

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held March 14, 2002 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Jay Gault, Dan Montgomery, Janice Streit, Hank Gavarkavich, Tom Slater, Don Sullivan, Keith Richards, Kevin Snyder representing Terry Ohlinger, Shirley Dupps representing Ron Cassidy, Nelson McCray and Sandra Mercer. Kathy Lowery arrived at 8:15 a.m. Jon Bowers and Steve German were also present for the meeting. Lou Staffilino, Randy Stortz, and Marshall Hightower were not able to attend.

Keith Richards was welcomed to the LACA Governing Board. Shirley Dupps was also congratulated on her upcoming retirement and was recognized for her 19 years as LACA's Fiscal Agent Treasurer.

- 02-036 It was moved by Dan Montgomery and seconded by Don Sullivan to approve the minutes of the December 13, 2001 minutes. A vote of approval was taken.

Financial reports for the months of November, December and January were distributed to each member. The financial status of LACA was presented by Shirley Dupps. LACA ended January, 2002, with an unencumbered cash balance of \$149,005.63. Sandy Mercer presented appropriation modifications totaling increased expenditures of \$378,626.11 and increased revenues of \$312,237.37. LACA network pool expenditures totaling \$23,530 and a recommendation to include the LCESC in the LACA Network Pool per the ONEnet standards if the LCESC flows ONEnet funding and participates in IVDL.

- 02-037 It was moved by Dan Montgomery and seconded by Janice Streit to accept financial reports as presented, approve the appropriation modifications as presented, approve the WAN Network Pool expenditures as presented and include ONEnet approved T1-Router upgrade for the LCESC Alternative school and ATM Network expenditures for the LCESC out of the LACA WAN Network Pool if the LCESC chooses to participate in the IVDL contract and flows ESC ONEnet funding to the LACA Network Pool. A vote of approval was taken.
- 02-038 It was moved by Dan Montgomery and seconded by Janice Streit to approve the following personnel items:
- first reading of "Procedure for Recommending Contracts" Policy change
 - to approve the following LACA staff contracts effective July 1, 2002:
 - Jerry Eby, Student Services Manager - 3-year
 - Chad Carson, Technical Director - 2-year
 - Eric Thompson, IVDL Technical Coordinator - 2-year pending funding in the 2nd year
 - Trish Baker, Media Resource Coordinator - 3-year
 - Lonny Claypool, Network Coordinator - 3-year
 - Mary Knicely, Administrative Applications Manager - 3-year
 - Melody Hewitt, Fiscal Coordinator - 3-year
 - to approve the following LACA staff contracts effective July 1, 2003:
 - LACA Executive Director - 3-year
- A vote of approval was taken.
- 02-039 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve LACA Service Level Agreements (member, non-member, non-public non-member) to replace existing LACA Data processing/Network Agreements effective for FY03. A vote of approval was taken.
- 02-040 It was moved by Hank Gavarkavich and seconded by Tom Slater to revise the LACA IVDL contract Schedule A for Middle Schools to include Elementary buildings. A vote of approval was taken.

- 02-041 It was moved by Dan Montgomery and seconded by Tom Slater to approve the LACA Internet Filer Policy as presented. A vote of approval was taken. Districts were reminded that they need to be CIPA (Children's Internet Protection Act) compliant by July 1, 2002.
- 02-042 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve the LACA Web Hosting Services Policy to replace the LACA Web Server Policy. A vote of approval was taken. Webmaster accounts created for non-district individuals were briefly discussed. Districts with more accounts than stated in the policy will be contacted to reduce the number and/or additional costs will be relayed.
- 02-043 Salary increases for FY03 were presented by the LACA personnel committee. It was moved by Hank Gavarkavich and seconded by Tom Slater to approve the salary schedule as presented effective July 1, 2002. A vote of approval was taken.

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

VII. Financial

- A. Preliminary FY03 budget projections show more expenditures than revenues of approximately \$186,500 broken down in the following areas:
 - IVDL - \$31,000; Network Pool - \$20,000
 - These areas are not of concern as there is projected carry over balances at the end of FY02 in each SPCC to cover the difference.

FISCAL, STUDENT, LIBRARY - \$5,000-\$7,000 difference in each. These areas could easily be balanced by increasing each service \$0.25 per ADM. This is not included in the proposal below, but is a consideration the Governing Board may want to address/discuss.

EMIS - \$41,500; WAN connectivity - \$75,000
These areas are discussed in fee proposal below.
Five year financial projections include standard salary, benefit, maintenance, etc increases broken out by SPCC (service area).

The following budget cuts by ODE have greatly impacted LACA's budget:

	FY02	FY03
OECS Basic Subsidy:	-6.8%	-22.8%
INFOhio	No loss	No loss
EMIS	-25%	-33.3%

LACA received \$247,443 in Basic and \$50,157.67 in EMIS for FY01. Total loss estimated at \$16,826 and \$12,539.39 respectively for FY02 and \$56,417 and \$16,702.50 respectively for FY03.

A copy of LACA's preliminary FY03 budget and 5-year projection was distributed to the Governing Board and briefly discussed.

- B. The increase in LACA's fees reflects several anomalies of the nature of DASite business: -we continually strive to provide users with the most up-to-date, secure technological services supported with thoroughly trained staff while at the same time functioning on a fixed and/or reduced budget from the state.

The pricing changes we are requesting will provide the districts we serve with:

- well-trained support staff who have a thorough knowledge of the applications that school districts rely on to function
- up-to-date applications which interface with the state
- hardware and software that fulfill both schools' needs and the state's ever-growing requirements

Options for recommending FY03 fee changes are based upon continuing to redefine how expenditures are charged to each service area and the prorating of administrative costs. The recommendation includes no longer prorating administrative costs to Educational services (currently Library) and moving Web hosting services from Library to WAN Connectivity. The following fee increases are supported by changes in both state and federal funding resources:

- Increase EMIS by \$1 per ADM (total \$3.75) and \$500 base (total \$4000) to cover ODE EMIS budget cuts for DASites over FY02-03 biennium (See FY03 Fee Proposal in Governing Board packet)
- Increase WAN Connectivity (Projected increase over current fee by \$750 on base and by \$500 in each other area totalling \$79,500) with increase in FY03 to be paid out of LACA Network Pool fund balance (currently projected at \$200,000) for all schools receiving WAN services and participating in LACA's E-Rate consortium filing. This fee will be re-assessed for FY04 using the E-Rate year 6 (FY04) filing process as a basis for best serving the schools.

The FY03 fee increases were presented and discussed in detail. A copy of the fees by district including a sample of districts showing the change in EMIS funding from ODE to the local district over FY02-FY03 was also distributed. The FY03 budget and fee proposal will be presented at the MAY meeting for approval.

- C. A final recommendation for LACA to assess the schools to cover ODE DASite budget cuts in Basic and EMIS funding will be made at the May Governing Board meeting. An EMIS increase in fees for FY03 as stated in B. above would cover the EMIS ODE budget cuts for FY02-FY03.
- D. LACA's WAN Network Pool balances are projected as follows: (These figures were pulled from E-Rate projections on the 2002-2003 Network Priorities document and do not include the additional approved expenditures - \$23,530 or the fee increases presented for FY03 WAN connectivity.)
June 30, 2002 - \$289,336.34
June 30, 2003 - \$227,100.82
All districts/buildings filed ONenet applications by the Feb 28, deadline.

VIII. Personnel

- A. The LACA Personnel committee met on March 11, and is proposing the following salary recommendations: % increase on the base, responsibility factor increases, team leader stipend and Executive Director salary.

Motion #02-043 was made to approve the salary schedule as presented.

- B. The LACA Director is recommending to continue to budget the System Manager Position and is supported by the LACA Personnel Committee.
- C. Nelson McCray will report on the status of the Executive Director's evaluation.
- D. All staff evaluations, the personnel management stipend, and team leader evaluations are complete. The additional office management, Continuous Improvement process and CIP goal evaluations are still in process and moving along very well. The evaluation process is available upon request.

IX. LACA Continuous Improvement Plan (CIP)

- A. The evaluations of each CIP goal are still in process and moving along very well.
- B. The FY02 ODE/CIP process update included the announcement by ODE that all 10% withholdings will be distributed to all DASites submitting a CIP plan. There are no plans by ODE to withhold DASite funding in FY03. LACA has not received any feedback from ODE in regards to the State survey other than the results were excellent, and there are no current plans by ODE to review individual DASite progress.
- C. A copy of LACA's yearly Continuous Improvement process is available upon request. A Governing Board survey is also included and each Superintendent was asked to respond with "any" suggestions as soon as possible. The LACA staff will begin the process during the next couple of months and a draft copy of next year's CIP will be presented at the May Governing Board meeting.

X. E-Rate

- A. LACA has already filed for \$228,130.44 in reimbursement from the SLD in Year 4. It is expected that approximately another \$150,000-\$200,000 will be filed depending upon total expenditures between now and June 30, 2002. The current budget does not reflect these additional funds.
- B. A copy of LACA's 2002-2003 LACA Network Priorities reflecting E-Rate filing for FY03 is included in the LACA Governing Board packet.
- C. Sandy Mercer and Jon Bowers attended an E-Rate workshop on the Service Provider model on Feb 22. Documentation from this workshop will be used to create rationale for LACA to recommend filing methods for FY04 (E-Rate Year 6). If changing to the service provider model is a proven benefit to the schools, Sandy Mercer will schedule individual meetings with each district.

XI. Projects

- A. The DSL update includes even more enhancements to the system. Maysville is in the process of piloting the new student scheduling request entry screen, student pictures have been loaded for North Fork, and additional off year proficiency data layouts have been developed for more test analysis. There are also features for schools to take advantage of loading the item analysis from the state and LACA is beginning work with MVESC/DTI/Batelle for Kids on the ability to extract data for use with the Tennessee initiative - Value Added Reporting. NOACSC (development site) has contracted with MicroSoft and progress is being made for the conversion of the CA/SIS scheduler and general entry screens. Monitoring this additional development will be crucial as ODE begins to announce it's possible support for a standardized student software solution - AAL/eSIS/???. Districts are encouraged to participate and use the data resources available at dsl.laca.org. Districts are also encouraged to send their suggestions for enhancement/improvement to dsl@laca.org. The MCOECN is in the process of recommending DSL fees as follows for FY03: \$0.50/ADM for DSL; \$0.25/ADM for DSL/Plus. These costs have been included in the LACA FY03 expenditures.
- B. The State Software Development Team (SSDT) has announced a new web feature to the financial software called SSWAT (State Software Web Access Tools). LACA has loaded the data for use of the new software and SSWAT will be presented at the next Fiscal Advisory meeting planned for March 21, 2002.

- C. The IVDL update included some technical difficulties reported at the state level in the overall design of the ATM network. LACA technicians are very aware of the issues and are working with appropriate state agencies to get the problems resolved as quickly as possible. There are "many" valuable/resourceful video calls being made by the IVDL schools and Board members are encouraged to check out the IVDL website at <http://www.ivdl.laca.org> for both a calendar of events, a list of content providers and more. LACA will be hosting a spring workshop for the IVDL schools on April 9, at the LCJVS. To help the schools promote the value and resources available via IVDL, LACA is proposing the creation of an IVDL Lead Teacher in each IVDL school to be paid out of the LACA IVDL budget via a \$450 stipend for FY03. A proposal including the job description, selection and evaluation process is included in the Governing board packet. This item will be on the May Governing Board agenda for approval.
- D. The NovaNET update included LACA's completing the contract and invoicing of the schools for the NovaNET port share. Additional updates can be provided by contacting Sewall Phelps and Bill Toothman from the LCESC.
- E. The ACE Master Schedule Builder update included the continuing of the pilot for FY03 scheduling which began in January 2002. The following four schools will be piloting the software at a cost of \$2.50 per student: Licking Heights H.S., Licking Heights M.S., Utica H.S., and Newark H.S. There were initial problems with the project, and at this point all main issues have been resolved. LACA Student services staff are working closely with the project and any problems of significance will be reported to the LACA Governing Board.
- F. ODE has hosted multiple workshops around the state on the new SSID (Statewide Student Identifier) and the new ODE EMIS Redesign. LACA staff have attended the workshop and are also making plans internally for the necessary software changes, reporting changes, and data cleanups that will be necessary prior to the first data extraction in early May 2002. A memo will be coming out soon from LACA on the general announcement of the SSID with a tentative April date to host LACA workshops on the change, pending the timeline of ODE.

XII. Advisory Committee updates

- A. Fiscal: No additional report
- B. Non-Fiscal: LACA will be hosting a small forum of building principals on March 15, 2002, to discuss possibilities of forming a Local Technology Leadership group. This leadership initiative was originally discussed based upon the state announcement of the Gates grant. LACA is awaiting more information on this grant from the SchoolNet office.

Based upon requests from LACA districts, staff have met with Schoolone.com representatives and are planning to meet with Software Answers in the near future. Both of these service providers offer a variety of educational services supporting the "school to home" concept.

- C. LACATech (INFOhio): LACA is hosting an INFOhio supported Information Literacy Skills workshop on March 13, 2002. Users from around the state will be attending. It is also the recommendation of the LACA Executive Director to not pursue an INFOhio State contract for FY03.
- D. LACATech (General): The Security Committee for the LACATech group has met multiple times and is recommending LACA initiate an agreement with NEOLA for policy development services. The first part of security

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committee work will be to develop a security policy and it was felt that the schools would be better served by contracting with an agency like NEOLA since many member districts also use their policy services. Sandra Mercer will be researching more on the issue through the MCOECN contact and will report at a future Governing Board meeting.

The board members present were in agreement for LACA to initiate a policy development agreement with NEOLA.

XIII. MCOECN Update

- A. Nelson McCray will be attending an MCOECN Board of Trustees retreat on March 14-15, 2002. Nelson represents the district Superintendents for the Central DASite region which include LACA, TRECA, MEC, NCOCC and LEECA.
- B. The MCOECN is revising the DASite Code of Conduct. A copy of the document is available upon request.

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

XV. New business

- A. The LCESC is hosting a presentation on REAP - Ohio School Application network for job applications on March 13.

The next LACA Governing Board meeting is scheduled for May 9, 2002, at 8:00 a.m.

XVI. Adjournment

02-044 It was moved by Tom Slater and seconded by Janice Streit to adjourn the meeting at 9:00 a.m.

Reported by,

Sandra Mercer