

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held December 10, 1998, convening at 9:00 a.m.

The following members answered present to the roll call: Valerie Bailey, Dan Montgomery, Lou Staffilino, Hank Gavarkavich, Susan Hatcher representing Rick Evans, Terry Kopchak, Nelson McCray, Bill Mann, and Sandra Mercer. Tim Barrett representing Tom Slater arrived at 9:45 a.m. Shirley Dupps, the Fiscal Agent Treasurer, was also present for the meeting. Roger Viers, Charles Montgomery, Mark North, and Dick Murray were not able to attend.

Dan Montgomery, the new Superintendent for the Johnstown-Monroe Local School District was welcomed.

- 99-016 It was moved by Nelson McCray and seconded by Lou Staffilino to approve the minutes of the October 15, 1998, meeting. A vote of approval was taken.
- 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
- 99-017 October 31, 1998, with a cash balance of \$193,160.18. After further discussion, it was moved by Terry Kopchak and seconded by Lou Staffilino to approve the financial reports as presented. A vote of approval was taken. The LACA Director presented a financial update of the move expenses.
- 99-018 The personnel committee update included the presentation of a revised vacation leave policy. Lou Staffilino moved and Dan Montgomery seconded to approve the revised vacation policy as presented with the following additional changes: Vacation carry over can not exceed more than one year's accumulation; and Unused vacation, upon separation from employment, will be paid at the employee's earned rate of pay, but not to exceed the unused amount accrued in the prior year, plus the prorated portion earned but unused for the current year. Vote: Staffilino, aye; Montgomery, aye; Bailey, aye; Gavarkavich, aye; Hatcher, aye;
- 99-019 Kopchak, aye; McCray, aye; Mann, aye. Dan Montgomery moved and Hank Gavarkavich seconded the motion of intention by the LACA Governing Board, that by July 1, 1999, all LACA employees would have full Board pickup of retirement, regardless of employee start date, effective December 10, 1998. Vote: Montgomery, aye; Gavarkavich, aye; Bailey, aye; Staffilino, aye; Hatcher, aye; Kopchak, aye; McCray, aye;
- 99-020 Mann, aye. It was moved by Nelson McCray and seconded by Valerie Bailey to approve the revised LACA job descriptions dated 12/10/98, as presented by the LACA Director. Vote: McCray, aye; Bailey, aye; Montgomery, aye; Staffilino, aye; Gavarkavich, aye; Hatcher, aye; Kopchak, aye; Mann, aye. Discussion followed on ADA requirements and the need for the LACA Director to have the ability to modify job descriptions in the future. The LACA Director will present a general policy on the authority for the LACA Director to handle/change all LACA job descriptions as necessary for Governing Board approval at the next regular meeting. The LACA Director will also prepare a general policy to reference as an addendum on each LACA job description that
- 99-021 covers/ references ADA requirements. Hank Gavarkavich moved and Dan Montgomery seconded for the Governing Board to go into executive
- 99-022 session at 10:15 a.m.. A vote of approval was taken. It was moved by Nelson McCray and seconded by Terry Kopchak to adjourn the executive session at 10:30 a.m. A vote of approval was taken.
- 99-023 It was moved by Lou Staffilino and seconded by Terry Kopchak to

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approve a salary adjustment for the LACA Director effective January 1, 1999, to \$57,700.00, with the understanding that under the current salary agreement, the salary would raise again by 4%, and be equal to \$60,000.00 effective July 1, 1999. Vote: Staffilino, aye; Kopchak, aye; Bailey, aye; Montgomery, aye; Gavarkavich, aye; Hatcher, aye; Barrett, aye; McCray, aye; Mann, aye. LACA Director evaluation forms were distributed and Bill Mann asked that all forms be returned to him by the end of January 1999.

Sandra Mercer presented a professional development update and detailed the concept of the program. Discussion followed on the costs, the need for local participation, the need to target Technology Team teachers in each building, the need to tie the classes to certification needs, and the need to distribute the next round of class offerings after the first of the year. Concerns were also expressed on LACA's ability to implement the program with limited existing staff resources and discussion followed on the relevance of a professional development program to LACA's purpose/mission. Discussion of awareness of DASite services/comparisons in the state by the MCOECN followed. Sandra Mercer also stated that Fas-Track was interested in discussing LACA's ability to become a software preview site. A brief discussion of Apple's Learning Interchange followed. The Governing Board provided direction for LACA to continue development and provide feedback to the Governing Board on the professional development program. To meet the needs on administrative e-mail training, the LACA Director will call each Superintendent and set up a date/time that is convenient for e-mail training of the Superintendent, their secretary, and Treasurer. Building principals and/or other district administrators may be included.

Sandra Mercer presented an Additional Facility Cost Analysis, dated December 1998, and included the proposal by Mid-Ohio for additional facility space. The LACA Director stated that based upon LACA's growth trend, the awareness that real estate prices are increasing, and the limited additional cost per building, the proposal would be a good business recommendation. The LACA Director also stated that the realization in working with school districts where funds are limited and don't always allow for future planning, and the fact that the proposal came so soon after the initial LACA move and additional cost to the member districts, it was her recommendation to withdraw the approval for the additional facility space.

The Fiscal Advisory committee update included training provided by LACA on the 5-year forecast and ability for the EMIS software to report the data to the state, and detailed discussion of the Y2k problem. LACA will have copies made of a federal telecast on the topic through the Newark television center for each district. The LACATech update included their motion to not participate in the OECN Multimedia Consortium (video streaming/video on demand) due to lack of time and staff resources, and the current status of the E-Rate commitment letters and forms procedures. Detailed training on the required forms was held on Dec 7, and included a presentation by Cisco on LAN/WAN topologies to help the schools with 1999-2000 filing that must begin in January 1999. The non-fiscal Advisory Committee update included the gradebook software project and current status of the State's student software RFP. E-Rate 486/472 Application Certification forms were distributed that will need to be completed if LACA receives a funding commitment letter.

Unfinished business included an update on LACA's Alpha conversion, a MCOECN update by Bill Mann, and the need for the Superintendents to discuss future procedures for handling T-1 line costs if funded by the state. Sandra Mercer commended Chad Carson, Mary Kniceley and the

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entire LACA staff for their hard work and dedication with the recent system upgrade. Each Governing Board member received a listing of existing building principal e-mail accounts and the need for all principals to have an e-mail account by July 15, 1999. A copy of an authorization letter that must be sent by each district to LACA, if they selected the state distribution of the 1999 District Report Cards and want LACA to create and send the data to ODE by January 8, 1999, was distributed. LACA has not received forms for Newark, Northridge, or Southwest Licking.

- 99-024 New business included the notice that the Dayton Public Television Center will be providing training to 5th/6th grade teachers on Inquire Ohio at LACA on Martin Luther King Day. LACA will be sending out notices to all districts on the training. The next Governing Board meeting is scheduled for January 14, 1999. It was moved by Dan Montgomery and seconded by Lou Staffilino to cancel the January 14, 1999, meeting. A vote of approval was taken. It was moved by Hank Gavarkavich and seconded by Dan Montgomery to change the regular LACA Governing Board meetings to the second Wednesday of the same scheduled months at 8:00 a.m. A vote of approval was taken. The next Governing Board meeting is scheduled for March 10, 1999, at 8:00 a.m. at LACA.
- 99-025
- 99-026 It was moved by Lou Staffilino to adjourn the meeting at 11:30 a.m.

Reported by,

Sandra Mercer
LACA Director