

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held October 9, 1997, convening at 9:00 a.m.

The following members answered present to the roll call: Ken Bagent, Bob Heigle, Bill Mann, John Millisor, Gary Reed, Gary Smetzer, Raj Chopra, Dale McVey and Sandra Mercer. Valerie Bailey and Terry Kopchak arrived at 9:10 a.m. and Rick Evans arrived at 9:45 a.m. Shirley Dupps and Ginny Ramsey were also present for the meeting. Dick Murray and Tom Slater were not able to attend.

- 98-008 It was moved by Raj Chopra and seconded by Gary Smetzer to approve the minutes of the August 14, 1997, meeting. Vote: Chopra, aye; Smetzer, aye; Bagent, aye; Heigle, aye; Mann, aye; Millisor, aye; Reed, aye; McVey, aye.

- 98-009 Financial reports for the months of July and August were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of August 31, 1997, with a cash balance of \$432,043.83. After further discussion, it was moved by Ken Bagent and seconded by Gary Reed to approve the financial reports as presented. Vote: Bagent, aye; Reed, aye; Heigle, aye; Mann, aye; Millisor, aye; Smetzer, aye;

- 98-010 Chopra, aye; McVey, aye. Bill Mann moved and Ken Bagent seconded the motion to increase non-pub expenditures by \$5,622.05 for flow through data communication monies received in FY97. Vote: Mann, aye; Bagent, aye; Heigle, aye; Millisor, aye; Reed, aye; Smetzer, aye;

- 98-011 Chopra, aye; McVey, aye. Gary Reed moved and Bob Heigle seconded the motion to approve additional \$2000 hardware and facilities budget increases to complete air-conditioner installation. Vote: Reed, aye; Heigle, aye; Bagent, aye; Mann, aye; Millisor, aye; Smetzer, aye; Chopra, aye; McVey, aye. Sandra Mercer presented an updated 5-year cash projection reflecting all budget changes to date.

- 98-012 The personnel update included the distribution of a revised Communications Coordinator job description. Gary Smetzer moved and Ken Bagent seconded to approve the revised job description. Vote: Smetzer, aye; Bagent, aye; Bailey, aye; Heigle, aye; Kopchak, aye; Mann, aye; Millisor, aye; Reed, aye; Chopra, aye; McVey, aye. Raj Chopra stated that all job descriptions include a revised/approval date. The personnel update also included the addition of Nelson McCray to the personnel committee, replacing Linda Booth, and the distribution of sample EMIS Coordinator and Technology Coordinator job descriptions developed by LACA personnel.

The network update included the notice that LACA should be receiving the data communication subsidy payments in November for the instructional school buildings, an update on the FCC/E-Rate, the notice that LACA will be terminating the hardware maintenance agreement with DataServ, Inc. effective and Dec. 1, 1997, and will be initiating an agreement with Digital Data Solutions, an update on the MCOECN/OILTS state agreement, and the notice that LACA will be sending out proposals for districts to install UPS equipment on the wide area communication racks housing LACA communication equipment. Sandra Mercer presented a draft monthly Technical LAN Support Contract and a draft hourly Technical LAN Support Contract for the board's review. These contracts were presented to support the Tiered Network Support services approved as a pilot through June 30, 1998, at the last Governing Board meeting. Detailed discussion included the need for LACA to provide staff resources to adequately support contracting districts,

98-013

the concern on the 90-day termination clause, the need for the service to financially support itself without gaining profit, and specific procedures/requirements for the pilot evaluation period to be successful. Raj Chopra moved to approve the contracts for the period of the pilot through June 30, 1998, with the removal of the 90-day termination clause and the clear wording under payment on the monthly contract that the full amount would be due if the district contracts in the middle of a month. Gary Reed seconded the motion. Vote: Chopra, aye; Reed, aye; Bailey, aye; Bagent, aye; Evans, no; Heigle, aye; Mann, aye; Millisor, aye; Smetzer, aye; McVey, aye. Sandra Mercer will send out the contracts with the changes. Districts interested in any technical LAN services, must return one of the contracts specifying the contracting buildings. A report will be provided at the December Governing Board meeting on the contracting districts and current work being performed for further discussion on staffing requirements.

Bill Mann presented an update on the facilities study and commented that a committee from the JVS will be looking into possibilities of adding onto the Center for Workforce Development building where LACA is housed.

The fiscal update included an update on the personnel software committee made up of LACA and Franklin County Districts. Concerns expressed on the development of the Snyder software have caused the committee to look at other software alternatives. LACA will be hosting a presentation of ACE's software on November 14, 1997, at 9:00 a.m. and all Governing Board members were encouraged to attend. A cost sheet of ACE's software/hardware implementation and on-going costs for LACA to support the personnel software was distributed. The software would provide the districts with a comprehensive personnel package including certification notices, contract notices, salary notices, an application file, contract history and additional staff information not currently stored/tracked within state software. Sandra Mercer stated that ACE's software does not run on existing data center hardware and does not currently interface with state software. It was agreed upon that more information would be needed from the November presentation and will be discussed again at the December Governing Board meeting.

The non-fiscal update included the committee's goal to print grade cards at the district level. LACA is offering \$1000 toward the purchase of a printer for each district agreeing to print their own grade cards. Districts agreeing to print their own interim grade cards will not be charged the additional \$1.25 per student. Chad Carson, LACA's System Manager, has also developed an online entry program for teachers to enter grade and alleviate the many steps currently needed in the grade scan sheet process. An update was also presented on the state RFP for a statewide comprehensive student package and included the notice that the RFP's went out with a deadline of Oct. 30. The state plans to have the software ready for pilot school districts in February.

Unfinished business included the distribution and discussion of a proposal for a yearly membership fee that is a percentage of the district's previous year's total fees to offset increasing operating costs, and alleviate large fee increases over time. It was agreed upon by all that this type of increase should be imposed, keeping in line with an appropriate year end cash balance. A proposal for approval will be presented at the March Governing Board meeting. Unfinished business also included a SchoolNet update on "Raising the Bar" grants, a LessonLab pack being sent to each school district, and plans by the SchoolNet office on Nov. 24, 1997, to help districts update their technology plans.

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New business included the notice that the next Governing Board meeting is scheduled for December 11, 1997.

98-014 It was moved by Ken Bagent and seconded by John Millisor to adjourn the meeting at 10:50 a.m.

Reported by,

Sandra Mercer
LACA Director