



LACA Governing Board Meeting Minutes

May 10th, 2018

Trevor Thomas brought the meeting to order at 9:05am. The following members were present to answer the roll call: Joyce Malainy (C-TEC), Matt Sheridan (Crooksville), Jill Sheridan (East Muskingum), Trevor Thomas (Heath), Kevin Snyder (designee, Lancaster), Dale Lewellen (LCESC), Bill Sternberg (designee, Licking Heights), Jo Lynn Torbert (designee, Licking Valley), Bill Seder (Mt. Vernon), Doug Ute (Newark City), Kim Watson (designee, North Fork), Robert Jennell (Southwest Licking), Mark Neal (Tri-Valley), and Chad Carson (LACA). Jon Burkhart (designee, Medina City) arrived shortly after the roll call. Also in attendance were Ben Streby (C-TEC, Fiscal Agent) and Dean Reineke (LACA).

Geoff Andrews, CEO of the Management Council, gave a presentation on the Management Council and their role in assisting ITCs and school districts in Ohio. Geoff gave status updates on many current MCOECN/ITC projects to the group.

18-020 It was moved by Doug Ute and seconded by Joyce Malainy to approve the minutes of the February 8, 2018 Governing Board meeting. No discussion took place. A vote of approval was taken.

Chad Carson distributed financial reports from May via email prior to the meeting. These reports included an amended version of the FY19 budget appropriations and SLA fees. Chad explained that budget estimates had changed slightly since the February meeting and wanted the group to see the new, more accurate budget. Also, Software Answers licensing fees had increased for FY19 and this was not known at the February meeting. These fees are separated on the SLA contract from LACA's fees, and are direct pass-through costs, and may vary from year-to-year.

18-021 It was moved by Jill Sheridan and seconded by Bill Seder to approve the financial reports and documents as presented. A vote of approval was taken.

18-022 It was moved by Matt Sheridan and seconded by Mark Neal to approve the following purchased service agreements:

- a. MCOECN Membership agreement for FY19 for \$12,750
- b. MCOECN HR Kiosk Project for FY19 for \$14,032
- c. MCOECN Software Answers Suite hosting for FY19 for \$29,748.50 (59,497 students at \$0.50/student)
- d. East Central Ohio ESC Purchased Services Agreement for Video Support services at a cost not to exceed \$50,000



A vote of approval was taken.

18-023 It was moved by Bill Seder and seconded by Kevin Snyder to approve the resolution declaring intent to participate in the OMERESA Purchasing Cooperative for FY19 at a cost of \$75.00. A vote of approval was taken.

Trevor Thomas discussed the Personnel Committee recommendations to eliminate the use of the Merit Based Compensation Policy for FY19. After reviewing this method, it was determined by the committee that it resulted in high salary increases for LACA staff, it was unsustainable in the long term, and an alternative method was needed. For FY19 only, the committee recommended approving a 2% salary increase for all LACA employees (excluding the Executive Director, whose increase is determined by a separate review process). This recommendation was a combination of the average increase awarded by member districts (1.82%), and increased to 2% to compensate for the fact that LACA staff do not gain a step on a salary schedule. A new method of determining salary increases will be created by the Personnel Committee with a goal of having the new method to present at the February 2019 Governing Board meeting, which would then be used to calculate increases for approval at the May 2019 Governing Board meeting.

Chad Carson discussed changes to the LACA Family Leave Policy. While the LACA organization is covered by FMLA under law, the LACA employees are not eligible because LACA does not have enough employees to meet the 50 employee requirement at a single location. The LACA Family Leave policy was created many years ago to give LACA employees an FMLA-like benefit. After reviewing this policy, the Personnel Committee suggested changes to update this policy. It was reviewed by legal, who added additional suggested language. The updated policy was distributed to the group.

Chad Carson discussed the desire to hire Pam Hall for FY19 as part-time administrative assistant, to help with start-of-school work in August/September. This has been done for many years and Chad would like to continue this for FY19.

Chad Carson requested the ability to hire a former LACA employee on a part time basis during August/September to fill a void that will be left as another employee takes maternity leave.

18-024 It was moved by Joyce Malainy and seconded by Bill Seder to approve the LACA Personnel Committee recommendations to:

- a. Eliminate the use of LACA's Merit Based Compensation Policy for FY19 only.
- b. Recommend a 2% salary increase for all LACA employees effective FY19 only.
- c. Recommend a new method for determining salary increases for LACA staff be created and implemented before FY20.
- d. Recommend revising the LACA Family Leave of Absence Policy as presented



- e. Approve hiring Pam Hall as part-time Administrative Assistant, on an as-needed basis, not to exceed 28 hours in a week and not to exceed 100 hours total, at the rate of \$14.00 per hour for the 2018-19 school year.
- f. Approve hiring Michaelene Vincent as part-time Student Services Coordinator, on an as-needed basis, not to exceed 28 hours in a week and not to exceed 100 hours total, at a rate not to exceed \$25.00 per hour for the 2018-2019 school year.
- g. Renew the following three-year contracts
 - i. Jeremiah Eby, Student Applications Manager
 - ii. David Stein, Video Services Manager
 - iii. Elizabeth Petty, Student Services Support Coordinator
 - iv. Charles Gillogly, Technical Services Coordinator
- h. Renew the following two-year contracts
 - i. Karah Smith, Fiscal Support Coordinator

A vote of approval was taken.

Chad Carson discussed the upcoming departure of Medina City Schools from the LACA consortium at the end of FY19. At the February 8, 2018 meeting, the Executive Director and Governing Board Chair were tasked with creating a proposal for a departure plan that would be beneficial to everyone. Medina has the option of moving a portion of their services to NEONET and still being within the rules of the LACA constitution, which would result in a loss of income to LACA. It was proposed to give Medina City Schools a one-time reduction of fees for FY19 that would lower their costs, but still allow the LACA consortium to retain a portion of income from Medina. In exchange Medina would keep all services with LACA through June 30, 2019, and their Internet contract in place until June 30, 2020 when it expires.

18-025 It was moved by Dale Lewellen and seconded by Bill Seder to approve a one-time discount of \$50,000 from Medina City School's FY19 SLA contract with LACA in exchange for Medina keeping all SLA services with LACA through June 30, 2019 and Internet Services through June 30, 2020. Joyce Malainy and Jon Burkhart abstained from the vote. A vote of approval was taken.

Chad Carson shared with the group that the sale of DASL to Software Answers by the Management Council resulted in a refund to LACA of \$258,520. This figure was based on a distribution formula agreed upon by the Board of Trustees of the Management Council. Chad Carson suggested that this money be used to pay for the costs of Software Answers Hosting which LACA entered into for FY19. The costs are \$0.50 per student, which results in approximately \$30,000 in fees per year. This cost would have to be passed on to the member districts, but by using this refund of money, we could pay this cost for many years to come and not increase member fees. ALL LACA member districts use this hosting service.



Chad also discussed a second possible use for the remainder of the funds, as Fiscal service fees are expected to increase in the coming years to pay for the costs of the State Software Development Team (SSDT). The remaining portion could be used to cover these fee increases as well. Final use for the remaining funds will be decided at a future meeting.

18-026 It was moved by Mark Neal and seconded by Joyce Malainy to use a portion of the refund from the MCOECN sale of DASL to Software Answers (\$258,520) to pay for Software Answers Suite Hosting (approximately \$30,000/year) for the next 5 years. A vote of approval was taken.

Trevor Thomas conducted the Election of Officers for the Governing Board.

Trevor Thomas was nominated as LACA Governing Board Chairperson.

18-027 It was moved by Dale Lewellen and seconded by Joyce Malainy to accept the nomination of Trevor Thomas as LACA Governing Board Chairperson. A vote of approval was taken.

18-028 It was moved by Dale Lewellen and seconded by Joyce Malainy to approve the election of Trevor Thomas as LACA Governing Board Chairperson. A vote of approval was taken.

Dale Lewellen was nominated as LACA Governing Board Vice Chairperson.

18-029 It was moved by Joyce Malainy and seconded by Jill Sheridan to accept the nomination of Dale Lewellen as LACA Governing Board Vice Chairperson. A vote of approval was taken.

18-030 It was moved by Bob Jennell and seconded by Joyce Malainy to approve the election of Dale Lewellen as LACA Governing Board Vice Chairperson. A vote of approval was taken.

Chad Carson distributed new Vendor Data Release forms to all attendees. These forms authorize LACA to release student data to vendors whom the districts have contracts or agreements with for services. These vendors are selected by name on the Vendor Data Release form. Chad asked that the forms be fill out, signed and returned to him as soon as possible before school is out, as LACA gets requests for data exports over the summer.

18-031 It was moved by Doug Ute and seconded by Joyce Malainy to adjourn the meeting at 10:20am. A vote of approval was taken.



Future LACA Governing Board Meeting Dates for FY19 and FY20

Meeting dates for FY19 and FY20 have been reserved. All meetings will take place at the Roosevelt Building, Room 151A.

FY19

- September 6, 2018 – 9:00am
- December 13, 2018 – 9:00am
- February 14, 2019 – 9:00am
- May 9, 2019 – 9:00am

FY20

- September 5, 2019 – 9:00am
- December 12, 2019 – 9:00am
- February 13, 2020 – 9:00am
- May 7, 2020 – 9:00am