

gb-20040513-min
Licking Area Computer Association

Minutes of the LACA Governing Board meeting held May 13, 2004, convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Kathy Lowery, Jay Gault, Phil Herman, Keith Richards, Tom Slater, Tom Greenhouse, Kevin Snyder representing Marvin Wourms, Nelson McCray and Sandra Mercer. Jon Bowers was also present for the meeting. Doug Heuer, Janice Streit, Gary Reed, Forest Yocum, Doug Spade, Ron Cassidy, and Cory Thompson were not able to attend the meeting.

04-039 It was moved by Keith Richards and seconded by Tom Slater to approve the minutes of the March 11, 2003 meeting. A vote of approval was taken.

The Personnel Committee report included recommendations for salary, Executive Director contract and a new Extended Leave policy. Copies of the revised Job Descriptions effective July 1, 2004, for Mary Kniceley, Andy Kemmer and Eric Thompson were also presented.

04-040 It was moved by Keith Richards and seconded by Kathy Lowery to approve the following LACA Personnel Committee recommendations:

1. Five year contract for the LACA Executive Director effective July 1, 2005, with salary to be determined yearly
2. Salary schedule effective July 1, 2004, as proposed including:
 - 3% Base increase
 - responsibility factor changes / job description changes
 - Operations Director Salary no longer on salary schedule
 - Technical Director Salary no longer on salary schedule
 - Executive Director Salary
3. Extended Leave Policy (FMLA)

A vote of approval was taken.

The Financial Report for March, 2004, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended March 31, 2004, with an unencumbered cash balance of \$869,031.98. Sandra Mercer reported that this was \$100,000 less than the unencumbered cash of 2003, and was due to \$100,000 additional expenditures for the system/equipment upgrades. FY04 Appropriation modifications were presented and included decreases to both expenditures and revenues mainly for reduced DASite circuit/Internet charges and funding from the state. The basic DASite subsidy was increased due to projections that were based upon FY03 revenues greatly impacted by last quarter FY03 cuts. Sandra Mercer reported that LACA now only receives 17% of EMIS costs in state funding compared to 43% in FY01. FY05 Appropriations and five year projections including projected district costs through FY08 were also presented for approval. Sandra Mercer reported that the district projections were shared in March with the Treasurers and differences included only ADM and service changes finalized since March 2004. An updated projection document will be forwarded to the Treasurers.

04-041 It was moved by Jay Gault and seconded by Tom Slater to approve the following financial recommendations:

1. Financial report for March 2004
2. FY04 Appropriation Modifications as presented and include the authorization by the Fiscal Agent Treasurer to balance all accounts as needed for June 30, 2004, and roll over all unencumbered equipment and software budget amounts to next year's appropriations.

3. FY05 Appropriations including 5 year projection

A vote of approval was taken.

04-042 It was moved by Tom Slater and seconded by Tom Greenhouse to approve the revised Internet Filter Policy as presented to include IP logging. A vote of approval was taken.

04-043 It was moved by Keith Richards and seconded by Tom Greenhouse to approve the LACAtch recommendation to move "tasteless and obscene" from the CIPA category to the LACATech category. A vote of approval was taken.

Sandra Mercer presented a draft copy of the LACA FY05 CIP goals and a review of the FY04 CIP goals. Per directions and feedback from ODE, the CIP will be reformatted to align to the state's evaluation rubric.

04-044 It was moved by Tom Slater and seconded by Keith Richards to approve review of LACA's FY04 and draft FY05 Continuous Improvement Plan for submission to the Ohio Department of Education with final approval in June via electronic (e-mail) majority approval. A vote of approval was taken.

04-045 It was moved by Tom Slater and seconded by Kathy Lowery for LACA to pursue a Library Services and Technology Act (LSTA) grant on behalf of the LACA Districts. A vote of approval was taken.

Nominations were open for LACA Governing Board officers for FY05.

04-046 It was moved by Jay Gault and seconded by Phil Herman to maintain the same LACA officers for FY05: Chairman - Nelson McCray and Vice Chairman - Ron Cassidy. A vote of approval was taken.

04-047 It was moved by Tom Slater and seconded by Jay Gault to close the nominations. A vote of approval was taken.

04-048 It was moved by Jay Gault and seconded by Tom Slater to approve the clerical change in all LACA policy/procedure/etc documents for the Licking County Joint Vocational School (LCJVS) to the new Career Technology and Education Centers (C-TEC). A vote of approval was taken.

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

Tom Slater asked Board members about a district's course of action with students who promote negative website activity about the school. Sandra Mercer will forward the question to the MCOECN/Kimball Carey for a legal opinion on this issue.

EMIS Community School reporting was discussed and concerns were expressed on fraudulent school deducts based upon community school address reporting. This issue has been forwarded to ODE and at this time the districts have not received information on how this issue is going to be handled.

The LACA Personnel committee will be reviewing proposals for LACA staff reorganization to address the growing need for programming expertise within LACA. Options will be presented at a future Governing Board meeting.

Every five years, LACA renews a Mutual Aid Agreement among the LACA member districts. The current agreement will expire at the end of May 2004. A new agreement was presented at the Governing Board meeting for Superintendent signatures and will be circulated throughout the districts in the coming weeks.

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John Ford, Cisco's Systems Account Manager responsible for the K-12 market, presented information to the LACA Governing Board on Cisco's Security Agent software. With the growing outbreak of viruses, LACA and the districts will be required to expend dollars to help combat these network/computer attacks. Discussion centered around defining and minimizing network vulnerabilities, for example, laptops, bringing in disks from home, LACA e-mail use from home, timely Microsoft OS patches, etc. John Ford and Chad Carson explained ways in which this product may help districts by controlling the behavior of the workstation in addition to tracking and managing these areas of concern. A full proposal on cost for this solution will be presented to the LACA Governing Board in August.

Sandra Mercer stated that LACA has been chosen by NOACSC, the DASL development site, to be the first additional DASite in the state on the new student services software. LACA has developed a full project plan for the software transition and will be sharing this also with the development site. The current plan sets a timeline of April 2005, to begin the districts migration. This will depend upon the additional application hooks that will need to be in place for DASL: Progress Book, Sirsi (Library Automation), Master Schedule builder, Local JVS conversion, etc.

An update on the statewide Help Desk software was shared with the Governing Board. Sandra Mercer reported that LACA will not be a pilot site. All DASites will be required to use the new system for reporting network outages with the state network support center.

LACA has been meeting monthly with Innovate, LLC for the district fiber feasibility study. They have completed the district drive outs, provided LACA with a 30 mile radius map, outlined three fiber connectivity options (ring, star, hybrid) and included initial estimated costs. As an example, the estimated annual cost per district for the fiber (build) with financing would be \$37,500 over a 15 year period. The next step is to add in all hardware costs, contact providers for leased fiber options, include all additional expenses, and prepare allowable E-Rate options. The Fiber Steering Committee will be meeting prior to the end of the current school year and will be kept abreast of the detailed updates. A full presentation will be scheduled for the August LACA Governing Board meeting. Sandra Mercer presented the idea for hosting a local luncheon for organizations and foundations that may benefit and/or contribute to the future of the fiber connectivity for the LACA Districts. The LACA Governing Board was in favor of this idea and a date will be set at the August Governing Board meeting for the Sept 2004 timeframe.

Nelson McCray presented an OREDS update. The proposed legislation, SB232 and HB474 are still in committee and are not expected to move forward in the near future. More information will be forwarded to the Governing Board as it is received.

The next LACA Governing Board meeting is scheduled for August 12, 2004, at 8:00 a.m.

04-049 It was moved by Tom Slater and seconded by Jay Gault to adjourn the meeting at 9:00 a.m.

Reported by,
Sandra Mercer