

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held March 10, 1999, convening at 8:10 a.m.

The following members answered present to the roll call: Kathy Lowery, Valerie Bailey, Dan Montgomery, Lou Staffilino, Charles Montgomery, Rick Evans, Pete Nix, Mark North, Ken Bagent representing Nelson McCray, Bill Mann, and Sandra Mercer. Hank Gavarkavich arrived at 8:30 a.m., and Tom Slater arrived at 9:00 a.m. Dick Murray from West Muskingum was not able to attend. Don Green, Shirley Dupps, Brad Hall, and Brenda Bender were also present for the meeting.

Kathy Lowery, the new Superintendent for Granville Exempted Village, Pete Nix, the Interim Superintendent for Northridge Local, and Don Green, the Interim Superintendent for Tri-Valley Local, were welcomed to LACA's Governing Board.

- 99-027 It was moved by Dan Montgomery and seconded by Charles Montgomery to approve the minutes of the December 10, 1998, meeting. A vote of approval was taken.

- 99-028 Sandra Mercer presented Tri-Valley's request for membership to the Licking Area Computer Association and contract for services for FY00. Lou Staffilino moved to approve Tri-Valley Local School District's membership to LACA effective July 1, 1999, with immediate steps for implementation/conversion of services, and include LACA payment of data line installation costs and same printer rebate offered to LACA members in FY98. Dan Montgomery seconded the motion. Vote: Staffilino, aye; D. Montgomery, aye; Lowery, aye; Bailey, aye; C. Montgomery, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye.

- 99-029 Financial reports for the months of November, December, January and February were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of February 28, 1999, with a cash balance of \$302,678.44. After further discussion, it was moved by Dan Montgomery and seconded by Valerie Bailey to approve the financial reports as presented. Vote: D. Montgomery, aye; Bailey, aye; Lowery, aye; Staffilino, aye; C. Montgomery, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. Sandra Mercer presented FY99 appropriation modifications for approval. Charles Montgomery moved and Valerie Bailey seconded to approve the appropriation modifications as presented. Vote: C. Montgomery, aye; Bailey, aye; Lowery, aye; D. Montgomery, aye; Staffilino, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye.

- 99-031 The personnel update included contract recommendations. Lou Staffilino moved to issue the following contracts effective July 1, 1999: 3 year contract for Mary Knicely, Applications Manager; 3 year contract for Trish Baker, Media Resource Coordinator; 3 year contract for Melody Hewitt, Fiscal Coordinator; 2 year contract for Bobbie Warthman, Student Applications Manager. Dan Montgomery seconded the motion. Vote: Staffilino, aye; D. Montgomery, aye; Lowery, aye; Bailey, aye; C. Montgomery, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. The motion to authorize the LACA Director to change/modify LACA staff job descriptions on an as needed basis was presented. After discussion, D. Montgomery moved and Lou Staffilino seconded to authorize the LACA Director to change/modify LACA staff job descriptions on an as needed basis with subsequent approval by the Governing Board on an annual basis. It was also included for the LACA

99-033 Director to send any changes made to the Governing Board members. Vote: D. Montgomery, aye; Staffilino, aye; Lowery, aye; Bailey, aye; C. Montgomery, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. Lou Staffilino moved and Rick Evans seconded to authorize the LACA Director to seek contract services to update job descriptions to meet ADA requirements. Vote: Staffilino, aye; Evans, aye; Lowery, aye; Bailey, aye; D. Montgomery, aye; C. Montgomery, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye.

99-034 Sandra Mercer presented in detail the FY99, FY00, FY01, FY02 and FY03 projected budgets, and included the breakout of charges and fees by application/service area. No fee increases were included in the projections. A 5-year cash projection was also presented. After discussion, it was moved by D. Montgomery and seconded by Lou Staffilino to repeal the previously approved inflation factor increase in fees for FY00. Vote: D. Montgomery, aye; Staffilino, aye; Lowery, aye; Bailey, aye; C. Montgomery, aye; Gavarkavich, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. Discussion then followed on INFOhio's current charge of \$3.00 per student. Initial base licensing costs exceeding \$3.00 per student and additional WEB2 licensing costs (web based OPAC enhancements) of \$1.74 per student along with maintenance and support costs currently warranted the \$3.00 fee. With hopes of additional state funding for INFOhio, an increase in districts/buildings participating in the library automation services of INFOhio, and the future security of the program, only in its first two years of support at LACA, the LACA Director currently sees no future increase in fees and continues to monitor the INFOhio services for possible decreases. Each Governing Board member received a copy of LACA's Network Priorities for 1999-2000 Planning Document.

99-035 Discussion followed on the possibilities and benefits of "pooling" LACA's E-Rate discounts and additional state public communication subsidies to support LACA's network growth to -ALL- school buildings served for future increase in data, voice and video needs. It was moved by Lou Staffilino and seconded by Valerie Bailey for LACA to pursue the value of using state and federal funds collectively to benefit all members of the consortium for cost effective and quality network services. Vote: Staffilino, aye; Bailey, aye; Lowery, aye; D. Montgomery, aye; C. Montgomery, aye; Gavarkavich, aye; Evans, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. A powerpoint presentation was presented by the LACA Director on technical support for the schools. LACA currently offers hourly technical support and yearly technical support to three member districts as a pilot program. The presentation included the same concept as with the network, to "pool" technical support/staff resources if additional monies become available from the state. It was agreed upon by all for LACA to pursue a consortium technical support approach and present a cost/service proposal at an upcoming Governing Board meeting. It was moved by C. Montgomery and seconded by D. Montgomery for LACA to continue to offer the current hourly and yearly technical LAN support contracts to the schools for FY00. Vote: C. Montgomery, aye; D. Montgomery, aye; Lowery, aye; Bailey, aye; Gavarkavich, aye; Evans, aye; Slater, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye.

99-036

The E-Rate update included the distribution of the LACA member discounts approved for the 1998 application year totaling over \$352,000.00. Sandra Mercer praised the schools for working through the massive hours of paperwork, and also stated the future possibilities for LACA to file all network communication applications if the consortium agrees to a new method of charging network fees. Certification forms for 1998 486/472 applications and 1999 470 applications were distributed for signatures. The April 6, 1999, deadline for filing the 1999-2000 471 applications was discussed. LACA is planning an E-Rate meeting prior to spring break that will

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require "quick" district decisions on network upgrades. LACA has been working closely with the LACATech members on the proposals.

The Cisco Academy program was discussed and included the LCJVS's and LACA's interest in becoming a regional academy. Tri-Valley and North Fork showed an interest in the program. The LCJVS and LACA would require ten local schools interested in becoming a local academy in order to apply for a regional academy. No motion to pursue the regional academy was made.

The Advisory committee updates included current research on Internet content filtering systems, group purchasing of Y2K workstation/server software, distribution of INFOhio electronic resources (UMI and Encyclopedia Britannica) available to all Ohio schools through June 30, 2000, a presentation on WEBMOLE, a secure web-based utility developed by Chad Carson, for teachers to enter student grades online, and LACA's offer for customized district professional development classes.

Unfinished business included the distribution of a current non-member school building list, the announcement of a Y2K meeting for all LACA school districts to be held March 24, 1999, at 11:30 a.m. with a presentation by ASK, a data warehouse program. Unfinished business also included LACA's current administrative E-Mail class offering, and an MCOECN update by Bill Mann.

- 99-037 New business included the motion by Rick Evans to approve the LACA Director's expenses to attend a Grant & Funding for School Technology Conference, April 29-30, 1999, in San Diego. Dan Montgomery seconded the motion. Vote: Evans, aye; D. Montgomery, aye; Lowery, aye; Bailey, aye; C. Montgomery, aye; Gavarkavich, aye; Slater, aye; Nix, aye; North, aye; Bagent, aye; Mann, aye. A request for LACA to house Tech Prep web pages was presented. LACA will question COTC's participation in the request and report via e-mail back to the Governing Board members. Sandra Mercer also presented a request by MEC to possibly contract with LACA for initial staff support of the INFOhio program to MEC schools until they can get a full-time staff person employed. The Governing Board members had no opposition to the request.

The next Governing Board meeting is scheduled for May 12, 1999, at 8:00 a.m. at LACA.

- 99-038 It was moved by D. Montgomery and seconded by Valerie Bailey to adjourn the meeting at 9:50 a.m.

Reported by,

Sandra Mercer
LACA Director