

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 13, 2001 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Jay Gault, Lesa McGarity representing Janice Streit, Tom Slater, Don Sullivan, Rick Jones representing Mark North, Kevin Snyder representing Dick Murray, Shirley Dupps representing Ron Cassidy, Nelson McCray and Sandra Mercer. Kathy Lowery and Dan Montgomery arrived at 8:10 a.m., and Marshall Hightower arrived at 8:20 a.m. Lou Staffilino, Hank Gavarkavich and Randy Stortz were not able to attend.

Marshall Hightower was welcomed to the LACA Governing Board upon his arrival. Eric Thompson and Chad Carson were also introduced to the LACA Governing Board as the newest LACA staff employees.

02-031 It was moved by Don Sullivan and seconded by Tom Slater to approve the minutes of the October 11, 2001 minutes. A vote of approval was taken.

Financial reports for the months of September and October were distributed to each member. The financial status of LACA was presented by Shirley Dupps. LACA ended October, 2001, with an unencumbered cash balance of \$277,105.82. Sandy Mercer presented appropriation modifications totalling \$30,330.13, in additional expenditures and also presented to the Governing Board the continuation of the LACA network pool.

02-032 It was moved by Jay Gault and seconded by Tom Slater to accept the financial reports as presented, approve the appropriation modifications as presented, and for all LACA districts to flow the FY03 ONEnet connectivity money and E-Rate year 5 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 2002-2003 Planning Document. A vote of approval was taken.

02-033 It was moved by Dan Montgomery and seconded by Don Sullivan to approve the following personnel motions:

- the termination of Drew Riter, Systems Manager, effective November 30, 2001
- the proposed LACA Organizational Chart
- the Technical Director position and job description with a responsibility factor of 1.0 on the LACA salary schedule
- the employment of Chad Carson as Technical Director, for a one year 260-day contract through June 30, 2002, effective December 12, 2001, at a daily rate based upon step 2 of the LACA salary schedule with full benefits as referenced in the LACA policy manual
- the Operations Director position and job description with a responsibility factor of 1.0 on the LACA salary schedule
- the employment of Jon Bowers to fill the Operations Director position effective July 1, 2002, at a daily rate based upon step 2 of the LACA salary schedule, replacing the current IVDL Professional Development Coordinator position
- the revised Executive Director job description

A vote of approval was taken.

02-034 It was moved by Shirley Dupps and seconded by Tom Slater to amend the motion 02-033 to remove the reference to the "260-day" for Chad Carson's employment since this contract year through June 30, 2002, will not be a full year. A vote of approval was taken.

The presentation/discussion portion of the meeting included the following highlights:

VI. Financial

- A. State funding receipts to date include the following:
Basic Aid - \$ 103,216.38 (right on - minus 10% CIP withholding)
EMIS - \$18,809.12 (\$2,676.88 short of last year so far)
INFOhio - \$45,000 (\$5,000 over last year) Estimated formulas for recovery of state funds will be presented at an upcoming Governing Board meeting.
- B. The ONEnet district application for FY02 connectivity funds is now available on the SchoolNet website. Completion of the application was presented at the last LACATech meeting and the filing deadline is Feb 28, 2002. Every LACA public school building is eligible for \$3,500. The funds will be used by the LACA WAN Network pool to offset T1 costs. ESC's are now also eligible but the application process has not been released by the SchoolNet office.

In the process of completing the application, the districts were reminded to flow all ONEnet connectivity funding directly to LACA.

- C. The LACA Network Pool balance was estimated at the last Governing Board meeting to be approximately \$411,000. A corrected update is \$200,000. FY01 ONEnet school district hardware receipts and E-Rate Year 3 3rd quarter reimbursements were counted twice. Please see the 2002-2003 Network Priorities Document for details.

VII. Personnel

- A. With input from the LACA staff, Sandy Mercer will assess the needs of the Network/Systems team and review the Systems Manager job description.
- B. Copies of the LACA Executive Director evaluation are included in the Governing Board packet.

The Governing Board members were asked to return the evaluation forms to Nelson McCray by Dec 21, 2001.

Tom Slater was also appointed to the LACA Personnel committee to replace Don Green. The personnel committee is scheduled to meet before the March 2002, Governing Board meeting.

VIII. Policy Review

- A. As directed at the last Governing Board meeting and under the federal Children's Internet Protection Act (CIPA) rules for all schools to be CIPA compliant effective June 30, 2002, a filter committee was appointed to "facilitate the development and implementation of a consortium-wide policy on how the authority to filter internet content will be managed." This committee has met twice and will meet again after the first of the year to review additional recommendations by the LACATech committee. An Internet Filtering Policy and Form will be presented at a future Governing Board meeting for approval. Requirements under this act also include the monitoring of Internet access and research is being conducted in this area also.

More detailed discussion followed by the Governing Board on the Internet Filtering issue.

- B. The LACATech committee has formed a Sub-Committee to discuss security, existing LACA and district policies/procedures and define simple statement goals. Their first meeting is scheduled for Jan 16, 2002.
- C. The LACATech committee will also be reviewing the LACA Web Server

policy. Each Technology Coordinator is to review website hosting services with their district and report expectations to Sandy Mercer as soon as possible.

IX. LACA FY02 Continuous Improvement Plan

- A. LACA submitted the final FY02 CIP to ODE by the deadline date of Nov. 15, 2001. A thank you to each Governing Board member who faxed in the approval document. An update will be presented to the LACA Governing Board at the March meeting on the progress of the plan. ODE is still holding 10% of the DASite funding and the final release of the funds is still unknown.
- B. ODE has released the Data Acquisition Site Customer Survey at <http://chmoow01.ow.div.nems.com/ODE/super/jobtitle1.htm>. District Superintendents are asked to take part in completing the survey along with encouraging other staff to participate also. If multiple surveys are completed from the same workstation, only the most recent submission will be recorded.
- C. Under Jon Bowers leadership, LACA has created a Quality Assurance Survey and will begin implementation of its use immediately. Suggestions for improvement and additional use of the survey are to be forwarded to Jon Bowers.

X. E-Rate

- A. LACA has received word of \$382,504.26 in approved discounts in wave 9 of Year 4 E-Rate funding! Once the SLD funding commitment letter is received an update will be forwarded to the districts on the details of the approval.
- B. 2002-2003 E-Rate Authorization forms are due from the districts by Dec 20, 2001. This letter provides LACA with the information and commitments needed from the districts in order to complete the filing process. The deadline for E-Rate Year 5 filing is Jan 17, 2002. The LACA staff and district Technology Coordinators will be meeting with appropriate vendors in the upcoming weeks for eligible service requests for July 1, 2002 - June 30, 2003.
- C. Sandy Mercer will be scheduling a meeting with the districts in the March-May timeframe to discuss/plan for Service Provider filing in Year 6.

XI. Projects

- A. The DSL update includes more enhancements to the system, including possibilities of a gradebook module. Maysville plans to pilot the new attendance module during this school year. See notes from the October 2001, Board meeting and visit dsl.laca.org
- B. The IVDL update included the completion of all Middle School Round 3 installations, an IVDL budget update included in the Governing Board packet, and onsite technical training provided by LACA for each participating IVDL school. Please visit ivdl.laca.org for an update of calendar events and additional information. LACA is still researching the possibility of a lead teacher in each district for IVDL. Licking Heights and Johnstown have agreed to work with LACA on a proposal for an upcoming LACA Governing Board meeting.

Any district Superintendent interested in using IVDL to participate in an upcoming Governing Board meeting (vs. driving to LACA) is to

contact Sandy Mercer at least two days prior to the meeting. Governing Board members with IVDL capabilities were encouraged to participate.

- C. The NovaNET update included the successful participation of schools committing to the LCESC pilot program. LACA will facilitate the contract agreement with NovaNET and will bill the schools directly for their share of the port costs (simultaneous users). The LCESC will provide support to the participating schools and bill costs directly for student participation/classes.

XII. Advisory Committee updates

- A. Fiscal: No additional report
- B. Non-Fiscal: ODE's Local Report Card Labels were generated and sent to ODE by LACA on Dec 4th. See <http://www.laca.org/protected/minutes/> for an update of the meeting minutes.
- C. LACATech (INFOhio): No additional report
- D. LACATech (General): No additional report

XIII. MCOECN Update

- A. Nelson McCray has been selected to replace Don Green on the Board of Trustees representing the central DASite region.

XIV. Unfinished business included additional items to be discussed at future LACA Governing Board meetings.

XV. New business

- A. LACA periodically receives calls from outside agencies requesting information about student enrollment, etc. Based upon LACA's Data Security policy, no information can be relayed without prior written consent of the District Superintendent.
- B. LACA periodically receives requests from schools/students seeking job shadowing opportunities at LACA. Based upon the network and data security issues, mobility of LACA staff driving out to schools for problem solving, liability issues of students traveling with staff, and the student population that this could present, LACA has not been at liberty to participate.

LACA was requested to start offering Start of Year workshops for building secretaries as early as August 1, 2001. District Superintendents commented their interest to bring secretaries in before the start of their contract year so they can be in the buildings closer to the start of the school year. Sandy Mercer will relay this request to the LACA Student services team.

With the large amounts of e-mail being sent to the district Superintendents via the state e-mail distribution lists by many different parties, a means to easily recognize important messages from ODE was requested. Sandy Mercer will forward this request on to Bruce Hawkins at the MCOECN to see if he can formalize a response to this problem from ODE.

The next LACA Governing Board meeting is scheduled for January 9, at 8:00 a.m. at the LCESC offices at 675 Price Road in Newark. (The meeting was originally scheduled for January 10, 2002.)

02-035 It was moved by Dan Montgomery and seconded by Tom Slater to adjourn

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the meeting at 9:00 a.m.

Reported by,
Sandra Mercer