

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association combined Superintendent/Treasurer Governing Board held August 13, 1998, convening at 9:00 a.m.

The following members answered present to the roll call: Jim Knapp, Valerie Bailey, Lou Staffilino, Charles Montgomery, Hank Gavarkavich, Rick Evans, Terry Kopchak, Nelson McCray, Bill Mann and Sandra Mercer. Pete Nix, Tom Slater, Mark North, and Dick Murray were not able to attend. Shirley Dupps, Brad Hall, Sue Ward, Carol Reed, Vicki Oyer, Pat Horner, Jack McDonald, Charlotte Porter, Brett Griffith, and Ellen Towner were also present for the meeting.

Introductions were made and all new members were welcomed.

- 99-001 It was moved by Rick Evans and seconded by Terry Kopchak to approve the minutes of the May 7, 1998, meeting. A vote of approval was taken.

- 99-002 Financial reports for the months of April, May, and June were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of June 30, 1998, with a cash balance of \$428,145.42. After further discussion, it was moved by Nelson McCray and seconded by Valerie Bailey to approve the financial reports as presented. A vote of approval was taken. The LACA Director began a presentation/overview of LACA. An updated 5-year cash projection and FY99 appropriations were distributed. Changes to the appropriations approved in May 1998 were discussed. Nelson McCray moved and Hank Gavarkavich seconded the FY99 appropriations be approved as presented. Vote: McCray, aye; Gavarkavich, aye; Knapp, aye; Bailey, aye; Staffilino, aye; Montgomery, aye; Evans, aye; Kopchak, aye; Mann, aye.

- 99-004 LACA's membership was discussed. The LACA Director stated that 3 districts in Muskingum County had sent a year's notice to OMERESA, their DASite, to pull out. Tri-Valley had recently been in touch with LACA and showed a strong interest to join once their release from OMERESA was final. A history of LACA's involvement with the districts in Muskingum County was presented. It was moved by Nelson McCray and seconded by Hank Gavarkavich to accept membership into LACA from districts in Muskingum County if requested. Vote: McCray, aye; Gavarkavich, aye; Knapp, aye; Bailey, aye; Staffilino, aye; Montgomery, aye; Evans, aye; Kopchak, aye; Mann, aye. A list of LACA non-member schools was also presented and included a request by Licking Valley for the LACA Governing Board to consider the request to re-evaluate the 1.5 factor for non-member districts. A recent comparison of DASite charges to non-members was distributed and discussed. It was moved by Hank Gavarkavich and seconded by Nelson McCray to keep the same non-member 1.5 factor and respond to Licking Valley by including membership costs and encouraging them to join. Vote: Gavarkavich, aye; McCray, aye; Knapp, aye; Bailey, aye; Staffilino, aye; Montgomery, aye; Evans, aye; Kopchak, aye; Mann, aye.

- 99-006 A general overview of LACA's services was presented. LACA's governance and advisory committees were also presented. Each Superintendent received a list of current advisory committee representatives and was asked to complete and return to LACA the district designees for FY99. Sandra Mercer reviewed current projects of each Advisory Committee and also presented information on each LACA staff member's responsibilities. A proposed LACA Web Server policy was distributed. It was moved by Rick Evans and seconded by Valerie Bailey to approve the Web Server

Policy as presented. Vote: Evans, aye; Bailey, aye; Knapp, aye; Staffilino, aye; Montgomery, aye; Gavarkavich, aye; Kopchak, aye; McCray, aye; Mann, aye. An update on SchoolNet's Interactive Video Distance Learning (IVDL) grants and upcoming meetings for interested districts was presented. The SchoolNet office announced August 24 and 26, meetings from 2-4:30, and the LCJVS is holding a meeting for local interest on August 17, 1997, at 3:00 p.m. at the LCJVS Center for Workforce Development building. Sandra Mercer presented additional information on desktop video delivery capabilities over the school district's existing network. Plans are currently in place to demonstrate this new technology over LACA's network to the schools. Each Governing Board member received a copy of LACA's Data Security Policy. No changes to the policy were presented.

99-007 A modified Systems Manager job description and new Student Applications Manager job description were presented. The LACA Director reported that three districts have contracted with LACA for Technical LAN support and as approved at a previous Governing Board meeting, the LACA Director has the authority to hire additional technical support staff as revenue for the contracts exceeds the cost for additional personnel. The LACA Director recommended to remove the support for the student services software from the Systems Manager responsibilities and add in technical support for the local area networks in the schools. The recommendation was also made to create a new job description, Student Applications Manager, to provide application support for the student administrative and educational resource services (library automation) software, manage a help-desk system for all of the LACA supported services, and to provide backup and user support for SIS/EMIS applications. After discussion, Nelson McCray moved and Rick Evans seconded to approve the Systems Manager and Student Applications Manager job descriptions as presented. Vote: McCray, aye; Evans, aye; Knapp, aye; Bailey, aye; Staffilino, aye; Montgomery, aye; Gavarkavich, aye; Kopchak, aye; Mann, aye. A copy of LACA's salary schedule and proposed responsibility factor for the new position was distributed. Nelson McCray moved and Lou Staffilino seconded the motion to authorize the LACA Director to post and fill the Student Applications Manager position as soon as possible based upon a responsibility factor of .3000. Discussion of the LACA Director's current authority to establish years of service on the salary schedule for new employees followed. The need to appoint a new LACA personnel committee was presented. Lou Staffilino, Nelson McCray, Terry Kopchak, Hank Gavarkavich and Bill Mann volunteered. Bill Mann announced that the committee would meet around the end of September to discuss the following items: Director's request for Board buy back of 3 years retirement, LACA's vacation policy and the need to review other LACA job descriptions.

LACA projects were presented and included detailed information on the need for and status of LACA's facility move scheduled for Sept. 16-20, the presentation of an addendum to the facility lease that included an additional 1200 square feet of space at the new facility with no costs until Oct 1, 1999, the purchase and plans for the new Alpha system installation/conversion, an E-Rate update, the announcement that every school building within LACA's service area would be connected at a minimum of 56k by fall of 1998, the distribution of network diagrams for each district, details on the MCOECN/OILTS SchoolNet wiring contract, information on the state RFP for a comprehensive student software package and purchase by the state of Oracle database licenses. A proposal by the MCOECN for a statewide Technology Maintenance Model was presented. The LACA Director presented possibilities for future funding to support hardware maintenance and an overall plan for the schools to pool funds to provide technical support was discussed. Sandra Mercer stated that

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LACA's Technical LAN Support contract was an example of how schools could pool resource and receive technical support/assistance for district technology coordinators. Pooling local resources for staff development, another area of Technology Maintenance, was also discussed. It was agreed that local staff development ideas, utilizing SchoolNet professional development grants (currently Bald Eagle and \$750 per teacher grants), and including on-site classroom assistance (ITSCO model at Grandview), should be explored. Information on Classworks, an Instructional Management system was also presented.

Unfinished business included the request for LACA to hold training for Superintendents and administrators on effective use and capabilities of electronic mail. A discussion on the need to control job postings and other "junk e-mail" followed.

New business included the notice that the next Governing Board meeting is scheduled for October 15, 1998. Future meetings included December 10, 1998, January 14, 1999, March 11, 1999, and May 13, 1999.

99-009 It was moved by Nelson McCray to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer
LACA Director