



## LACATech Meeting Minutes – November 5, 2008

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### Roll Call

The LACATech meeting was called to order at 8:40am on November 5, 2008. The following members were present: Michele Berry(Heath), Gerry Cannon (C-TEC), Keith DeVore (LCESC), 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). Vern Benson (Licking Heights) arrived at 8:55am. Representatives from Lakewood, Maysville, and Tri-Valley were unable to attend.

Others attending were Chip Zolman(Mount Vernon), Shawn Wilkoski(Northridge), Paul Kamenan (Fairfield Christian Academy), Jill Merry (St. Francis), Dave Deibel (Granville Christian Academy), Dave Stenson (St. Francis), Sandy Mercer (LACA), Dave Stein (LACA), Joey Alexander (LACA) and Chad Carson (LACA).

### Approval of Previous Meeting's Minutes

09-12 It was moved by Kevin Snyder and seconded by Larry Smith to approve the minutes of the September 3, 2008 LACATech meeting. A unanimous vote of approval was taken.

### Introduction of New Members

Shawn Wilkoski from Northridge was welcomed as a new member.

### ITSCO Update

Amy Palermo gave an ITSCO update. Please direct any questions about the ITSCO update to Amy at [amy@itsco.org](mailto: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](mailto: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 K12 Network committee is focusing on the budget and reducing expenditures. There will be no cuts for this year, however, the \$3,000 per building subsidy may be split into two payments next year...half up front, the other half distributed if the money is still available later. The Internet2 Commercial Peering Services have greatly reduced Internet bandwidth costs for the OECN. Next year, there will be no requirement to do internet caching to get reduced Internet bandwidth rates. LACA will be removing caching for a week to see the TRUE impact (vs. reported impact) of caching on our Internet bandwidth, to make a more informed decision about the costs of keeping caching in place vs. the costs of just buying more bandwidth to meet demand. Quest is offering 2.7 cents per minute on long distance. Let Jon Bowers know if you need more information on this.

*ITC Network Security Audit Update* – The recommendation to implement stronger passwords for all LACA accounts was approved by the Governing Board. LACA will be implementing this at a

future date to be determined after we have tested and corrected all application problems (if any) that may arise from expiring accounts and forcing changes to password policy.

*K-12 Network Applications* – There is one district left that has not yet been approved, but all other districts were done on time and money should be flowing.

### **Video Services**

Video usage is way up this year. Districts were reminded that they can use their Teacher PD money if a teacher takes a class via video. Amy Palermo shared some information on ITSCO classes that are eligible for using this funding.

### **WAN Updates**

*ISP Contract Update* – Erate 470 time is coming up for the 2009-2010 school year. Any new circuit changes (additions, moves) that need to occur during the 2009-2010 (even potential changes that may not happen) need to be on that 470. These changes need to be included in the technology plan as well before adding to the 470. Make sure any erate consultants assisting you with PIAs contact and work with LACA as soon as possible in the process.

*Access for C-TEC Satellite Programs* – C-TECs satellite programs at the feeder schools require network access to resources at C-TEC. Ideas were discussed about how this could happen (VPN, VLAN, etc) and LACA's network team made it clear that we would be willing to help if a solution to the problem required our involvement on the WAN hardware configuration.

### **Technical Services Update**

*Email Guideline Subcommittee Update* – The subcommittee is putting together information on two items: Training on classifying e-mail based on records retention policies for Tech Coordinators to share with their district personnel, as well as a technology-based archiving solution. The December 9 Topic-Based LACATech meeting will focus on e-mail archiving solutions from a few vendors, to bring the group up to speed on the capabilities of these systems.

*Internet Filtering* – LACATech members were reminded that the exception list is temporary and can be deleted by updates to the 8e6 box. Please use custom categories for permanent allow/blocking of sites. LACA will no longer be able to restore the exception lists if they are wiped out by an upgrade, so please get your sites into custom categories as soon as possible.

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. Jeff Cameron uses squid (open source) to accomplish this locally and is willing to share his knowledge of the product at a future topic-based meeting.

*VMWare Virtualization Project* – Chad Carson provided an update on LACA's VMWare virtualization project. The number of physical blade servers running virtual machines in LACA's VMWare cluster was increased from three to five, giving us plenty of resources for new machines, and allowing our servers to continue to run with no degradation of service in the event of hardware failure of one or more of the cluster blades.

*LAMA Administrator Training* – LACA held a LAMA Administrator's Training on October 17, 2008. Topics included proper procedures for requesting access to LACA services areas as well as discussion of future LAMA product enhancements. LACA can hold another training based on interest, but it will be after the new LAMA version has been developed and is ready for use.

### **Other Discussion**

*LACA Internet Acceptable Use Policy* – The motion to accept the AUP on an annual basis was presented at the Governing Board meeting, and they would prefer to have a perpetual acceptance of the AUP, not a recurring annual acceptance. Discussion on this took place, and there were mixed feelings about annual vs. perpetual from the LACATech group, but the majority of members would prefer an annual acceptance. Jon Bowers will ask legal counsel for verbage that allows changes to the AUP without acceptance during the school year.

*Cutoff date for accounts* – This has been bumped and pushed back a few times based on requests and lack of time to complete the programming needed to accomplish this by LACA. On

November 15, 2008, 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 before their account is disabled. LAMA Administrators can re-enable user accounts through the LAMA interface, but the user will need to accept the AUP on that same day, otherwise the account will be disabled again when the nightly disable job runs.

*DASL Update-* Jeff Davis provided a DASL update the group. The EMIS conversion has been an on-going project since June 2008. No new features have been added to DASL due to the EMIS conversion taking most of the development time. Credit Card services integration is complete. LACA is also working with ACE/BIG on an Ace Master Schedule Builder integration. Transportation systems are on the horizon for integration with DASL (Edulog, Versatran, etc). Standardized First2Know exports are also in the works at another ITC. They are working with TRZ and should be able to share with LACA once this is ready. Concern was expressed that you must shut down your browser to fully log out of DASL. The DASL website timeout is 60 minutes, but since the browser retains your login credentials, a quick refresh gets you back in as long as you don't shut down your browser. DASL's December 11 release is projected to use forms-based authentication, which will allow a logout function and eliminate this security concern.

*Kisok Update-* Newark, Southwest Licking, Licking Heights, and Northridge will be implementing over the next couple of months. There is now an IPDP module available. LACA will be testing this and offering to districts in January 09. Please get with your PD coordinator to find out if they would like to implement the IPDP module and contact LACA if so.

*D3A2 Update -* The D3A2 project was on hold for a while as we could not load spring 2008 data, and the re-rostering function needed rewritten because of the EMIS rewrite. LACA has been notified this week that loading Spring 2008 data can now be done. LACA is also testing the new re-rostering for Heath. If that goes well, can run re-rostering for previously loaded districts. The implementation schedule is as follows: Mount Vernon and Newark City, followed by Northridge and Licking Heights, followed by West Muskingum and North Fork, then Granville. D3A2 does not support Joint Vocational Schools, so C-TEC cannot participate at this time.

*Group Purchasing Committee Update* – No new updates at this time.

*Timecard Update* – There were no new updates on the timecard project.

*LACATech Forum* - Reminder that the LACATech forums are still available at <http://forums.laca.org/> E-mail notifications from the forums are now working, in case you would need to have the forum e-mail your password to you.

*New Version of BEAR* – Chad Carson has finished development on the next version of BEAR. He will be announcing this to the districts this afternoon, with a scheduled installation date of Thursday November 6, 2008 if there are no objections to taking down BEAR during the day. This is being done quickly to fix the problems in the current version as soon as possible.

### **Unfinished Business**

*Public Records Policy and Document Management* – LACA's own public records policy is being reviewed by the Ohio Historical Society and the State Auditor's office. After it is approved, LACA will begin deleting our own data based on the retention policy. LACA is creating an inventory of all data that we hold on behalf of the districts and will be sharing this with the public records officers from the districts. District Public Records Officers and Treasurers will be invited.

*Disaster Recovery Plan* – LACA is continuing work on our disaster recovery plan. The OECN shared DR site is progressing. Space has been obtained and hardware installed and configured. There is a hold-up in getting the DR site on the Ohio K12 Network backbone with a projected complete date of March 2009. After network access is installed, LACA will begin DR testing at the site with assistance from the new MCOECN DR Project Manager.

*Rent-A-Tech Services* – At the September 3 2008 meeting, it was decided there was no interest in this. However, in the last two months, it appears there may be a need after all, so LACA will be revisiting this. If there is interest from anyone else in this type of service, please contact Jon Bowers.

**New Business**

*Hosted Moodle Service* – The last Topic-Based meeting focused on Moodle. LACA stated that we could house virtual Moodle servers in our data center, providing reliability, backups, and security in our VMWare environment, if there was sufficient interest. Discussion took place on possible costs for such a service. It was moved by Kevin Snyder and seconded by Michele Berry that

09-13

LACA propose a Moodle Hosting service to the Governing Board, with a cost not to exceed \$500.00 annually per server, and an additional \$1/gb per month charge to cover disk storage and backup. A unanimous vote of approval was taken.

*LACATech Topic Based Meeting* – The next LACATech Topic-Based meeting will be December 9 with a focus on e-mail archiving systems.

09-14

It was moved by Kevin Snyder and seconded by Michele Berry to adjourn the meeting at 10:30am. A unanimous vote of approval was taken.

Reported by,

Chad Carson  
Director of Technology, LACA