LACATech Meeting Minutes – March 5, 2008

Roll Call

The LACATech meeting was delayed due to weather, and was called to order at 10:35am on March 5, 2008. The following members were present: Eric Thompson (Granville), Michele Berry(Heath), Jesse Lyon (C-TEC), Brian Gottfried (LCESC), Sally Sperry (Mount Vernon), Megan Robinette (Newark City), Larry Smith (North Fork), Kevin Snyder (West Muskingum), Mike Carter (Johnstown), Vern Benson (Licking Heights), and Sandy Mercer (LACA). Representatives from Lakewood, Maysville, Northridge, Southwest Licking, and Tri-Valley were unable to attend.

Others attending were Tom Jacob (Excel Academy), Paul Kamenan (Fairfield Christian Academy), Jill Merry (St. Francis), Dave Stenson (St. Francis), Tess Wigginton (Newark Catholic), Jon Bowers (LACA), Dave Stein (LACA), Joey Alexander (LACA) and Chad Carson (LACA).

Approval of Previous Meeting's Minutes

08-17 It was moved by Kevin Snyder and seconded by Larry Smith to approve the minutes of the January 9, 2008 LACATech meeting. A vote of approval was taken.

ITSCO Update

Mark Thomas gave an ITSCO update. Please direct any questions about the ITSCO update to Mark at mark@itsco.org or visit the ITSCO website at http://www.itsco.org/

eTech Ohio Update

Due to the weather delay pushing the meeting forward, Mike Haudenschild was not able to attend. Sandy Mercer gave the eTech Ohio Update based on information forwarded by Mike. Please direct any questions about the eTech Ohio update to Amy at amy.estep@etech.ohio.gov or Mike Haudenschild at Michael.Haudenschild@eTech.ohio.gov or visit the eTech Ohio website at http://www.etech.ohio.gov/.

Ohio K-12 Network Updates

Video Services – LACA is currently looking into two grants – FLAP and LSTA – to help make video services accessible in more buildings. The FLAP – Foreign Language Assistance Project – would put video in about 15 elementary and 5 middle schools. We will work with Polycom and a tier-one Ohio vendor (Dataserv or TSi) to fund the writing of the grant. There is no matching fund requirement for the FLAP grant. Jon Bowers is still working on the details of the LSTA grant. Dialogue will continue and there are possibilities that lower video pricing (to encourage more participation), the FLAP (foreign language) grant, proposed OAT/OGT intervention project, and cost proposals and recommendations for hardware will be presented at the March Governing Board meeting.   LACA will be testing a Polycom VSX7400, a possible replacement for V-Tel's. Schools are reminded that V-Tel's are no longer under maintenance (LACA is self-maintaining the existing systems from a small inventory of spare parts) and statewide support for ATM video ends September 30, 2008.   eTech will not be providing support for desktop conferencing. There are too many issues supporting a pc with a webcam – peripherals, drivers, viruses, and so on.

K-12 Network Committee – The RFP has been awarded to the James Group in Worthington, Ohio, and they will be working with MicroSolved, a security company based in Columbus, to perform external scans of the LACA servers looking for vulnerabilities. LACA will be attending meetings outlining the process, and will determine if district-level scans can be done as part of this project. Further information on this will be sent via e-mail to the group for consideration, as this project is on a fast track to be completed by May 30, 2008.

WAN Updates
ISP Contract Update - All but five (5) of LACA's district have been invoiced for FY08 ISP contracts. LACA is waiting on two 486 notifications and hopes to complete the invoicing within the next few weeks. For FY09, all but six (6) districts 471 Receipt Acknowledgements have been received from the SLD. LACA is still waiting for notifications for Granville, C-TEC, Lakewood, Southwest Licking, Fairfield Christian, and Welsh Hills. Many SLD PIA (Program Integrity Assurance) requests have been received and handled. Please send any PIA requests regarding a LACA ISP contract to Jon Bowers or Sandy Mercer.
Internet Caching – After installing the cache, 208.108.x.x IP addresses that were once accessible from within the LACA network are no longer accessible. This is acceptable, as anyone internal to the LACA network should NOT be accessing anything using the 208.108 address space, but be accessing 10.x.x.x addresses or 172.16.x.x addresses. The fact that 208.108 addresses were accessible was a fluke. LACA has worked with a few districts to eliminate use of the 208.108 addresses within the network. The Ironport cache has recently been generating extra Internet bandwidth due to a bug in the software. LACA is waiting on a fix from Ironport for this issue. Any other unexplained issues related to Internet access may be related to the cache and should be sent to the LACA network team.

Technical Services Update
Email Archiving - E-mail records retention is becoming a very "hot" topic in multiple districts and has initiated research by LACA for e-mail archiving products. The intent of these products is to capture and store a copy of every internal, incoming and outgoing e-mail message. The LACA Governing Board has requested a legal opinion if districts are required by law to archive all e-mail records. Discussion and research will continue on:

- Is Email archiving an E-Rate eligible service?
- What are the available products and their specifications?
    - Compatible products to LACA's environment
    - Interface to local servers for archiving internal e-mail messages (Groupwise & Exchange)
    - Interface to local backup system (how many years to be retained?
    - Hardware topology
- What are the (total) costs for e-mail archiving

This will also be a topic of discussion for the next LACA Governing Board meeting.

Internet Filtering - 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 : Granville, Johnstown, Maysville, North Fork, Southwest Licking, Tri-Valley, and Licking Valley. Please return those to LACA as soon as possible.
LACA implemented a security feature on the 8e6 R3000 filter that requires administrator passwords to expire every 30 days. If this password gets out within the district, people could use it to bypass the filter. By forcing a recurring change, it minimizes this risk. Note that new passwords must be at least 8 characters in length, have one letter, one number, and one special character.
District VPNs for services not available to public Internet - At the last Fiscal meeting, proper security of social security numbers and district data was discussed. Currently there are some security issues with the FiscWeb service which offers daily (routine) reports to district staff via the web. LACA would like to recommend removing the FiscWeb pages from public access. LACA

asked about the ability for every district to setup VPN access for their district staff. Most districts do not have this service in place, and there was much resistance to implementing this. It was suggested that LACA should house the VPN service to allow access to Fiscweb, since Fiscweb is also housed at LACA. This setup would not allow district personnel to access anything locally at their home district. LACA network staff will go back to the drawing board on this project to come up with further recommendations.

ITC Standardization Project – Downtime for some LACA services will occur during the next two months to virtualize many more of our servers. Notices will be sent two weeks in advance of each downtime.

PRTG Traffic Monitor – Joey will be getting with more districts in the future to schedule installations.   Tri-Valley, West Muskingum, St Francis, and Heath are the next targeted districts.

Symantec – Version 10.1.7 is available for download on the Technology Coordinators download area of the LACA website, as well as an installation document. You must be on version 10.1.7 before moving to version 11. LACA will conduct a version 11 training the afternoon of May 7, following the LACATech meeting in the morning.   With the beginning of the FY06 fiscal year, LACA no longer included Symantec licensing as part of LACA's ISP service (previously called WAN services). The license cost of the workstation virus protection software was paid for with LACA general fund dollars. At the upcoming LACA Governing Board meeting, two motions will be recommended for approval:

- o Motion to remove virus protection software licensing from ISP (previously WAN) services effective July 1, 2005 (FY06) and to provide the licensing to LACA member districts at no cost and to LACA-served non-member districts at cost as approved by the Governing Board on a license renewal basis.
- o Motion to waive the cost of virus protection software licensing for LACA-served non-member districts from July 1, 2005 through June 30, 2008.

LACA will be re-negotiating the Symantec licensing price beginning FY10 in the coming months.

Other Discussion

LACA Acceptable Use Policy – LACA has begun emailing notices to log into LAMA and accept the LACA Acceptable Use Policy electronically. This will be a requirement for everyone with a LACA account. Our target date to have this completed is April 1, 2008. Automated notices will start going out daily the last week of March, 2008. LACA will be implementing a procedure for staff to re-accept the AUP on a yearly basis.

DASL Update – Currently there are 536 districts representing 758,283 ADM on DASL across Ohio. There are only 66 districts yet to convert statewide, including 6 of LACA's districts as follows: Licking Heights, Newark City, Newark Digital, Par Excellence, Southwest Licking, and Southwest Digital Academy. Training has already begun and/or is already scheduled for these districts who will complete their conversion during July/August 2008. Please refer to http://www.laca.org/Services/DASL/ for additional updates.

SSDT Human Resources Kiosk – C-Tec, Maysville, Granville, North Fork, and Johnstown are currently using the Kiosk. Recent Kiosk training sessions were conducted for Northridge, Licking County ESC, Heath, Southwest Licking, West Muskingum, Tri-Valley, and Mount Vernon. Districts yet to be trained are Licking Heights, Lakewood, and Newark City. LCESC and North Fork expressed potential interest in piloting the IPDP module of the Kisok.

D3A2 Update – LACA will begin D3A2 implementation steps for the following districts concluding their "Kick-off" meetings scheduled for March 11, 2008: Heath, Newark, Mount Vernon, Lakewood and Maysville. These districts will have records loaded into the system by April 15, 2008. LACA has expressed some concerns to the state on the new state Identity Management System (IdM) that will be used to provision and manage user accounts for all statewide applications and has placed this district implementation (pilot of Tri-Valley) on hold until more clarification and best practice procedures can be obtained. More information on D3A2 is available by accessing the state website, www.d3a2.org or by sending e-mail to d3a2@laca.org.

Group Purchasing Committee Report – Jesse Lyon from C-Tec was negotiating a group purchase of Study Island, but the company was unwilling to offer any incentive more attractive than most districts could get individually. The OIT Safeboot project is simply allowing districts to

purchase Safeboot licensing under OITs master agreement. Information on the agreement was e-mailed to the LACATech group by Sandy Mercer prior to the meeting.

Timecard Update – The LACA Governing Board approved Timeware's Primetime Time Card software as a LACA 3rd Party Timecard service offering at the Governing Board meeting in January. A full presentation of the software was also presented to interested districts on January 30, 2008. Seven districts attended the presentation and expressed different levels of interest. Currently Licking Heights and Southwest Licking are using the application. C-Tec, Lakewood and Maysville have received vendor quotes.

Unfinished Business
Internet Acceptable Use Policy - Long Distance VoIP - The revisions to the Internet AUP regarding VoIP was presented to the group, and it was recommended to present the changes to the Governing Board as shown.

Data Security Policy - The revisions to the Data Security Policy regarding handling of identifiable data was presented to the group, and it was recommended to present the changes to the Governing Board as shown.

Public Records Policy Development - LACA continues to work on the development of a Records Retention Policy. A copy of the proposed policy will be shared at a future LACATech meeting. The LACA Governing Board approved the funds to participate in a statewide study to regionalize document management services. There is no new information to share on the project at this time.

New Business
Brian Gottfried (LCESC) has accepted the position of Systems Administrator for the Northridge Local School District effective March 17th. Brian will be officially welcomed to the position at our next LACATech meeting.

The Johnstown-Monroe Local School District has requested withdraw of their membership from LACA effective June 30, 2008. The LACA Governing Board will be acting on this motion at their meeting in March. Johnstown receives ISP services from LACA and currently plans to keep these services with LACA through the end of their contract date of June 30, 2010.

Kevin Snyder asked if LACA would be interested in having a technician to be outsourced for a day or two per week to member districts. Sandy Mercer stated that LACA has explored this possibility in the past, and would look into it again if there was enough district interest.

Jesse Lyon shared that C-TEC has been filling their own printer cartridges and is reaping a significant savings in cost. For more information on the company and products they are using, please contact Jesse Lyon at C-TEC.

The next LACATech meeting will be May 7, 2008 at 8:30am.

08-18   It was moved by Larry Smith and seconded by Brian Gottfried to adjourn the meeting at 12:35pm. A vote of approval was taken.

Reported by,

Chad Carson
Director of Technology, LACA