



LACATech Meeting Minutes – September 3, 2008

Roll Call

The LACATech meeting was called to order at 8:35am on September 3, 2008. The following members were present: Denny Souder (Granville), Michele Berry(Heath), Jesse Lyon (C-TEC), Tim Owen (Lakewood), Eric Smith (Maysville), Sally Sperry (Mount Vernon), Sondra Wilson (Newark City), Larry Smith (North Fork), Beth Rowley(Northridge), Jeff Cameron (Southwest Licking), Chris Irvin representing Mark Goodall (Tri-Valley), Kevin Snyder (West Muskingum), Verne Benson (Licking Heights), and Jon Bowers (LACA). A representative from the LCESC was unable to attend.

Others attending were Gerry Cannon (C-TEC), Tom Jacob (Excel Academy), Paul Kamenan (Fairfield Christian Academy), Mike Carter (Johnstown), Jill Merry (St. Francis), Dave Stenson (St. Francis), Sandy Mercer (LACA), Dave Stein (LACA), Joey Alexander (LACA) and Chad Carson (LACA).

Approval of Previous Meeting's Minutes

09-01 It was moved by Denny Souder and seconded by Brian Gottfried to approve the minutes of the May 7, 2008 LACATech meeting. A unanimous vote of approval was taken.

Introduction of New Members

Gerry Cannon from C-TEC, Verne Benson from Licking Heights, and Eric Smith from Maysville were welcomed as new members. Meghan McLeish was introduced as LACA's K-12 Special Services Coordinator. Jon Bowers was officially welcomed as the new LACA Executive Director.

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. Note : 50 out of 54 districts in Amy's service area need to submit new technology plans this year. 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 - The results of the security audit were reviewed and a set of recommendations was being sent to K-12 Network Members for implementation. eTech Ohio's Video Bridges have been upgraded to support HD video and one new bridge has been deployed that supports HD transcoding (the ability to bridge non-HD and HD sites in which HD sites send/receive HD signals while non-HD sites receive video signals at their own capabilities). The other bridges lower the entire call to the lowest common denominator - standard definition.

ITC Network Security Audit Update – Results from the vulnerability scans done to district servers were distributed individually to each technology coordinator. An overview of the state-wide

findings was given by Chad Carson. The one area LACA was found lacking was strong password policies on non-OpenVMS accounts. The state Identity Management project was discussed as well. The goal of this project is to move many state-wide applications under a centralized account management system, allowing local LACA accounts and passwords to be used to access resources not hosted by LACA. The Identity Management system will use a strong password policy, and it would benefit LACA in the long run to follow these guidelines as well, to insure a smooth integration into the Identity Management system. It was moved by Denny Souder and seconded by Sally Sperry to implement stronger password policies on all LACA accounts which match the state Identity Management system requirements set forth by the State Network Security committee, at a date to be determined by LACA Management. A unanimous vote of approval was taken.

Video Services

Michele Carlisle was introduced (in her absence) to the group as the new Video Distance Learning Coordinator for LACA. A Video Lead Teacher Meeting is planned for September 18th.

WAN Updates

ISP Contract Update - All ISP Contracts changes for FY09 must be submitted (in writing and signed by the Superintendent) to LACA by September 15, 2008. This notice (including the date) was forwarded out to the districts in an E-Rate memo dated July 29, 2008. A copy was distributed to each LACATech Representative.

Federal Funding Update - LACA has received FY09 Funding Commitment Decision Letters (FCDL's) from the SLD for all districts except two. eTech E-Rate fall workshop dates have been posted and there is one scheduled for Oct 2 at the MVESC in Zanesville and one scheduled for Oct 14 at OHIONet in Columbus.

Technical Services Update

Email – A subcommittee was formed at the last meeting to develop an Educational Whitepaper as guidelines for district e-mail users. The subcommittee will meet on September 22, 2008 and present the proposed document at the November LACATech meeting for approval. Sally Sperry stated Mount Vernon will be purchasing GFI Email Archiving (www.gfi.com) for Exchange. They are getting 700 licenses for \$3600.00 the first year and \$700 for each continuing year. She will be sharing more information at the upcoming subcommittee meeting. Chad Carson will be performing a Mailmarsh upgrade and Messageware Attachview upgrade (to allow viewing of Office 2007 documents within Outlook Web Access) the afternoon of September 18, 2008.

Internet Filtering – The next version of the 8e6 R3000 software will allow safe-searching to be forced for two additional search engines (Ask.com and AOL Search). Currently, only Google and Yahoo have this capability, and they are both allowed in the default LACATech level of filtering. It was moved by Denny Souder and seconded by Larry Smith to allow access to the Ask.com search engine in the LACATech default filtering level. A unanimous vote of approval was taken.

It was moved by Sondra Wilson and seconded by Brian Gottfried to allow access to AOL Search in the LACATech default filtering level. A unanimous vote of approval was taken.

VMWare Virtualization Project – Chad Carson provided an update on LACA's VMWare virtualization project. Over the summer LACA's domain controllers were split off into new virtual machines, separated from sitting side by side on other servers running applications. A 3rd Domain Controller was added for redundancy, and kept as a physical server outside of the VMWare environment. The following applications were converted to Virtual Machines over the summer as well : Top-Level DNS servers, SSDT Webapps (USASWeb, USPSWeb, EMISWeb), and Mailmarshal.

PRTG Traffic Monitor – This item will be removed from the agenda, as it appears everyone interested in using it has been set up. If you wish to implement this traffic monitoring service for your district in the future, please contact network@laca.org.

Symantec – In response to the state's Network Security Audit, Symantec would like to present additional security products at a future LACATech meeting. There was not sufficient interest in such a presentation. LACA will inform Symantec.

LAN Switch Maintenance – Dave Stein indicated that FY09 contract documents would be e-mailed to all districts by Friday, September 5. The signed forms need to be returned no later than Friday, September 19. Dave asked to be notified immediately if additional items need to be covered. Our coverage contract runs 10/1/08 through 9/30/09.

BEAR (Fiscweb Replacement) – Chad Carson provided a quick demo of BEAR to the group. The rewrite of Fiscweb into BEAR has eliminated the security concerns expressed at an earlier LACATech meeting. There is no need for local districts to implement VPN access for their staff to reach these reports in a secure manner.

LAMA Admin Training – LACA will be holding a training for LAMA administrators in the fall. We are shooting for the end of September for the date, which is yet to be determined. As part of the training, LACA will also be presenting information on the State's new IdM system to the group. An implementation plan will need to be developed and include the procedures for those assigned (LACA or district) the responsibilities of maintaining user accounts for the state applications including D3A2, ODE Safe accounts, eTech HallPass accounts and more.

Other Discussion

LACA Internet Acceptable Use Policy

IP Phone personal use- The Governing Board removed (LACATech's) recommended wording in LACA's revised Internet AUP at the May Governing Board meeting regarding personal IP Phone use because the wording was inconsistent with reference to limited personal use. It was agreed to accept the Governing Board change and discontinue further discussion on this topic.

Unauthorized access to the network or the Internet - LACA is currently waiting for legal to respond to a question raised about the wording in LACA's Internet AUP about "...unauthorized access to the network or the Internet." This item will be presented to the group as soon as legal responds to our question about the wording. There was also wording in the policy about

09-05 prohibiting anonymous access to the internet. It was moved by Brian Gottfried and seconded by Sondra Wilson to remove the wording about anonymous access from the policy. A unanimous vote of approval was taken.

Cutoff date for accounts - September 10, 2008 is the date LACA will disable all user accounts that have not yet accepted LACA's Internet AUP. New users will have 30 days to accept the AUP

09-06 before their account is disabled. LAMA Administrators can enable user accounts and the user will need to accept the AUP on the same day. It was moved by Denny Souder and seconded by Brian Gottfried to require a yearly on-line acceptance of the LACA Acceptable Use Policy on or around September 15. Granville – Aye, Heath – Aye, C-TEC – Aye, Lakewood – Aye, Maysville – Aye, Mount Vernon – No, Newark – Aye, North Fork – Aye, Northridge – Aye, Southwest Licking – Aye, Tri-Valley – Aye, West Muskingum – Aye, Licking Heights – Aye.

DASL Update- Currently there are 613 districts representing 868,606 ADM on DASL across Ohio. There are only 17 districts yet to convert statewide. LACA completed all conversions in July and celebrated the SIS end-of-life (16 years) with the DASL Team Leaders on July 31. This has been a challenging start of year for districts as they continue to learn the new DASL (student) application and the new 09 EMIS requirements/procedures in tracking student data. LACA is hosting multiple user trainings on these topics. Please refer to <http://www.laca.org/Services/DASL/> for additional updates.

D3A2 - LACA recently sent a request to the state on the need for a Short Term plan for D3A2 and outlined our concerns on the project. LACA has 8 districts at different stages of implementation with 3 more district Kick-off meetings scheduled for this fall. The following concerns were expressed:

- a) No ability to load district data at critical times of the year
- b) Too much downtime with very little notice and/or performance issues
- c) Releases with no notice, no training, no documentation
- d) Quality Assurance testing (Beta testing) to assure all modules/features of the application/tools are functioning as designed
- e) User account/authentication procedures that will handle the volume (state accounts for every district staff) and real world changes – IdM (Identity Management System)
- f) Unknown future years funding to support the work of the ITC's and districts for necessary work for data loading/validation and on-going user training

LACA will continue to work with districts on the implementation and hopes the state will provide direction and corrective plans in the very near future.

Group Purchasing Committee Update – Discussion about First2Know and other notification systems took place (Honeywell, AlertNow). LACA asked the group if we should lead an RFP process to get group rates on a common system. It was determined there was no interest in LACA leading an RFP and districts would continue to purchase such services on their own.

Timecard Update - Lakewood is in the process of implementing the timecard application and currently has half of their staff clocking in and out. They plan to import live data to payroll (USPS) during the month of September. Licking Heights and Southwest Licking are also using the timecard application.

Unfinished Business

Public Records Policy and Document Management - A copy of LACA's Public Records Policy was distributed at the meeting. This policy only addresses records of LACA's operation (not school district data). LACA is in the process of developing a School District Data Availability Schedule for school district records that are kept at LACA. A sub-committee has been established to review this schedule and a copy will be presented at a future LACATech Committee meeting. LACA is also scheduling a couple of field trips this fall with district Treasurers to two districts in Ohio who are implementing the OnBase Document Management System.

Disaster Recovery Plan - LACA is in the process of revising the Disaster Recovery Plan and a DR Strategies document was distributed at the meeting. Districts are encouraged to review the document. They should think about developing a similar plan for their district.

New Business

09-07 *Elections of LACATech Officers* – It was moved by Kevin Snyder and seconded by Brian Gottfried
09-08 to nominate Denny Souder as Chairperson. It was moved by Larry Smith and seconded by Brian
09-09 Gottfried to close the floor for nominations. It was moved by Jesse Lyon and seconded by Beth
09-10 Rowley to nominate Sally Sperry as Vice-Chairperson. It was moved by Jeff Cameron and
seconded by Larry Smith to close the floor for nominations. A unanimous vote of approval was
taken. Denny Souder will remain Governing Board Representative as voted at the last
LACATech meeting.

LACATech Topic Based Meeting – The next LACATech Topic-Based meeting will be October 1st
with a focus on Moodle.

Future Direction of Voice over IP in the Network – Discussion took place whether LACA should
offer Voice over IP as a service or not. There was interest from the following districts: Granville,
West Muskingum, Heath, Newark City, Northridge, North Fork, Tri Valley.

Streamline – Streamline cell phone discount information was shared with the group.

ETech Ohio Maintenance Window – Etech Ohio has a standing maintenance window every
Tuesday from 4:00am – 6:00am. Changes to core K-12 network equipment takes place during
this time. LACA periodically receives notices about the details of these changes, but will no longer
be forwarding these to LACATech.

09-11 It was moved by Brian Gottfried and seconded by Kevin Snyder to adjourn the meeting at
11:42am. A unanimous vote of approval was taken.

Reported by,

Chad Carson
Director of Technology, LACA