

Licking Area Computer Association
Minutes of the LACA Governing Board meeting held March 13, 2003 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Denny Souder representing Kathy Lowery, Jay Gault, Dan Montgomery, Phil Herman, Janice Streit, Hank Gavarkavich, Tom Slater, Don Sullivan, Marvin Wourms, Dave Cisler representing Ron Cassidy, Nelson McCray and Sandra Mercer. Kevin Snyder and Jon Bowers were also present for the meeting. Keith Richards, Forest Yocum, Doug Spage and Cory Thompson were not able to attend.

- 03-035 It was moved by Dan Montgomery and seconded by Janice Streit to approve the minutes of the December 12, 2002 meeting. A vote of approval was taken.

Financial reports for the months of November, December, January and February were distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended February, 2003, with an unencumbered cash balance of \$844,864.43. A 5-year cash projection and the FY03 appropriation modifications totaling increased expenditures of \$46,052 and decreased revenues of \$29,840.55 were also presented.

- 03-036 It was moved by Dan Montgomery and seconded by Tom Slater to accept the financial reports and approve the FY03 appropriation modifications as presented. A vote of approval was taken.

Hard copy reports for the most recent month closed will be presented at future Governing Board meetings.

- 03-037 It was moved by Hank Gavarkavich and seconded by Tom Slater to approve waiving the LACA WAN fee for direct connection via T1 to the fiscal agent district office. A vote of approval was taken.

- 03-038 It was moved by Dan Montgomery and seconded by Janice Streit to approve employment of Helen Morris as Administrative Assistant for a one year 260-day contract prorated through June 30, 2003, effective March 3, 2003, at a daily rate based upon step 3, 86 days and responsibility factor of 0 of the LACA salary schedule with full benefits as referenced in the LACA policy manual. A vote of approval was taken.

- 03-039 It was moved by Dan Montgomery and seconded by Tom Slater to approve the following LACA staff contracts effective July 1, 2003:
Joey Alexander, Network Manager - 3 year
Jon Bowers, Operations Director - 3 year
Linda Haynes, Student Services Coordinator - 3 year
Andy Kemmer, K-12 Classroom Data Administrator - 2 year
Helen Morris, Administrative Assistant - 2 year
A vote of approval was taken.

Sandra Mercer presented the results of the recent eSIS evaluation conducted by the DASites.

- 03-040 It was moved by Janice Streit and seconded by Dan Montgomery for LACA to not pursue eSIS, the state proposed student management software, based upon the recent DASite evaluation of the software's functionality. A vote of approval was taken.

Four LACA districts recently applied for a SchoolNet Technology Management and Support Grant. They are Granville, Newark, Tri-Valley and West Muskingum. A detailed outline of the service level agreement for the "Tech-Up" LACA service offering that would be established through this

grant was shared with the LACA Board.

- 03-041 It was moved by Hank Gavarkavich and seconded by Marvin Wourms to approve the "Tech-Up" service for LACA districts successful in applying for the SchoolNet's Ohio Educational Technology Support and Management Grant for FY04. A vote of approval was taken.

The presentation/discussion portion of the meeting included the following highlights:

A Preliminary FY04 budget proposal and 5-year projection, including a breakdown by service area (SPCC) were distributed for review. The current proposal showed no increase in fees for FY04, but also showed a budget deficit (utilizing all cash flow) by the end of FY06. Sandra Mercer also stated that the current Network Pool carry over balance would also be depleted by the end of FY04. It was requested that more detailed information on costs to the districts be included in the projection, along with recommended gradual fee increases to ensure an appropriate cash carry over through FY07. These requests will be built into the proposal for the May Governing Board meeting.

An EMIS outline of the recent changes was distributed. Sandra Mercer demonstrated the new ESEA reports available in DSL and also stated that LACA will announce through e-mail the workshop to assist schools in entering the Ohio Educational Directory information when the website is available through ODE.

Sandra Mercer presented an update on DSL and Progress Book. The new web feature for parent access was demonstrated. Sandra Mercer also presented an update on the new Special Education Module that will be part of Progress Book and DASL in the fall of 2003. With the increase in DSL fees by the MCOECN to \$1.00 for FY04, it was agreed upon by all for LACA to charge \$1.50 to non-member districts (1.5 factor). The need for districts to be able to import test scores (diagnostic testing and all off-year assessments) into DSL and/or Progress Book was presented. LACA is currently making contacts with NCS, Renaissance Learning and McGraw Hill to discuss more integrated options. Andy Kemmer has also begun to build some local assessments into Progress Book for testing. Interest on Progress Book from school districts all over the state is growing and LACA recently received an informal request by another DASite on possibilities to support Progress Book for schools outside of LACA's service area. LACA will look into the costs and ability to offer Progress Book to districts outside of LACA's current service region and present at a future Board meeting.

LACA's video network update included a review of content delivered to the LACA schools in the 2001-2002 and 2002-2003 school years. LACA is in the process of purchasing an IP/ISDN Gateway with Network Pool funds that will cut in half the cost of the ISDN content delivery to the schools.

LACA has been receiving more requests from outside video content providers to use the LACA facility and technical support staff.

- 03-042 It was moved by Tom Slater and seconded by Dan Montgomery that the use of the LACA facility and technical staff resources be reserved for content providers broadcasting to LACA's user base. A vote of approval was taken.

The Fiscal Advisory update included a demonstration of new web based leave tracking software for employees developed by the LCJVS. LACA will be working with the JVS and the software developer to test the new software and interface it with the state payroll (USPS) system.

gb-20030313-min

The Non-Fiscal Advisory update included a brief overview by Jon Bowers of DSL reports and data collection to benefit teachers. The reports have been modeled after the work of Mt Vernon City Schools and will be shared with the LACA Fiscal Advisory committee (building principals) later this spring.

The LACATech Advisory updates included the materials on the future software upgrade for the Library automation software and the request for LACA to host a vendor review of eLearning solutions in April 2003. Blackboard and WebCT will both be contacted for presentations. An e-mail will be sent out when the presentation date is set.

Sandra Mercer asked the Governing Board to please communicate with LACA on any new technology programs the schools are seeking. This allows us to assist in research, keep all schools informed and stay abreast of the needs the districts have.

The LACA staff will be participating in a spring retreat to review their FY03 and develop their FY04 Continuous Improvement Plans. The districts were asked to participate in any and all surveys conducted by LACA and the state to assist with this very important planning process.

New business included initial discussion of procedures in case of a "code red" situation. It was agreed upon that a network/system shutdown would not be performed due to the network's ability to help schools communicate and that LACA would work with law enforcement in any way if requested. More discussion on procedures will be forthcoming.

New business included the notice that LACA's next Governing Board meeting is scheduled for May 8, 2003, at 8:00 a.m. at the LACA offices.

03-043 It was moved by Dan Montgomery and seconded by Janice Streit to adjourn the meeting at 9:45 a.m.

Reported by,
Sandra Mercer