

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 14, 2000 convening at 8:00 a.m. at the LACA offices.

The following members answered present to the roll call: Jay Gault, Dan Montgomery, Hank Gavarkavich, Tom Slater, Mark North, Nelson McCray, Bill Mann, and Sandra Mercer. Brian Wilson represented Randy Stortz. The following Board Members were unable to attend; Kathy Lowery, Charles Montgomery, Dick Murray, Don Green, Lou Staffilino, Don Sullivan. Shirley Dupps and Rod Griffin were also present for the meeting.

01-017 It was moved by Dan Montgomery and seconded by Nelson McCray to approve the minutes of the October 12, 2000 minutes. A vote of approval was taken.

The motion to amend the LACA Constitution to change the definition of a quorum was tabled since there were not enough members present to act on the motion. This motion will continue to appear on future agendas until it is addressed.

A financial report for the month of October was distributed to each member. Shirley Dupps presented the financial status of LACA.

01-018 It was moved by Dan Montgomery and seconded by Tom Slater to accept the financial report for October 2000. A vote of approval was taken.

Sandy Mercer updated the board on ONEnet activities. The discussion centered on the following items:

? Connectivity funding that is supposed to flow to LACA to pay circuit charges may be going directly to the districts. LACA has discussed this with the treasurers to make them aware that this money must flow to LACA.

? Equipment funding for ATM switches may already be going to the districts also. For districts that have already purchased ATM switches there is no restrictions on the reimbursement of the funds, for districts that have not purchased a switch, the funds should be set-aside for that purpose. For the IVDL high schools, it was noted that grant funds were budgeted for the switch purchase.

? It was also noted that there is no provision for maintenance on ATM switches. The annual estimated cost for maintenance is \$1750. It was noted that the decision to put a switch under a maintenance plan should be a local decision. It is currently not clear whether there will be any pooling monies available for switch maintenance costs.

Sandy also discussed Year 4 (2001-2002) E-rate authorization forms and advised that the due date for these forms is December 15, 2000.

Sandy distributed and discussed the LACA Network Priorities for 2001-2002 Planning Document. It was suggested by the fiscal advisory for the LCESC to pursue E-Rate consulting services at a group rate for schools if LACA becomes a service provider in the future.

01-019 It was moved by Tom Slater and seconded by Dan Montgomery for LACA member districts to flow the FY02 ONEnet connectivity money and the E-Rate Year 3 and Year 4 discount reimbursements to LACA for the purpose of pooling these resources to provide T1 connectivity to all LACA buildings and to upgrade LACA's network

per the LACA Network Priorities for 2001-2002 Planning Document. A vote of approval was taken.

Sandy updated the group on the possible funding changes for EMIS in the next biennium period. It was noted that if the proposed changes occur that LACA may need to raise the EMIS fees it is currently charging. There was considerable discussion regarding hiring additional resources through LACA or the LCESC to assist districts with EMIS reporting. It was noted that these positions should be allocated between more than 2 or 3 districts.

Sandy succinctly explained that there is an E-mail virus scanning software called Sophos available and recommended its' purchase to help reduce the exposure to virus affecting our networks from e-mail sources.

01-020 It was moved by Dan Montgomery and seconded by Tom Slater to approve the purchase of a 2-year Sophos software license and increase the FY01 appropriation at a cost not to exceed \$13,125. A vote of approval was taken.

Sandy distributed and discussed the FY01 Appropriation Modifications.

01-021 It was moved by Nelson McCray and seconded by Dan Montgomery to approve the FY01 Appropriation Modifications. A vote of approval was taken.

Rod Griffin updated the board on the VAX repayment situation. It was noted that judgments have been granted and filed in both Ohio and Minnesota. At this point it was suggested to contact Charles Montgomery to ask for assistance from the Ohio Attorney General's office in lieu of contacting private attorneys in Minnesota.

Sandy Mercer advised the board that Melody Hewitt has completed her degree work and will soon be granted her bachelor's degree from Otterbein College.

01-022 It was moved by Dan Montgomery and seconded by Nelson McCray to approve the increase in Melody Hewitt's education factor and salary in accordance with the LACA salary schedule with an effective date of the appropriate paperwork being presented to the fiscal agent. A vote of approval was taken.

Sandy Mercer distributed the Executive Director evaluation forms. It was agreed that these forms should be completed by the board members and returned to Bill Mann by the middle of January 2001. It was agreed that Sandy will complete the evaluation of the Director of Operations.

Sandy Mercer distributed and discussed the proposed LACA organizational chart and revised job descriptions. The "tree" concept was discussed and agreed that the Governing Board should be included in the base of the trunk, not a root.

01-023 It was moved by Nelson McCray and seconded by Dan Montgomery to approve the LACA organizational chart (as revised) and job descriptions. A vote of approval was taken.

Rod Griffin distributed and discussed the final LACA improvement plan for FY01 and advised the board that the changes since the October meeting consisted of assigning names to specific tasks and changing dates to be synchronized with the appropriate period. Rod also summarized the appendix and cover letter. Rod and Sandy discussed the

evaluation process, including the possibility of having another retreat in the spring, to prepare for the FY02 improvement plan.

Sandy Mercer presented an update on the LACA projects:

Interactive Video Distance Learning (IVDL):

The contract between the districts and the Ohio SchoolNet Commission are due back to LACA by December 22, 2000 so that LACA can submit them to SchoolNet prior to the grant deadline. It was noted that after SchoolNet receives the contracts 10% of the approved grant funds will flow to the districts.

The contract between the districts and LACA were distributed and discussed. It was noted that executed copies of this contract are due from the districts to LACA prior to January 31, 2001.

Sandy discussed the IVDL Professional Development Coordinator position and job description (approved as part of motion 01-023).

Sandy reviewed the new format of the IC-IVDL grant budget specifically noting that this is the same budget as previously approved with additional detailed information.

01-024 It was moved by Dan Montgomery and seconded by Nelson McCray to approve the LACA IVDL Agreement, authorize hiring an IVDL Professional Development Coordinator with a responsibility factor of .35 and benefits as listed in the LACA salary schedule, and approving the final IC-IVDL budgets. A vote of approval was taken.

Sandy discussed the COTC/OSU-N grant including the fact that there is a distinct possibility that the grant funds available to LACA will be cut by \$10,000. It was agreed that the IVDL schools have priority which may exclude connecting the ESC alternative school. Sandy noted that the initial NovaNet training has been completed.

Data for Student Learning (DSL), Sandy advised the board that the data for all schools has been extracted and DSL has been demonstrated to about one half of the member districts. Sandy announced that the formal rollout of the product to member districts is set for January 17, 2001.

There was no update from the Fiscal Advisory committee.

The Non-Fiscal Advisory committee update included the status of elementary grade cards pilot and the hopes that this project may be piloted by the end of the first semester. Sandy reported on the presentation of the Ace Master Schedule Builder presentation she recently attended. It was agreed that Ace would be invited to present this product to the LACA non-fiscal committee at the next meeting February 21, 2001.

There was no update from the MCOECN representative.

Unfinished business included discussions of the following items:

Presentation of the first reading of the proposed policy addressing LACA's role to a district in the event of a work stoppage by classified personnel. The policy shall state that LACA will continue the same quality and level of service and support as described in the contract with a district in the event of a work stoppage by classified employees of a LACA-supported district.

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01-025 It was moved by Dan Montgomery and seconded by Bill Mann to approve the first reading of the proposed policy. A vote of approval was taken.

New business included the following topics:

Sandy presented and discussed the E-Rate consulting agreement with Vorys, Sater, Seymour and Pease for Year 4.

01-026 It was moved by Tom Slater and seconded by Dan Montgomery to approve the E-Rate consulting contract with Vorys, Sater, Seymour and Pease for Year 4. A vote of approval was taken.

01-027 It was moved by Dan Montgomery and seconded by Brian Wilson to adjourn. A vote of approval was taken.

The next meeting will be January 11, 2001 at 8:00 am at the LACA offices.

Reported by Rod Griffin