

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held August 19, 1999, convening at 9:00 a.m.

The following members answered present to the roll call: Brett Griffith representing Granville, Dan Montgomery, Vicki Oyer representing Licking Heights, Hank Gavarkavich, Brian Wilson representing Newark, Tom Slater, Ginny Ramsey representing Southwest Licking, Don Green, Nelson McCray, Bill Mann and Sandra Mercer. The following board members arrived shortly after the meeting convened: Kathy Lowery, Lou Staffilino, Charles Montgomery, and Don Sullivan. Jay Gault and Dick Murray were not able to attend. Shirley Dupps, Max Maley, Ellen Towner, John Larson, Dave Calloway and Sewall Phelps were also present for the meeting.

Introductions were made along with a formal welcome to all Governing Board members and Treasurers.

- 00-001 It was moved by Nelson McCray and seconded by Tom Slater to approve the minutes of the June 9, 1999, meeting. A vote of approval was taken.

- 00-002 The Governing Board members agreed upon holding the LACA retreat to define LACA's mission/direction for Sept 30, from 1:00 p.m. through dinner, and Oct 1, from 8:30 a.m. until 12:00 p.m. Sandra Mercer will select an area location and handle all arrangements. An additional retreat for the LACA staff was also discussed. It was moved by Dan Montgomery and seconded by Tom Slater to approve the LACA staff retreat during normal work hours for Sept 16 and 17, 1999. Vote: D. Montgomery, aye; Slater, aye; Griffith, aye; Oyer, aye; Gavarkavich, aye; Wilson, aye; Ramsey, aye; Green, aye; McCray, aye; Mann, aye. Sandra Mercer will verify these dates with the Fiscal Advisory Committee, and arrange for office coverage with backup support by MEC, the DASite located in Columbus. Merrill and Associates will be facilitating both retreats.

- 00-003 Discussion followed on District Continuous Improvement Plans (CIP) and LACA's involvement/support in the development of the local plans. LACA is currently planning for EMIS/SIS monthly workshops to improve upon data accuracy, a detailed Desktop Student Information System (DSIS) proposal was presented, and plans are in place for implementing the delivery of remediation/developmental instructional software (NovaNet) through a recent grant submitted with OSU/COTC. The LACA Director also presented an update on a recent grant written by Heath, Lakewood, the LCESC, and Southwest Licking using Adaptable Solutions Knowledge Base's (ASK) data analysis/database software solution. ASK was no longer providing support to the education market and was interested in selling their solution for \$100,000. Sandra Mercer has relayed this information to the MCOECN for further investigation. Each Governing Board member then received a copy of the DSIS proposal and budget including 12 pilot buildings. Kathy Lowery presented detailed information on the benefits and abilities of the software. Based upon a 1st year cost of \$3,500 per building for 12 pilots, it was moved by Dan Montgomery and seconded by Don Green to begin the implementation steps for DSIS pending legal approval of the contract with TeachMaster Technologies. Vote: D. Montgomery, aye; Green, aye; Lowery, aye; Staffilino, abstain; C. Montgomery, abstain; Gavarkavich, aye; Wilson, abstain; Slater, aye; Sullivan, aye; Ramsey, aye; McCray, aye; Mann, aye. Discussion followed on other possible software solutions including Newark's plan to work with a company in

the Columbus area. Sandra Mercer will contact Susan Hatcher at Newark and report their progress to the LACA Governing Board. A copy of the cover letter from the distance learning grant proposal with OSU/COTC and purpose was presented. It was noted that an ODE Interactive CIP was currently in discussion/development stages.

00-004 Financial reports for the months of May, June and July were distributed to each Governing Board member. The financial status of LACA was presented by Shirley Dupps, the fiscal agent Treasurer, as of July 30, 1999, with a cash balance of \$291,267.47. After further discussion, it was moved by Dan Montgomery and seconded by Kathy Lowery to approve the financial reports as presented. A vote of approval was taken. Sandra Mercer presented an FY99 financial recap and 5-year projection. FY00 appropriation modifications were also presented. These changes included increases approved by the Governing Board at the June 9, 1999, meeting along with expenditures/flow through monies approved by the districts under the federal E-Rate program. Dan Montgomery moved and Tom Slater seconded to approve the FY00 appropriation modifications. Sandra Mercer commented that ODE had decided not to include Internet as a fundable application and therefore, did not require a change to LACA's Constitution.

00-005 The personnel update included a list of districts contracting with LACA for Technical LAN Support and the contracted amounts. Based upon the increased revenues and need for LACA to provide appropriate staff resources, Dan Montgomery moved and Kathy Lowery seconded the motion to approve an additional Network Coordinator position with the initial job responsibility factor set to .35 on LACA's salary schedule. Vote: D. Montgomery, aye; Lowery, aye; Staffilino, aye; C. Montgomery, aye; Gavarkavich, aye; Wilson, aye; Slater, aye; Sullivan, aye; Ramsey, aye; Green, aye; McCray, aye; Mann, aye.

00-006 Advisory updates included the distribution and request for the LACA Superintendents to complete and return to LACA the names of the Advisory Committee members for FY00. Discussion followed on the previous motion by the LACA Governing Board to terminate LACANet and provide Internet Content filtering in its place for the cost. The LACA Director will provide a document on the LACA Governing Board's decision to replace LACANet with Internet Content Filtering for local communication to boards of education. Sandra Mercer will also work with Tom Slater at North Fork for development of a local ISP contract. Sandra Mercer stated that LACA now has a web-based e-mail client available as a link off of LACA's home page at www.laca.org and encouraged districts to use this application for local e-mail.

00-007 A excellent report was provided on LACA's recent state audit. The only management issue reported was on LACA's Hitman parameters that will be addressed with the Treasurers at the upcoming Fiscal Advisory Committee meeting. Sandra Mercer reported recent responses from the state auditor's office and NWOCA on deleting e-mail on a regular basis. It was advised that no procedures be implemented and e-mail was a user responsibility to delete. Each Governing Board member received a copy of LACA's Data Security Policy and Staff User Security Form for yearly review. It was moved by Dan Montgomery and seconded by Lou Staffilino to approve the modified Staff User Security Form as of 8/19/1999. A vote of approval was taken. No changes were made to the Data Security Policy. District offices are to start using this new form.

Sandra Mercer presented an E-Rate update that included "LACA's Network Priorities for 1999-2000" and the previous motion by the board for LACA to pursue network connectivity opportunities with AEP and pooling of E-Rate discounts and state monies targeted in the area of network

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growth for the future development of LACA's network to the schools. Detailed discussion followed on SchoolNet's ONENet Brief and the impact it may have on this plan and the public communication subsidies currently received by LACA and forwarded on to the school districts. Each Board member received a spreadsheet of new monies targeting technology for network growth, and a synopsis of Technology Funding in HB 282. It was agreed upon by all for LACA to continue the development of LACA's network with support of the local district Superintendents to use new technology monies to support the plan. It was also requested that Sandra Mercer meet individually with each district on the availability of technology/SchoolNet monies with options/suggestions on how these monies can be appropriately spent. Sandra Mercer will work with the local SchoolNet faculty staff and schedule these meetings as soon as possible. A spreadsheet outlining the 1998 E-Rate monies applied for by LACA on behalf of the districts was presented. Once all monies are received, LACA will forward the appropriate amounts along with the receipt instructions to the district Treasurers. LACA's current E-Rate approval for 1999 was presented and the individual district authorization forms to use these monies in the development of LACA's network for 1999 were also distributed.

Other items included a LACA Y2K update status available via LACA's web page at www.laca.org and notice for districts to work on Y2K local issues. The MCOECN update included the Governor's office acknowledgement to LACA's letter in support of flowing Technology monies through the DASite.

00-008 Unfinished business included the announcement of an EMIS Coordinator workshop in Sept, and the distribution of the vendor release form for student download disks. It was moved by Lou Staffilino and seconded by Dan Montgomery for LACA to charge all vendors a fee of \$50 per disk. A vote of approval was taken.

New business included the announcement that the next Governing Board meeting is scheduled for October 14, 1999, at 9:00 a.m.

00-009 It was moved by Ginny Ramsey and seconded by Dan Montgomery to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer
LACA Director