LACATech Meeting Minutes – January 9, 2008

Roll Call

The LACATech meeting was called to order at 8:35am on January 9, 2008. The following members were present: Denny Souder (Granville), Jesse Lyon (C-TEC), Tim Owen (Lakewood), Brian Gottfried (LCESC), Sally Sperry (Mount Vernon), Sondra Wilson (Newark City), Larry Smith (North Fork), Jeff Cameron (Southwest Licking), Mark Goodall (Tri-Valley), Kevin Snyder (West Muskingum), Mike Carter (Johnstown), Chris Cashdollar (Licking Heights), and Sandy Mercer (LACA). Representatives from Heath, Maysville, and Northridge were unable to attend.

Others attending were Chip Zolman (Mount Vernon), Tom Jacob (Excel Academy), Dave Deibel (Granville Christian Academy), Paul Kamenan (Fairfield Christian Academy), Jill Merry (St. Francis), Dave Stenson (St. Francis), Jon Bowers (LACA), Dave Stein (LACA), Joey Alexander (LACA) and Chad Carson (LACA).

Approval of Previous Meeting's Minutes

08-14 It was moved by Mike Carter and seconded by Kevin Snyder to approve the minutes of the November 7, 2007 LACATech meeting. A vote of approval was taken.

ITSCO Update

Amy Palermo gave an ITSCO update, and introduced Mark Thomas, new Technology Coordinator for ITSCO, who also attended the meeting. Please direct any further questions about the ITSCO update to Amy at amy@itsco.org or visit the ITSCO website at http://www.itsco.org/

eTech Ohio Update

Amy Estep gave an eTech Ohio update. Deborah Segner (debbie.segner@etech.ohio.gov) also gave a presentation on the eTech Ohio Distance Learning Clearinghouse. eTech Ohio will be developing a new method to use EMIS reporting to track costs and charge districts for scheduled classes. There will be no reduction to the foundation payment for a student enrolled in a distance learning course through the clearinghouse. Please direct any further questions about the eTech Ohio update to Amy at amy.estep@etech.ohio.gov or visit the eTech Ohio website at http://www.etech.ohio.gov/.

Ohio K-12 Network Updates

Video Services – The bug in the LACA Cisco ASA firewall that prevented Polycom V500 systems residing INSIDE LACA's network from directly connecting to Polycom VSX systems OUTSIDE of LACA's network has been fixed. An updated version of the software from Cisco was applied that corrected the problem.

A proposal to lower video costs and encourage more district/building participation will be presented at the LACA GB meeting on January 10th. Jon Bowers will lead a video presentation including: DLOTS – LACA's Distance Learning Order Tracking System; Video Program Guide – DL providers and content; and the Superintendents will witness to a live video call. Jon Bowers and Sandra Mercer have also been in contact with the MVESC to explore options in sharing/merging distance learning services. Discussions will concentrate on the following:

- Content development – Should LACA become a provider of content for video delivery?
  - It appears a merging of distance learning services with the MVESC may require content development.
  - Grant opportunities would be more promising.
- What is the interest in expanding video service delivery to currently non-participating districts? Are districts interested at the base rate of $4800 and up?
- Desktop video delivery vs. Polycom

eTech Ohio's new Distance Learning Clearinghouse is also a vital part in increasing video delivery to the schools.

K-12 Network Committee – An RFP has been announced by the State K-12 Network Committee for the purpose of performing a network security assessment for all ITCs and Large City School Districts. The purpose is to create a baseline understanding of the current status of network security within the Ohio K-12 Network, and to identify opportunities for improving the safety of data and security of the network. Each of the Information Technology Centers (ITC's) and large urban school districts participating in these assessments will each receive its own security analysis report that includes recommended mitigation strategies for any issues identified. In addition, a composite report will be produced (without divulging the identity of specific sites), that will be used by the leadership of the Ohio K-12 Network to identify trends, re-design opportunities, and possible training needs across the network. The dates surrounding the audit include the following:
  - Electronic Release of RFP December 21, 2007
  - Anticipated Vendor Award Date February 18, 2008
  - Work Completion Deadline May 30, 2008

WAN Updates
ISP Contract Update – A majority of LACA's FY08 ISP Contract invoicing is complete. Only a few districts (NE, TV, EA, GC, FC, PE) are waiting on fiber completions or SLD 486 notifications. Many FY09 ISP Contracts are multi-year contracts and all 471/Item 21 attachment documents have been forwarded to the appropriate districts. LACA has also responded to all districts 470 bids for Internet Access and hopes to complete FY09 contracts with these districts very soon. District questions about FY08 or FY09 ISP contracts should be forwarded to Jon Bowers or Sandy Mercer. The E-Rate funding year 2008 window closes February 7, 2008. Districts' last day to file an online 470 is January 10, 2008.
Internet Caching – LACA has received new software updates from Ironport to address the issues we have been experiencing with the cache. We will be taking a staggered approach to migrating districts to the cache. C-TEC will be first on January 14, followed by Newark City on January 21 and Mount Vernon on January 28. On February 4, if testing shows no problems with the first three districts, the remainder of the LACA consortium will be added. If problem are found at any point in the process, no more districts will be added until the problems are corrected.

Technical Services Update
Exchange Setup for PDA/Mobile Devices – Chad Carson announced that ActiveSync was now working with our existing Exchange server. There was a workaround for a single Exchange server that was applied and tested, and there is no need to install an additional Exchange server at this time. Four pieces of information are needed to connect a phone/PDA through Activesync. Username, Password, Domain (OURGANG), and server (OWA.LACA.ORG). The setup for each device is a bit different. Chad will get more formal information out on the LACA website soon for connecting PDAs and phones.
Internet Filtering - Due to the changes voted upon at the last meeting to block all search engines except Google and Yahoo, MSN has been blocked. MSN is the startup page that new installations of Internet Explorer visits, and this has caused problems for those districts without local content filtering control, as the first site that opens in the browser is blocked.

08-15   It was moved by Sondra Wilson and seconded by Denny Souder to create an Internet Explorer Startup custom category, pending 8e6's determination if this is possible, and to exempt that category from the LACATech recommended filtering level. A unanimous vote of approval was taken. Districts were reminded that they needed to have a new Internet Filtering Request Form on file with LACA, following the October 2007 revisions to the form. The following districts still need to turn one in : C-Tec, Granville, Johnstown, Maysville, North Fork, Southwest Licking, Tri-Valley, and Licking Valley. Please return those to LACA as soon as possible. LACA has created customized block pages for each district. When a site is blocked, the contact information on the blocked page directs users to the technology coordinator in the district, rather than straight to LACA. If you are not satisfied with the look and wording on your blocked page, please contact Joey Alexander with your requested changes.

ITC Standardization Project – Chad Carson gave an update on the VMWare upgrades at LACA. The equipment is installed, Chad Carson and Jerry Eby attended a 4-day training on installation and setup of VMWare, and two servers have already been converted to virtual servers. Plans are to convert more servers to virtual servers over the next few months.

PRTG Traffic Monitor – Johnstown is now running a local installation of PRTG. Newark, Mount Vernon, and Tri-Valley will be installed in the coming weeks.

Symantec – LACA will have training in May on Symantec Version 11. Plans are to conduct a hands-on training session here at LACA.   Mount Vernon has expressed interest in being the first district to roll out version 11.

Other Discussion
DASL Update - At the last LACATech meeting, Jeff Davis presented a newly developed DASL Miscellaneous screen to track Student Network ID's. At this time, there is no ability to import data into these screens as it violates the DASL database policy. Currently there are 511 districts representing 703,248 ADM on DASL across Ohio. There are only 90 districts yet to convert statewide, including 6 of LACA's districts as follows: Johnstown, Licking Heights, Newark City, Newark Digital Academy, Par Excellence, and Southwest Licking.

SSDT Human Resources Kiosk – Currently, LACA is the primary ITC with schools actually implementing the Kiosk. As of January 2008, C-Tec, North Fork, Johnstown, Granville, and Mount Vernon are live on the personnel module, and Maysville is live on the leave module. The IPDP module is ready for pilot, and any of the districts listed above may volunteer to pilot this module. Planned implementations for February are LCESC, Heath, Southwest Licking, and Northridge Planned implementations for May are Licking Heights, and potentially all other LACA members.

D3A2 Update – The State Software Development Team (SSDT) will be releasing a new Identity Management (IdM) System for production use by ITC and Large Urban personnel at a training session on January 10, 2008. Three members of the LACA Staff will be attending. The new Identity Management System will be used to provision and manage user accounts for all statewide applications. This system will first be used by the D3A2 application and will eventually be linked to ODE's Safe Account, eTech Ohio's Hall Pass and the HR Kiosk, to name a few. The state intends to create this application for management by the local school districts.

Group Purchasing Committee Report – The 8e6 Client for Remote Laptops group purchase was cancelled due to lack of interest. OIT has completed a statewide purchase of SafeBoot that includes school districts. This is as a result of the state's data security issue a few months back. LACA is in the process of trying to gather more information. LACA is also in the process of gathering pricing for a group purchase of VMWare ACE if there is interest. More research is needed to determine if these products are comparable based upon needs of the districts.

Timecard Update – LACA will be presenting the evaluation report on the Licking Heights / Southwest Licking Time Card pilot at the Governing Board meeting tomorrow. (Each area received a 50% or better rating of good/excellent.) A new service proposal will also be provided. At this time, Lakewood and Maysville have also shown interest in implementing the electronic time card application. A full presentation of the application will be hosted by LACA on Wed, January 30th at 9:30 a.m. at the LACA Offices if the new service is approved by the Governing Board. A formal announcement will go out to the Treasurers and LACATech group within the next few days.

Unfinished Business

Internet Acceptable Use Policy - Long Distance VoIP - At the request of the LACATech Committee, LACA will be including the restriction of personal long distance VoIP in our Internet Acceptable Use policy (not the Network Security Policy). Per a discussion at the last GB meeting, LACA will also request a review by the MCOECN legal council before recommending approval by the LACATech and Governing Board. The presentation of the revised policy will be on a future LACATech agenda.

Data Security Policy - LACA also plans to modify LACA's Data Security Policy to address the issue of appropriate securities for personal identifiable data and remote/laptop access. A copy of the proposed change will be shared at a future LACATech meeting.

Public Records Policy Development - LACA is working on the development of a Records Retention Policy that will initially concentrate on Student Records. A copy of the proposed policy will be shared at a future LACATech meeting. The state plans to conduct a study of regionalizing document management services which would assist districts in archiving records electronically if enough interest in gathered from the ITC's. LACA will be recommending our participation in the study at a cost not to exceed $4500 at the Governing Board meeting on January 10.

New Business

LACA will be recommending a few changes to LACA's Constitution at tomorrow's Governing Board meeting. The removal of the Non-Fiscal Advisory Committee will require placing all non-fiscal applications under the Governing Board, Fiscal Advisory or LACATech Advisory. It was the determination of the group that the various sub-committees for DASL, Progress Book, and SSEM present their recommendations directly to the Governing Board, rather than through the LACATech group.

The next LACATech meeting will be March 5, 2008 at 8:30am.

08-16   It was moved by Kevin Snyder and seconded by Denny Souder to adjourn the meeting at 10:20 am. A vote of approval was taken.

Reported by,

Chad Carson
Director of Technology, LACA