



LACA Governing Board Meeting Minutes

September 6, 2018

Trevor Thomas brought the meeting to order at 9:00am. The following members were present to answer the roll call: Joyce Malainy (C-TEC), Rob Ogg (designee, Crooksville), David Adams (East Muskingum), Trevor Thomas (Heath), Mary Kay Andrews (Lakewood), Dale Lewellen (LCESC), Darian Kovach (designee, Licking Heights), Jo Lynn Torbert (designee, Licking Valley), Ruth Zitnik (Maysville), Scott Hartley (North Fork), Britt Lewis (designee, Northridge), Rick Jones (designee, Southwest Licking), Mark Neal (Tri-Valley), and Chad Carson (LACA). Doug Ute (Newark City), Jeff Brown (Granville), and Kevin Snyder (designee, Lancaster City) arrived shortly after the roll call. Treasurers were also invited to this meeting. Also in attendance were Ben Streby (C-TEC, Fiscal Agent), Todd Griffith (Licking Heights), Ryan Smith (Tri-Valley), and Dean Reineke (LACA).

David Adams, Interim Superintendent at East Muskingum, was welcomed to the group.

Chad Carson distributed financial reports from July 2018, budget appropriation modifications from June/July/August, and meeting minutes from the May 10th Governing Board meeting via email prior to the meeting.

19-001 It was moved by Dale Lewellen and seconded by Joyce Malainy to approve the financial reports, budget appropriation modifications, and minutes of the May 10, 2018 Governing Board meeting as presented. A vote of approval was taken.

Chad Carson explained that the MCOECN has a collective annual agreement with the law firm Womble Bond Dickenson out of Washington D.C. to provide eRate consultation to the Ohio ITCs. This agreement allows LACA to ask unlimited eRate questions to the lawyers for a flat annual fee.

19-002 It was moved by Scott Hartley and seconded by Doug Ute to approve LACA's participation in the Ohio eRate Group consortium agreement with Womble Bond Dickenson for FY19 at a cost of \$6,500. A vote of approval was taken.

19-003 It was moved by Darian Kovach and seconded by Mark Neal to approve LACA's participation in the Ohio K-12 Network for FY19. A vote of approval was taken.

Chad Carson presented an overview of LACA's FY19 Continuous Improvement Plan.

19-004 It was moved by Joyce Malainy and seconded by Mary Kay Andrews to approve LACA's FY19 Continuous Improvement Plan. A vote of approval was taken.



19-005 It was moved by Dale Lewellen and seconded by Britt Lewis to renew purchase of Cybersecurity Insurance through the MCOECN agreement with Arthur J. Gallagher for \$3 million coverage with \$10,000 deductible for FY19 for \$7,650.00. A unanimous vote of approval was taken.

Chad Carson explained that Cybersecurity insurance was a purchase that LACA plans to make every year, and asked if it should be treated as a typical business expenditure, the same as buying hardware maintenance on equipment, rather than being an agenda item every year. This led to discussion that the board should appoint Chad Carson as the purchasing agent for LACA at the beginning of every fiscal year, capped at a dollar figure, for expenditures such as this.

19-006 It was moved by Dale Lewellen and seconded by Britt Lewis to appoint Chad Carson as purchasing agent for LACA on non-biddable amounts up to \$50,000 for FY19. A vote of approval was taken.

Patricia Zelei was hired as Fiscal Support Coordinator, pending board approval, in July 2018 to replace Karah Smith, who resigned in May 2018.

19-007 It was moved by Britt Lewis and seconded by Darin Kovach to approve hiring Pat Zelei for Fiscal Support Coordinator at a salary of \$55,000 effective July 18, 2018. A vote of approval was taken.

Trish Baker presented an update on INFOhio. The legislature renewed funding for INFOhio in 2017, after considerable efforts by administrators, teachers, and students advocating for the INFOhio resources. Trish presented the new website and a variety of new tools that have been added for the 2018-2019 school year. <http://www.infohio.org/>

Various forms were distributed to each district for review.

- LAMA forms showing who currently has access to manage accounts.
- Vendor Release forms gathered in May, in case any changes were needed. Vendor Release forms authorize LACA staff to release district data to 3rd party software vendors for bus routing, school pictures, lunch services, auto dialing services, etc.
- Student Services Team Leader form – designate who will be the voice for student services in your district.
- Members of various email job-specific distribution lists, in case any changes are needed.

Please return these forms to Chad Carson or Leanne Phillips at LACA with changes.

Chad Carson discussed the recent Excel classes offered by LACA. Chad explained there is a cost for LACA to bring in a trainer for these classes. We had plenty of interest, but also some issues with people signing up and then not showing up for the class. Chad asked if LACA should charge a minimal fee for classes moving forward, both to cover cost of the trainer and to insure people who signed up and paid for the class actually came to the class. After discussion, it was suggested that LACA offer a certain



number of Excel training seats per year to each district, based on district size. District leaders will be informed who is attending, and will take measures to make sure those who sign up actually attend the training.

Based on a large number of LACA member districts moving to Google Apps, Chad Carson asked the group there would be any need or interest in LACA hiring a staff member to be a Google Apps trainer to assist districts with Google Apps questions. This person could conduct training and provide voice and email support for Google Apps, in much the same way we support other applications. Most districts gave feedback that they have a team of Google-trained teachers in place that assist others with Google Apps and Google Classroom. There was no perceived need for such a position at LACA.

LACA is currently organized as a consortium under Ohio Revised Code 3313.92(A). Many ITCs have reorganized as Council of Governments (COG) under Chapter 167 of Ohio Revised Code. This topic has not been discussed at LACA Governing Board meetings since 2010, when it was determined that LACA should remain a consortium until such time that a need to switch to a COG came about. Chad Carson asked the group if they were in agreement with Chad researching into COG vs. Consortium to present a report at a future Governing Board meeting. Chad's concern is that 13 of the 18 ITC are now COGs, and does not want LACA to end up being the ONLY consortium left due to lack of preparedness, if a COG is the direction most ITCs will be moving to. There was no objection from the group. Chad will present findings at a future Governing Board meeting.

Chad provided an update to the group on the Mimosa Nearpoint Email Archiving project. Nearpoint is an obsolete system where LACA still has email stored from years 2010 through 2014. LACA is working with Sonasoft, a company that extracts the data from Nearpoint to Outlook PST format, which can then be imported to our current Barracuda Email Archive system. This will allow us to remove the obsolete Nearpoint system. Cost for this project was \$11,994.00.

Chad conducted on-site meetings with leadership of 11 of the 20 LACA members during the first half of 2018. Chad's goal is to meet with the remaining nine members before the end of calendar year 2018. Chad will be contacting the remaining districts to schedule meetings.

19-008 It was moved by Joyce Malainy and seconded by Doug Ute to adjourn the meeting at 10:05am. A vote of approval was taken.

Reported by Chad Carson, Executive Director, LACA



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

- 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