

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held June 9, 1999, convening at 8:10 a.m.

The following members answered present to the roll call: Valerie Bailey, Dan Montgomery, Rick Evans, Pete Nix, Don Green, Diane Jones representing Dick Murray, Nelson McCray, Bill Mann, and Sandra Mercer. Lou Staffilino, Charles Montgomery, and Tom Slater arrived at 8:20 a.m. Kathy Lowery, Hank Gavarkavich, and Mark North were not able to attend. Tim Barrett was also present for the meeting.

Don Green, the Superintendent from Tri-Valley was officially welcomed to the LACA Board and the completion of their data/network conversion to LACA was reported.

- 99-039 It was moved by Dan Montgomery and seconded by Nelson McCray to approve the minutes of the March 10, 1999, meeting. A vote of approval was taken.

- 99-040 Sandra Mercer presented an update of the recent curriculum meetings/presentations and details/status of the AEP Plan. With the similar needs reported by the districts, new state monies targeting technology, collaborative efforts that could potentially lead to state/federal grants, and the development of Continuous Improvement Plans, discussion centered around the need for developing/defining LACA's mission/direction in these areas. Nelson McCray moved and Dan Montgomery seconded the motion for LACA to set aside \$25,000 for FY00 for the development of an Effective Technology/School Improvement Plan, to pursue state/federal grants, to pursue a collaboration/connectivity plan with AEP and OSU-Newark, and to begin development of this plan at a LACA Governing Board retreat to be set for mid-September 1999. Vote: McCray, aye; D. Montgomery, aye; Bailey, aye; Staffilino, aye; C. Montgomery, aye; Evans, aye; Slater, aye; Nix, aye; Green, aye; Jones, aye; Mann, aye.

- 99-041 Financial reports for the months of March and April were distributed to each Governing Board member. The financial status of LACA was presented by the LACA Director as of April 30, 1999, with a cash balance of \$382,451.88. After further discussion, it was moved by Lou Staffilino and seconded by Dan Montgomery to approve the financial reports as presented. A vote of approval was taken. Charles Montgomery moved and Dan Montgomery seconded to approve the FY99 appropriation modifications as presented, included the authorization by the fiscal agent Treasurer to balance all accounts as needed for June 30, 1999, and included that all unencumbered equipment costs are to be rolled over to next year's equipment appropriations. A vote of approval was taken. Charles Montgomery moved and Lou Staffilino seconded to approve the FY00 appropriations as presented. A vote of approval was taken. Sandra Mercer presented a 5-Year projection. Lou Staffilino moved and Dan Montgomery seconded to reduce the OCIS fee from \$400 to \$300 for FY00. A vote of approval was taken. Sandra Mercer presented a recent change to the OECN state funding formula that included Internet connectivity as a fundable application and the removal of the communication subsidy that was no longer an equitable area of distribution. Sandra Mercer will present changes to the LACA Constitution at a future meeting to address the changes in the membership area to match the fundable applications. An update was presented on the current public communication subsidy monies distributed to the DASites and future monies in the state budget for technology. The Superintendents made a request for Bill Mann and

99-045 Sandra Mercer to draft a letter to the appropriate state individuals that the Superintendents could sign off on supporting the flow of technology monies through the DASites. Sandra Mercer stated that the Governing Board approved through fax correspondence the purchase of a new core router at LACA with 1998 E-Rate monies, and Lou Staffilino moved and Dan Montgomery seconded the motion to include payment for the VAX in equipment appropriations for FY00. A vote of approval was taken.

99-046 The personnel update included appointing Dan Montgomery to the LACA personnel committee replacing Terry Kopchak, the distribution of ADA qualification requirements to the LACA job descriptions based upon information received from Tri-Valley, a report by the LACA Director and Bill Mann on the excellent staff evaluations, and the distribution of the LACA Director goals for FY00. Dan Montgomery moved and Lou Staffilino seconded to approve the addition of the Qualification Requirements to the LACA job descriptions. A vote of approval was taken.

99-047 Advisory updates included discussion and costs of LACANet and Internet content filtering. It was moved by Dan Montgomery and seconded by Nelson McCray to approve the Internet Content Filtering proposal and termination of LACANet with the start of the 1999-2000 school year effective for all school buildings unless otherwise requested by a local school district to bypass the Internet filtering for a district/school. Vote: D. Montgomery, aye; McCray, aye; Bailey, aye; Staffilino, aye; C. Montgomery, aye; Evans, aye; Slater, aye; Nix, aye; Green, aye; Jones, aye; Mann, aye. Sandra Mercer presented an update on the new Student Management Records System purchased by the state/ODE, and the notice that LACA will be piloting the generation of archive reports for year end on CD for both student and financial records. It was requested that LACA create an additional copy of the student records of the local districts for the ESC. Discussion followed on the ability to run schedule runs during the day, and procedures for inputting FY00 purchase orders prior to June 30, 1999.

99-048 Audit issues included the motion by Lou Staffilino and second by Dan Montgomery to approve the LACA Year 2000 Readiness Disclosure Statement. A vote of approval was taken. LACA's Disaster Recovery Agreement was also presented and it was reported that LACA successfully tested the process on May 25, 1999, with TCCSA. Lou Staffilino moved and Dan Montgomery seconded to approve the revised Disaster Recovery Agreement with TCCSA. A vote of approval was taken. Mutual Aid Agreements for the 14 member LACA districts were distributed for signatures.

Sandra Mercer presented a brief 1998-1999 E-Rate update.

99-050 The MCOECN update included the need for Superintendents to relay their EMIS concerns to LACA for correspondence through the MCOECN to the State Superintendent of Instruction, and the motion by Tom Slater and second by Dan Montgomery to approve the MCOECN ByLaws as passed by 2/3's vote of the membership at its meeting of April 23, 1999. A vote of approval was taken.

99-051 Bill Mann opened the nominations for election of officers. It was moved by Dan Montgomery and seconded by Charles Montgomery to maintain the current officers for FY00. A vote of approval was taken.

Other items included the notice that districts should have received a CD from ODE including all District Report Cards, the discussion of an e-mail retention policy that included the request by the Governing Board for LACA to research the ability to massively delete ALL E-mail

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automatically two times a year, discussion of HB41 on donated computers, the announcement that LACA plans to have a web-based e-mail client ready for fall, and an update on Tech Prep's request for housing web pages. The JVS will work with Tech Prep and offer to house and oversee the pages under the JVS structure on LACA's web server.

There was no unfinished business.

New business included the announcement that the next Governing Board meeting is scheduled for August 19, 1999, at 9:00 a.m. and is the yearly combined meeting with Superintendents and Treasurers. Other meetings for FY00 are scheduled for Oct 14, Dec 9, Jan 13, Mar 9, and May 11, at 9:00 a.m. at LACA.

99-052 It was moved by D. Montgomery and seconded by Valerie Bailey to adjourn the meeting at 9:45 a.m.

Reported by,

Sandra Mercer
LACA Director