill Johnson, Jeff Brown, Trevor Thomas, Tammy Woods (representing Dale Dixson), Mary Kay Andrews, Kevin Snyder (representing Steve Wigton), Nelson McCray, Darian Kovach (representing Philip Wagner), Eric Smith (representing Monte Bainter), Jon Burkhart (representing David Knight), Bill Seder, Doug Ute, Scott Hartley, Chris Briggs, Richard Jones (representing Bob Jennell), Ted Harrison (representing Bill Harbron), and Jon Bowers. Ben Streby was also in attendance.

15-019 It was moved by Doug Ute and seconded by Nelson McCray to approve the minutes of the December 13, 2014 meeting. A vote of approval was taken.

The March Appropriation Modifications, February financial reports and current FY15 financial projection were presented. LACA is on budget for this time of year.

15-020 It was moved by Joyce Malainy and seconded by Jeff Brown to approve the FY15 financial items as presented. A vote of approval was taken.

Jon Bowers explained that LACA has been advised that the Governing Board should not set the ISP fees because the districts approve the LACA ISP contracts.

15-021 It was moved by Darian Kovach and seconded by Richard Jones approve the authorization of the LACA Executive Director to set the FY16 ISP rates. A vote of approval was taken.

Jon Bowers presented the Personnel Committee recommendations which included contract renewals and a 1.5% increase in the based fee calculation for FY16. The total increase is estimated to be approximately $31,000.

15-022 It was moved by Joyce Malainy and seconded by Doug Ute to approve three year contracts for Joe Alexander, Jerry Eby, Beth Petty and Dave Stein; and to approve the salary based increase of 1.5% for the FY16 Merit Pay calculation. A vote of approval was taken.

Jon Bowers explained that the FCC has determined that email services will no longer be e-rate eligible, effective July 1, 2015. In order to continue to provide email services to LACA schools, it is recommended that email be removed from all existing LACA internet service contracts.

15-023 It was moved by Jeff Brown and seconded by Kevin Snyder to approve the removal of email services from all existing Internet Service Contracts. A vote of approval was taken.

Jon Bowers proposed adding email services to LACA service contracts so that all schools that contract with LACA for service receive email at no additional cost.

15-024 It was moved by Richard Jones and seconded by Kevin Snyder to offer email services at no charge to all schools contracting with LACA for service. A vote of approval was taken.

The elimination of the EMIS October Report necessitated the determining an alternative report that LACA may use for calculating ADM. The LACA EMIS team has determined that using the the Current Enrollment Headcount Detail Report from the Mid-year Student Collection or Second SOES collection in the data collector. Jon Bowers explained that all students who are part time or full time are included in the count.

15-025 It was moved by Joyce Malainy and seconded by Scott Hartley to approve the use of the last Current Enrollment Headcount Detail Report from the Mid-year Student Collection or Second SOES collection before March 3rd each fiscal year when determining the ADM for LACA in budget calculations. A vote of approval was taken.

The FY16 LACA Service Level Agreement was presented. Noted changes included adding email services and a new maintenance window – Thursdays between 11:00 pm and 6:00 am. Districts are asked to add a notice on their websites regarding the LACA maintenance window. Jon Bowers explained that keeping rates at FY15 will allow the LACA to operate within the Cash Balance Policy requirement of securing a 25% cash balance, maintaining the same rates as FY15 was recommended. The FY16 Budget and FY16 5-year projection were also shared.

15-026 It was moved by Jill Johnson and seconded by Darian Kovach to approve the FY16 LACA Service Level Agreement and to set FY16 Service Rates as the FY15 Rates with no changes. A vote of approval was taken.

The LACATech Committee and LACA Network Team have been investigating anti-virus alternatives for about one year. While the LACATech Committee did not have a quorum at the last meeting, it was recommended that the recommendation to move from the current anti-virus software to Avast for next School Year. Kevin Snyder, LACATech representative explained that Avast functions just as well, if not better, while consuming fewer computer resources.

15-027 It was moved by Kevin Snyder and seconded by Trevor Thomas to approve the LACATech recommendation that Avast Antivirus replace ESet Nod32 as the LACA-supported anti-virus software for LACA customers, effective June 30, 2015. A vote of approval was taken.

A proposal drafted by Chad Carson to remove the automated 30-day delete policy on email inboxes. The LACA Network Team commits significant resources to assisting users with inadvertently lost email.

15-028 It was moved by Joyce Malainy and seconded by Jeff Brown to remove the automated 30-day deletion policy on LACA email Inboxes. A vote of approval was taken.

Jon Bowers will work with Chad Carson to communicate to all users that this policy has changed.

Election of officers for FY16 were conducted.

Mark Neal, current Chairperson, was nominated to continue for FY16.

15-029 It was moved by Nelson McCray and seconded by Doug Ute to close nominates.

15-030 It was moved by Mary Kay Andrews to elect Mark Neal as LACA Chairperson for FY16. A vote of approval was taken.

Joyce Malainy was nominated as LACA Vice Chairperson.

15-031 It was moved by Jeff Brown and seconded by Trevor Thomas to close nominations.

15-032 It was moved by Trevor Thomas and seconded by Matt Sheridan to elect Joyce Malainy as LACA Vice-Chairperson for FY16. A vote of approval was taken.

Jon Bowers thanked Mark Neal and Trevor Thomas for their service this year.

Presentations

Trish Baker presented on College Credit Plus, blizzard bags that are aligned to common core and technology skills and Learning Express Library with practice ACT and SAT tests. Trish noted that both Newark City Schools and Medina City Schools had elementary buildings listed in the top 25 users in Ohio. Congratulations!

Jon Bowers explained that SoftwareAnswers, the DASL and ProgressBook developers are collaborating with ITCs to send out informational material directly to schools to stimulate interest in DataMap and VirtualClassroom. LACA is hosting a presentation of DataMap and VirtualClassroom on Monday, March 16th from 9 – 12 and from 1 – 4.

The Board discussed the implications of the MEC and TRECA merger; how having such a large and influential ITC boarding LACA in the short- and long-terms. Superintendents discussed how LACA may be impacted directly and indirectly, with potential opportunities and potential risks. Jon Bowers continues to receive inquiries from schools inquiring about LACA services. After a lengthy discussion, it was decided that we should meet on June 4th to discuss planning growth of LACA services.

Jon Bowers explained that LACA hosted a presentation by American Fidelity on WorxTime, a product that will compile data for the Affordable Care Act. It was explained that this is the only known product that can compile all the necessary information, some of which does not exist in state software. Currently, MEC offers the best WorxTime pricing through their purchasing cooperative. LACA will look at how many schools have contracted for WorxTime in October to determine if LACA could offer the same pricing for FY17.

Jon Bowers and Bill Seder, superintendent at Mount Vernon Schools and MCOECN Board of Trustees Member, discussed the updates being proposed to the MCOECN by-laws. The primary reason for the updates are to include META, the organization created by the merger of MEC and TRECA, as part of the MCOECN. It is important to have all ITCs as members of the MCOECN; currently, TRECA is not an MCOECN member. Another significant discussion is the code of conduct, which discourages ITCs from aggressively marketing to other ITC's schools.

Jon Bowers also share an overview of the ORC updates being recommended by ODE. No changes will negatively impact LACA. The most significant changes will be the elimination of the 2 CEU per year requirement for ITC staff and the need for ITCs to post their fee schedule on their websites.

Schools may receive marketing information from SofwareAnswers, the DASL/ProgressBook developers, which is simply to help educate schools on additional options within the ProgressBook Suite of products.

Jon Bowers also explained that LACA is planning to build an alternate path to the internet that is independent of the state network to ensure greater reliability for schools. The work is anticipated to be complete before the next school year. LACA is also planning to upgrade the core of the network over the next three years at an estimated total cost of $350,000. The first phase will be completed the summer of 2015 at an estimated cost of $80,000. An update with more accurate pricing will be presented at the May Board meeting.

Jon Bowers reported that there is sufficient interest in LACA Technical Services that LACA will host a meeting with interested districts to determine greater details for the contracted services. An invitation will be sent out for this meeting.

The remaining meeting for FY15 is May 14th.

15-033 It was moved by Nelson McCray and seconded by Bob Jennell to adjourn the meeting at 11:08 am. A vote of approval was taken.