

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held December 11, 1997, convening at 8:00 a.m.

The following members answered present to the roll call: Rick Evans, Bob Heigle, Terry Kopchak, John Millisor, Gary Reed, Tom Slater, Gary Smetzer, Raj Chopra, Dale McVey and Sandra Mercer. Bill Mann and Nelson McCray arrived at 8:15 a.m. Valerie Bailey and Dick Murray were not able to attend. Shirley Dupps and Ginny Ramsey were also present for the meeting. Debbie Palm (Lakewood), Dave Calloway (LCESC) and Dave Heigle (Educational Consultant) were present for the Professional Development Exchange program presentation.

Nelson McCray, Superintendent for the LCESC, was welcomed by the Governing Board.

Dave Heigle was introduced and presented "The Technology Consultant Solution". A formal proposal was faxed to all Governing Board members on Dec 4, 1997, and was titled "Professional Development Exchange Program/Technology Consultant->Classroom Teacher". The program would be administered by LACA in collaboration with the LCESC, area service providers and educational consultants to provide for class time professional development for teachers in the area of technology and technology trained substitute teachers to replace the teachers during their class time absence. Copies of the proposal and presentation were distributed to each Governing Board member. Governing Board comments included the need for curriculum objectives to be defined first, the need to collectively select and evaluate curriculum software that would be used in the training, the need to involve software vendors and LCESC Curriculum consultants in development of curriculum software, concerns on tapping into the current scarce pool of substitute teachers, discussion on sub pay for technology consultants, discussion on facility needs, and cost/financial resources to initially fund and sustain the program. It was agreed upon by all for LACA to pursue grants to fund the program and report back with detail finances at the next Governing Board meeting, scheduled for January 8, 1998. Nelson McCray volunteered to help in the grant search. (Rick Evans left at 8:45 a.m.)

Sandra Mercer presented a facility update that included a proposed location, detailed budget, 5-year cash projection including initial and ongoing costs, and facility benefits/risks for both LACA offices and space for the Professional Development Exchange program. The Facility committee will tour the proposed facility prior to the next Governing Board meeting.

- 98-015 It was moved by Raj Chopra and seconded by Terry Kopchak to approve the minutes of the October 9, 1997, meeting. Vote: Chopra, aye; Kopchak, aye; Heigle, aye; Mann, aye; McCray, abstain; Millisor, aye; Reed, aye; Slater, aye; Smetzer, aye; McVey, aye.

Financial reports for the months of September and October were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of October 31, 1997, with a cash balance of \$491,248.14. Sandra Mercer commented that \$104,081.61 of the cash balance included the public communication state subsidy that would be distributed out to the school districts at \$1502.79 per school building. After further discussion, it was moved by Gary Reed and seconded by Bob Heigle to approve the financial reports as presented. Vote: Reed, aye;

98-016

gb-19971211-min

Heigle, aye; Kopchak, aye; Mann, aye; McCray, aye; Millisor, aye; Slate, aye; Smetzer, aye; Chopra, aye; McVey, aye.

98-017 The personnel update included the motion by Nelson McCray to accept Patrick Boltres' resignation effective Oct. 31, 1997, to reassign Scott Tate from Network Coordinator to Communications Coordinator effective Nov. 1, 1997, at a new daily rate based upon an annual salary of \$35,328.00, based upon the Communications Coordinator's current salary schedule, and to employ Joey Alexander as Network Coordinator, for a one year contract through June 30, 1998, effective Dec. 1, 1997, at a daily rate based upon an annual salary of \$29,599.00, with full benefits as referenced in the LACA policy manual. Bill Mann seconded the motion. Vote: McCray, aye; Mann, aye; Heigle, aye; Kopchak, aye; Millisor, aye; Reed, aye; Slater, aye; Smetzer, aye; Chopra, aye; McVey, aye. Joey Alexander was introduced to the Governing Board members. Sandra Mercer presented costs for the personnel changes. Sandra Mercer recommended the dollar tuition reimbursement for quarter and semester hours be increased. Discussion of the cap on total reimbursement for each budget year was questioned. Tom Slater tabled the motion for the next Governing board meeting and Bob Heigle seconded. The recommendation will be added to the next meeting and copies of the tuition reimbursement policy will be distributed. (Raj Chopra left at 9:10 a.m.) LACA Director evaluation forms were distributed and Dale McVey requested they be returned to him by January 8, 1998.

The network update included a detailed overview of the FCC (Federal Communications Commission) E-Rate, a presentation of LACA's contract agreement with Vorys, Sater, Seymour & Pease and services/support to the LACA schools, the distribution of a DRAFT check sheet for schools to complete with LACA's help, copies of the DRAFT 470/471 forms for filing for discounts, copies of SchoolNet forms that should be completed and sent to SchoolNet if schools plan to have them file the 470/471 forms on their behalf, and a copy of LACA's DASite profile for reference. Discussion of the entire process followed. LACA will complete portions of the check sheet for every school and set dates in January to complete the entire check sheet. Procedures for filing 470/471 application forms will be discussed at a later date, once the FCC announces the final forms. Sandra Mercer stated that not enough data had been gathered to report on the Technical support contracts. Currently Licking Heights and Lakewood had signed the hourly agreements. A detailed report will be presented at the March Governing Board meeting. UPS (power supply) costs were presented and were estimated from \$219.95 to \$532.95. These power supply units would help schools who were having network downtime from brown/black outs. Districts interested in ordering and having them installed in their network communication racks in the school buildings are to contact LACA. Non-member network costs were discussed. Sandra Mercer distributed copies of network budget costs and calculated a change to non-member rates. Sandra Mercer will present other surrounding DASite non-member rates and include a recommendation for the next meeting.

The fiscal update included a EMIS flowchart on the new accountability standards.

The LACATECH update included LACA's current evaluation of a firewall install and question/liabilities raised on Internet content filtering. Modified LACANet District and User Policies were also distributed for Governing Board approval. The changes included unlimited accounts.

98-018 Nelson McCray moved to approve the modified LACANet District policy and LACANet User Policy for unlimited user accounts. Tom Slater seconded the motion. Vote: McCray, aye; Slater, aye; Heigle, aye; Kopchak, aye; Mann, aye; Millisor, aye; Reed, aye; Smetzer, no;

McVey, aye.

The MCOECN update included LACA's estimated reimbursement for the first 2 quarters on the MCOECN/OILTS for technical assistance to schools in the amount of \$5,292, LACA's need to commit Scott for one day a week and Joey for two days a week to work on SchoolNet wiring inspections during the last 2 quarters of the contract per SchoolNet's request and the distribution and request for Governing Board members to complete an MCOECN survey and fax to Mary Merrill at 614/262-8219 for the MCOECN reorganization committee by Dec. 19, 1997. Sandra Mercer stated she is a member of the state MCOECN reorganization committee. The update also included information on a Cisco training academy that LACA and the LCJVS are interested in participating in to provide technical network training to high school students.

98-019 Unfinished business included the distribution of a revised LACA Staff User Security Form. Bob Heigle moved and Nelson McCray moved to approve the revised User Security Form. Vote: Heigle, aye; McCray, aye; Kopchak, aye; Mann, aye; Millisor, aye; Reed, aye; Slater, aye; Smetzer, aye; McVey, aye.

New business included the notice that the next Governing Board meeting is scheduled for January 8, 1998. Nelson McCray asked if any Superintendents had piloted or were interested in using Hannah Online. Sandra Mercer will look into costs for LACA and report at the next Governing Board meeting.

98-020 It was moved by John Millisor and seconded by Terry Kopchak to adjourn the meeting at 11:10 a.m.

Reported by,

Sandra Mercer
LACA Director