LACATech Meeting Minutes – January 7, 2009

Roll Call

The LACATech meeting was called to order at 8:35am on January 7, 2008. The following members were present for the roll call: Keith DeVore (LCESC),Verne Benson (Licking Heights), Eric Smith(Maysville), Sondra Wilson (Newark City), Larry Smith (North Fork), Beth Rowley(Northridge), Jeff Cameron (Southwest Licking), Kevin Snyder (West Muskingum), Sally Sperry (Mount Vernon), Denny Souder(Granville), and Jon Bowers (LACA).   Michele Berry (Heath), Tim Owen(Lakewood) and Gerry Cannon (C-TEC) arrived moments after the roll call. A representative from Tri-Valley was unable to attend.

Others attending were Chip Zolman(Mount Vernon), Shawn Wilkoski(Northridge), Jamison Ables (Newark City), Paul Kamenan (Fairfield Christian Academy), Tom Jacob (Excel Academy), Brian Gottfried (Excel Academy), Dave Stenson (St. Francis), Dave Stein (LACA), and Chad Carson (LACA).

Approval of Previous Meeting's Minutes

09-15   It was moved by Larry Smith and seconded by Jeff Cameron to approve the minutes of the November 5, 2008 LACATech meeting. A unanimous vote of approval was taken.

Introduction of New Members

Jamison Ables was introduced to the group. He is the new deputy technology coordinator for Newark City Schools.

ITSCO Update

Amy Palermo gave an ITSCO update. Please direct any 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 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

K-12 Network Update – No new updates were given. Due to the current economic conditions, no planning meetings have taken place since the last LACATech meeting.

ITC Network Security Audit Update – LACA has done extensive testing of all applications to determine the effect of implementing stronger passwords and expiration polices. Most major applications handle expired passwords and changing those passwords quite well (OWA, Progress Book). However, any applications that do not use forms based authentication cannot allow users to change their password and do not give reasons why the login failed (DASL currently falls into this category). LACA's in-house developed applications (BEAR, LAMA, etc) will require a modification to handle this.   Once standards for the state Identity Management system have been established, LACA will move forward with this project and implement policy to enforce the new password standards for all LACA accounts.

Video Services

New HD Polycom – LACA tested a new HD Polycom video system as a replacement to the aging VTEL video systems. LACA has had our current VTEL for 8 years, and all VTELs in the districts are no longer under any maintenance. LACA is self-maintaining them using spare equipment. The new HD Polycom unit can duplicate all functionality of the VTEL units. This is the recommended system if you plan to conduct a class over video, as screenshots fed in from a workstation or laptop are very clear on the remote end due to the higher HD resolution. After we have it installed, if anyone is interested in seeing this new video system please let us know.

New Video Classes – LACA is working with building principals and guidance counselors to arrange American Sign Language and Mandarin Chinese classes over video for the 2009-2010 school year. These classes quality for honors diploma credits. If you know of anyone else in your district who should be contacted that may want to participate in these classes, please let Jon Bowers know.

WAN Updates

ISP Contract Update – Just a reminder to file your 470 as soon as possible. If any new construction is taking place in the 2009-2010 school year, please be sure to include that in your 470.

Access for C-TEC Satellite Programs – Gerry Cannon will be contacting and working with each home district directly to figure out a solution to get C-TEC connectivity to the satellite classrooms. This is a high priority for C-TEC in the coming year. After the details have been worked out, if assistance is needed from LACA to configure the WAN connections please contact us.

Technical Services Update

Email Guideline Subcommittee Update – On December 9, the E-mail Guidelines Subcommittee reviewed products from three e-mail archiving vendors. These were Barracuda's Message Archiver, ArcMail's Defender, and Tangent's Datacove.   Of these three, only Barracuda could meet the needs of LACA, which requires the ability to run separate policies and retention for each participating district. The other products had one blanket policy per box.   The MC-TSG (Technology Services Group) for the OECN is also negotiating a deal for Mimosa e-mail archiving, which LACA will investigate as well. The LACA Governing Board has authorized an e-mail archiving pilot after LACA decides which product to test.

Mailmarshal Message Stamping - Mailmarshal for Exchange was recently upgraded to version 5.2, and it should now be possible to stamp standard disclaimers at the bottom of each message. This can be configured on a district by district basis. If you are interested in doing this, please contact Chad Carson at LACA.

Internet Filtering –Gerry Cannon asked about ideas for reporting on Internet usage to the group. Jon Bowers indicated that we may be getting new state-wide pricing on the 8e6 product that would include reporting functions for the same prices we are paying now. LACA will continue to pursue this option, as a large majority of the group was interested in having reporting capabilities.

VMWare Virtualization Project – Chad Carson provided an update on LACA's VMWare virtualization project. All servers that could be virtualized without the purchase of additional licensing are done. More than 80% of LACA's servers are now virtual. The new EMIS rewrite project has provided us with additional hardware (two new blades and additional SAN disk space) which expands our VMWare capabilities even further.

Other Discussion

LACA Internet Acceptable Use Policy – New wording was added to the LACA Internet Acceptable Use policy that allows LACA to modify the policy, provide notice that the policy has changed to the LACA userbase, and give them 30 days to voice non-agreement with the new policy changes. If there is no communication back from the user, it is implied that they agree to the new policy changes.   Below is the additional wording added under the General Network Use Guidelines – Eligibility section:

4. Acceptance of the terms of this Internet Acceptable Use Policy is required in order to be an authorized user.

Below is the additional wording added under the LACA Network Adminstration section:

7. LACA reserves the right to modify this policy upon Governing Board approval and 30-days notice to authorized users and user entities. All users and user entities will be deemed to have accepted such modifications unless written refusal is delivered to LACA within such 30-day period. Refusal to accept the terms of this Internet Acceptable Use Policy shall result in the loss of eligibility for network and Internet access.

09-16   It was moved by Sally Sperry and seconded by Kevin Snyder to recommend the new policy wording as presented to the LACA Governing Board for approval. A unanimous vote of approval was taken.   Additional wording was added to the LACA Data Security Policy, providing guidelines users should follow to safeguard data. Below is the additional wording added under Section II: Data Security Procedures.

F.   Users will take every precaution to safeguard sensitive information by not saving or downloading such information from LACA's systems to unsecure devices. Examples of such devices are laptops, USB drives, floppy disks, CDs or DVDs, public computers (libraries, etc), or employee owned computers.

G.   If, in the course of daily work, a copy of information needs to be saved to an unsecure device not housed at LACA, it should be destroyed immediately after it has been used and is of no further value to the employee.

H.   Users granted elevated access to information may find they have access to information above and beyond what is needed to perform their job duties, due to limitations in software security measures. In these cases, users will refrain from accessing any information that is not relevant to their job functions.

09-17   It was moved by Kevin Snyder and seconded by Larry Smith to recommend the new policy wording as presented to the LACA Governing Board for approval. A unanimous vote of approval was taken.
Disabling Accounts That Have Not Accepted the AUP – LACA is now automatically disabling accounts that have NOT accepted the LACA AUP through the LACA AUP website. New accounts are given 30 days to accept the AUP before being locked out. LAMA administrators have the ability to re-enable accounts for those that have been locked out. The user will then have until 3:00am the following day to log into https://aup.laca.org and accept the AUP, or they will be locked out again. Kevin Snyder pointed out a bug where changing a user's name causes a re-acceptance of the policy, with an immediate overnight lockout if they do not accept it that same day. Chad Carson will adjust LAMA to fix this problem.
DASL Update - The LACA DASL team is putting together a training schedule that follows the flow of work throughout the year. Training will be conducted on modules starting a few weeks before that module is heavily used (scheduling for the next school year, for example). This schedule is still in draft form, but the draft can be shared with anyone who would like to see it.
Kisok Update- All LACA districts are now implemented on the HR Kiosk. The IPDP module is being piloted by the LCESC. LACA would like to have other districts pilot this module. If your

district would be interested, please let Melody Hewitt at LACA know of your interest. Leave Tracking module is also available. This module does not track professional leave, just sick or vacation leave.

D3A2 Update – LACA is still moving forward with scrubbing and loading of district data. However, ODE funding for this project has been frozen. D3A2 will continue to support version one of the software for the next six months, so training will continue on this version.

Group Purchasing Committee Update – Jon Bowers confirmed with the group that they still want to use Symantec for our consortium virus protection needs. Everyone agreed to stay with this product. LACA is in the process of negotiating with Symantec, as our current three-year agreement ends this fall.

Unfinished Business

Hosted Moodle Service – LACA's Governing Board has authorized the creation of a Hosted Moodle Service. For $500/year per server, and $1gb/month to cover backups and disk space, LACA will provide the district a blank Moodle server that can be configured and managed to the district's needs. Please contact network@laca.org if interested.

Public Records Policy and Document Management – LACA's public records policy has been approved by the State Auditor's office and the Ohio Historical Society. LACA is contracting with a company called Ohio Mobile Shredding (www.shredohio.com) to dispose of our paper and data tapes. This company makes regular rounds through the LACA service area and will do either on-site shredding or haul away your documents and shred off-site. The off-site shredding option is cheaper than the on-site. David Wallace (david@shredohio.com) is the local contact LACA has been dealing with.

Disaster Recovery Plan – LACA's plan is ready to be submitted to the Ohio Department of Education for approval. The OECN shared DR site is still looking at network connectivity by March 2009. After network access is installed, LACA will begin DR testing at the site with assistance from the new MCOECN DR Project Manager.

New Business

LACATech Topic Based Meeting – There will not be a February LACATech topic-based meeting due to lack of a topic. The next LACATech Topic-Based meeting will be April 1, 2009. If you have suggestion for a topic, please send to network@laca.org.

09-18   It was moved by Kevin Snyder and seconded by Keith DeVore to adjourn the meeting at 10:10am.   A unanimous vote of approval was taken.

The next LACATech meeting date is March 4, 2009 at 8:30am.

Reported by,

Chad Carson
Director of Technology, LACA