

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held March 13, 1997, convening at 9:00 a.m.

The following members answered present to the roll call: Linda Booth, Jim Knapp representing Raj Chopra, Bob Heigle, Terry Kopchak, Shirley Dupps representing Bill Mann, Gary Reed, Gary Smetzer, Rick Evans and Sandra Mercer. Pat Horner, representing the Fiscal Advisory Committee, was also present for the meeting. Valerie Bailey, John Millisor, Richard Murray, Tom Slater and Dale McVey were not able to attend.

- 97-034 It was moved by Gary Reed and seconded by Terry Kopchak to approve the minutes of the January 16, 1997, meeting. Vote: Reed, aye, Kopchak, aye; Booth, aye; Knapp, aye; Heigle, aye; Dupps, aye; Smetzer, aye; Evans, aye.

- 97-035 Financial reports for the months of December and January were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of January 31, 1997, with a cash balance of \$264,674.23. After further discussion, it was moved by Linda Booth and seconded by Gary Smetzer to approve the financial reports as presented. Vote: Booth, aye; Smetzer, aye; Knapp, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Reed, aye; Evans, aye.

Sandra Mercer presented preliminary FY98 appropriations, fees, and a 5 year cash projection. Each Governing Board member received a copy of an expenditure breakdown by area of service minus current state funding levels, that included two new areas of service. Each member also received a FY98 rates schedule that included no changes to current services fees except for a decrease in costs in the Network connectivity charge for districts providing their own wide-area network maintenance and a new charge for the two new areas of service. Appropriations for FY98, FY99, FY00, and FY01 were then presented and included a 5-year cash projection. Sandra Mercer stated that each budget year provided increases of 7% in salaries, 5-10% in some maintenance areas, 5% in some supplies areas, 15% in medical insurance, allowed for \$57,000 each year in hardware/software upgrades, included telephone costs to provide a T1 to each member district, and incorporated no fee increases beyond the services presented. A detailed presentation of each area of service was then presented. It included the removal of Internet training and added LACANet to Wide-area Connectivity, added personnel software support to Fiscal, added excelsior gradebook support and printing of grade cards at the building level in SIS, included no changes to EMIS, included a new Library Services area and included a new Tech Support area. Fees were discussed and included a concern on the costs to support non-members, a concern on the addition of LACANet access to non-members and the notice that the Technology Advisory Committee does not plan to recommend the Tech Support service in the final appropriations. The committee currently agrees that the services listed should be the responsibility of each individual district. Sandra Mercer stated that if any new services are presented in the final appropriations at the May Governing Board meeting, that changes would also need to be made to Schedule A of LACA's contracts before sending them out. A facilities study of costs just to lease office space for LACA was presented. It was agreed upon by all present for the LACA Director to work with the JVS on possible building expansion costs and include a percentage of leftover appropriations

from the hardware account toward a future budget for facilities.

- 97-036 The personnel update included the recommendation to employ Melody Hewitt as Fiscal Coordinator, for a one year contract through June 30, 1997, effective February 17, 1997, at a daily rate based upon an annual salary of \$27,810, with full benefits as referenced in the LACA policy manual. Terry Kopchak moved and Linda Booth seconded to approve the recommendation. Vote: Kopchak, aye; Booth, aye; Knapp, aye; Heigle, aye; Dupps, aye; Reed, aye; Smetzer, aye; Evans, aye. The personnel update also included a review of the LACA Director FY97 goals, the notice that her FY98 goals will be presented at the next Governing Board meeting, the completion of the LACA staff evaluations and excellent reviews for each employee, and contract recommendations. Gary Reed moved and Linda Booth seconded to issue a 3-year contract to Linda Haynes, Student Services Coordinator for LACA, effective July 1, 1997. Vote: Reed, aye; Booth, aye; Knapp, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Smetzer, aye; Evans, aye.
- 97-037 Gary Reed moved and Jim Knapp seconded to issue a 2-year contract to Melody Hewitt, Fiscal Coordinator, effective July 1, 1997. Vote: Reed, aye; Knapp, aye; Booth, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Smetzer, aye; Evans, aye. The personnel committee will review the contract requirements and a discussion followed on the use of administrator contracts for the LACA staff.
- 97-038

- LACA's purpose, priorities and FY98 goals were presented. Each Advisory Committee is reviewing the goals and a final document will be presented for approval at the Governing Board meeting in May. The LACA Director shared a list of training classes that the LACA staff will be holding to begin development of in-house cross-training. The training will be conducted every Monday from 2:00 p.m. to 5:00 p.m. Because the LACA office will be closed during this time, users will be notified once the training schedule begins and there will be a method developed for contacting LACA staff members in emergency situations. Sandra Mercer stated that currently the Wide-area Network Connectivity includes DEC terminal maintenance for the member districts. Gary Smetzer moved to table the issue of terminal maintenance until the next meeting. Terry Kopchak seconded the motion. Vote: Smetzer, aye; Kopchak, aye; Booth, aye; Knapp, aye; Heigle, aye; Dupps, aye; Reed, aye; Evans, aye. A list of the number of DEC terminals in each district will be presented at the next meeting.
- 97-039

A copy of LACA's Constitution was distributed and included changes recommended in regards to the establishment of the Technology Advisory Committee. A change to the Resolution of Commitment in wording from "C site" to "Consortium Member" was also presented. A motion to approve these changes will be presented at the next Governing Board meeting in May. Sandra Mercer expressed the need for all districts to identify a representative to the Technology Advisory Committee.

An MCOECN update was presented and included a legislative update on possible funding to provide for a T1 to every school building in the state, and the need for districts to support the OECN efforts. Information on a recent Tel Ohio Conference and HANNAH Online was also distributed.

There was no unfinished business.

New business included the notice that the next LACA Governing Board meeting would be held May 8, 1997, at 9:00 a.m.

- 97-040 It was moved by Gary Smetzer and seconded by Shirley Dupps to adjourn

the meeting at 11:00 a.m. gb-19970313-min

Reported by,

Sandra Mercer
LACA Director