LACATech Meeting Minutes – May 7, 2008

Roll Call
The LACATech meeting was called to order at 8:40am on May 7, 2008. The following members were present: Denny Souder (Granville), Michele Berry(Heath), Jesse Lyon (C-TEC), Tim Owen (Lakewood), Keith DeVore(LCESC), Sally Sperry (Mount Vernon), Sondra Wilson (Newark City), Larry Smith (North Fork), Beth Rowley(Northridge), Chris Irvin representing Mark Goodall(Tri-Valley), Kevin Snyder (West Muskingum), Mike Carter (Johnstown), Chris Cashdollar (Licking Heights), and Sandy Mercer (LACA). Representatives from Maysville and Southwest Licking were unable to attend.

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

Approval of Previous Meeting's Minutes
08-19   It was moved by Denny Souder and seconded by Brian Gottfried to approve the minutes of the March 5, 2008 LACATech meeting. A unanimous vote of approval was taken.

Introduction of New Members
Keith DeVore from the LCESC was welcomed back as the LCESC Technology Coordinator.

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
Amy Estep provided an eTech Ohio update.   Please direct any 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
ITC Network Security Audit Update – The state-wide security audit being conducted at all 23 ITCs, ODE, eTech, and the "big 8" school districts is still underway. LACA's ITC and districts have been scanned and penetration testing has occurred. The reports are still being compiled. The deadline for this project to be complete is May 30, 2008. Results will be shared with districts soon after this date.

Video Services
Video Grant Update - LACA submitted a Foreign Language Assistance Program (FLAP) Grant to the US Dept of Ed on April 30. Currently, four districts have committed: Southwest Licking, Northridge, Maysville and West Muskingum. The awardees will be announced around August 1, 2008. Other districts may join the project at a later date. The target language is Japanese. The

grant will purchase HD videoconferencing systems for each participating building as well as pay for Teacher PD and a native Japanese teacher for the duration of the grant which is 5 years.

VTEL Replacement - All V-Tel equipment is out of maintenance now. LACA provides contracting districts with best-effort support of the equipment based upon our inventory. The LACA Video Support Team has tested a Polycom VSX 7400 that has all the functionality of the V-Tel Galaxy systems. A refurbished system costs about $5,400 (does not include monitors) and an extended 3-year warranty which covers advanced replacement costs an additional $1,400. This system is standard definition (SD) and will continue to function, but there is a movement within the videoconferencing industry to move to high definition (HD). eTech Ohio is in the process of upgrading their bridges to be HD-capable, but the upgraded systems will not be capable of transcoding, which means that if one site is SD, quality for all sites will be reduced to SD, regardless of the equipment they have. The positive side is that many content providers are moving to HD. There are a number of things to consider when making this decision, so please let Jon Bowers know if you are going to consider retiring your V-Tel.

WAN Updates
ISP Contract Update - E-Rate FCDL's are coming in early. Right now, 11 of 15 member districts have received their letters as well as 3 of the non-members. Congratulations!
Internet Caching – Internet caching on LACA's Ironport appliance has been running solid now for weeks. Everyone was asked if there were issues to report, but none were brought up.

Technical Services Update
Email Archiving – Sandra Mercer shared information from the discussions with Allen Shaffer, attorney with Bricker & Eckler at the March Governing Board meeting. With the time and cost involved in researching products and continuing legal review, Sandra Mercer will be asking the Governing Board if this is still a priority. An alternative was discussed; form a sub-committee to put together an educational white paper as guidelines for district e-mail users. The white paper would outline what types of e-mail should be filed away and kept for legal reasons. Volunteers for the sub-committee are Kevin Snyder, Sally Sperry, Brian Gottfried, Chris Cashdollar, and LACA. This will be a fall project, and a draft is expected for review at the November 2008 LACATech meeting.
Attachview – Messageware Attachview has an update that will allow Microsoft Office 2007 documents to be viewed in the OWA Attachview add-on. There have been some problems in the past with Attachview as it installed locally on computers that use it, and some districts do not allow any software installs. LACA previously distributed the installer program so it could be pushed out to district workstations by an administrator. It was recommended by the group that Chad Carson proceed with the upgrade as soon as possible (early June 2008), share any information he can, and problems will be addressed at the district level as they arise.
Internet Filtering – iTunes was being disrupted due to the proxy detection filtering on the 8e6 content filter. This issue was resolved before the LACATech meeting, and this was shared with the group. Lakewood Local was having issues with the www.gaggle.net educational e-mail
08-20   service being blocked as Web-based e-mail under the LACATech filtering level. It was moved by Sally Sperry and seconded by Denny Souder to create a new web-based e-mail category for www.gaggle.net and allow access to it under the LACATech filtering recommendation. A unanimous vote of approval was taken. Sally Sperry requested that the 30-day password expiration for 8e6 administrators at the district be extended to 90 days. There was no opposition to this change, so it will be done by LACA. Eric Thompson from Granville has been researching alternate methods to prevent internet filtering bypass using proxies, pass-through websites, and other such tools. There was interest from the group in pursuing this further. LACA had planned to introduce the idea of adding additional LACATech meetings throughout the year, with a focus on district initiatives and ideas instead of updates from LACA. Each meeting will be "topic-based" around a pre-chosen topic of interest. The first of these meetings will be held June 4 with a focus on Internet Security within a district.
ITC Standardization Project – Chad Carson provided an update on LACA's VMWare virtualization project. Progress Book/SSEM , Timeware, and Web2 (Library Card Catalog searches) are all running entirely in VMWare. More services will be converted over the summer. LACA's VMware

ESX server licensing is part of a larger state-wide OECN agreement with VMware. LACA was recently notified that school districts could join in on this pricing, if they allowed their licensing to be owned by the ITC. Any districts interested in installing future VMWare ESX servers should check with LACA for pricing before purchasing. Some discussion of VMware followed and it was suggested as topic for a future LACATech topic-based meeting.

PRTG Traffic Monitor – Joey will be getting with more districts in the future to schedule installations. For an example of what PRTG can provide, please visit http://prtg.laca.org/

Symantec – There will be training on upgrading to Symantec version 11 immediately following the LACATech meeting.

LAN Switch Maintenance – Last year's district numbers were distributed at the meeting as a baseline for the FY09 contract renewal on October 1, 2008. The actual FY09 pricing will not be available until 60 days before the October 1 renewal date, so assume a 7% increase over last year's numbers when making budget estimates. Maintenance can no longer be purchased through Cisco on the 2924 switches effective April 1, 2008, and coverage will be done on April 1, 2009. DataServ will self-maintain Cisco 2924 switches through FY10. Please keep this in mind when planning your LAN infrastructure.

Fiscweb Rewrite – Chad Carson announced that the Fiscweb rewrite is very near completion, and some districts will begin using it before the end of May. This rewrite provides the following features that the current Fiscweb does not have : SSL encryption, uses LACA e-mail account username/password so it does not require a separate account, district personnel can manage access to reports rather than waiting on LACA, easier setup for LACA when new reports are needed, cleaner user interface.

Other Discussion

LACA Internet Acceptable Use Policy – Discussion took place on the revision to the policy about use of personal IP phones on the LACA network.   It was moved by Denny Souder and seconded by Jesse Lyon to approve the proposed LACA AUP with modifications referencing personal IP phone use. A unanimous vote of approval was taken.

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Nearly 80% of LACA users have accepted the LACA AUP electronically through the https://aup.laca.org/ website. This leaves about 1,000 users who have not yet done so. This fall, on a yet-to-be determined date, LACA will begin automatically disabling access on accounts that have not accepted the policy. Districts are encouraged to get as many people as possible to accept the policy before that time. Reports can be run in LAMA to show who has not yet accepted the policy.

The MCOECN-suggested Network Privacy and Acceptable Use policy was distributed. This is a sample district-level AUP prepared by legal counsel for the MCOECN.

DASL Update – Currently there are 545 districts representing 775,217 ADM on DASL across Ohio. There are only 57 districts yet to convert statewide, including 5 of LACA's districts (Licking Heights, Newark City, Newark Digital, Southwest Licking, and Southwest Licking Digital). Training has already begun or is already scheduled for these districts who will complete their conversion during July and August 2008. Please visit http://www.laca.org/services/dasl/ for additional updates.

SSDT Human Resources Kiosk Project Update – For FY09 there will be 19 ITCs participating in the statewide HR Kiosk project. A study will be done in the fall of 2008 by OASBO on addition human resource needs of the districts. Districts are encouraged to watch for this survey. LACA will continue to offer this service at no cost for FY09. Twelve of LACA's fifteen members are using or are implementing features of the HR kiosk.

D3A2 Project Updates – LACA is now working with 8 districts on the D3A2 implementation. Data is fully loaded for Tri-Valley, Southwest Licking, Lakewood and Maysville and they are each planning to attend or host user training before the end of the 2007-2008 school year. Heath, Mount Vernon, Johnstown and Newark are all in the final stages of data loading. LACA will be working with Heath, Mount Vernon and Newark in the fall on data verifications and user training. At this point, the state plans to continue to fund the project for FY09. Sandra Mercer will have D3A2 Authorization Forms available at the meeting for districts to sign up starting July 1, 2008. If funding continues at the FY08 rates, LACA will need to identify 2 districts each quarter for implementation. In FY08, LACA is expected to receive approximately $20,000 in funding.

Group Purchasing Committee – Jesse Lyon has been investigating a group purchase of movie rights through Movie Rights USA, allowing schools to legally show movies in group settings. Pricing could be reduced with enough buy-in. Jesse will be sending additional information via e-mail following the LACATech meeting. A discussion also followed on pros and cons of emergency notification systems currently in use by the districts : First2Know www.first2knowbroadcast.com and AlertNow www.alertnow.com.
Timecard Update – Lakewood Local will be implementing the timecard solution within the near future.

Unfinished Business
Public Records – LACA is creating a retention schedule for LACA's records, based upon the State Auditor's recommended schedule and the data processing schedule published by DAS for state government. LACA is also creating a document to clearly outline district records maintained at LACA. We are currently working with Mary Ann Champion from Tri-Valley on student records, and Felicia Drummey from Northridge on fiscal records.   A draft of both documents will be shared at the next LACATech meeting for discussion.
Rent-A-Tech Service – Five member/non-public districts showed expressed interest in this service: Lakewood, West Muskingum, Excel Academy, Granville Christian, and Newark City. Further discussion with the LACA Governing Board will need to take place based on this interest.

New Business
08-22   Due to Johnstown's membership change effective July 1, 2008, a new FY09 representative to the Governing Board needed to be elected. It was moved by Jesse Lyon and seconded by Brian Gottfried to elect Denny Souder as LACA Governing Board Representative. A unanimous vote of approval was taken.
Equipment Disposal – Michele Berry from Heath asked if anyone was having a recycling event. Many people simply call Columbus Micro or TDR on an as-needed basis. Mike Carter warned that hard drives turned over to TDR are resold without having any data cleaned from them, so exercise caution in what you turn over to them. Brian Gottfried informed the group that Northridge is having a recycling event at a yet-to-be determined date in July if any other districts wished to participate.

Jesse Lyon reported he has some Orinoco Wireless Access Points available for anyone interested. Please contact Jesse for further information.

Eric Thompson asked if parent website resources, within local district curriculum management and BlackBoard applications, could be incorporated into the ProgressBook Parent website. He sees value in consolidating parent access to one main website of the district. Sandra Mercer commented that ProgressBook is now offering onsite ITC/user visits and this would be a great topic for discussion with them. She will relay this request to the ProgressBook team.

Discussion also followed on Virtual Learning Systems, Course management systems (ex: Moodle), and Video streaming/pod casting systems in use at the districts. Potential consolidation and standardization of use by the districts could be another item for the LACATech topic based meetings.

2008-2009 Meeting Schedule - The LACATech meeting schedule for the 2008-2009 school year was set as follows:
- September 3, 2008
- November 5, 2008
- January 7, 2009
- March 4, 2009
- May 6, 2009

All meetings will begin at 8:30am in the LACA Conference Room.

The next LACATech meeting will be September 3, 2008 at 8:30am.

08-23   It was moved by Brian Gottfried and seconded by Keith DeVore to adjourn the meeting at 11:25am. A unanimous vote of approval was taken.

Reported by,

Chad Carson
Director of Technology, LACA