

Each Governing board packet included a copy of LACA's new Service Brochure. This brochure was designed and printed as a joint effort between LACA staff and the LCJVS graphics design department.

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held August 7, 2002 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Brett Griffith representing Kathy Lowery, Jay Gault, Dan Montgomery, Lou Staffilino, Janice Streit, Hank Gavarkavich, Keith Richards, Tom Slater, Don Sullivan, Forest Yocum, Doug Spade, Marvin Wourms, Ron Cassidy, Nelson McCray and Sandra Mercer. The following individuals were also present for the meeting: Cory Thompson, Jon Bowers, Brad Hall, Sue Ward, Phil Herman, Glenna Plaisted, Ellen Towner, Vicki Oyer, Brian Wilson, Eugene Foust, Max Malley, and Kevin Snyder.

Keith Richards, Forest Yocum, Douglas Spade and Marvin Wourms were all welcomed to the LACA Governing Board.

- 03-001 It was moved by Dan Montgomery and seconded by Tom Slater to approve the minutes of the May 9, 2002 minutes. A vote of approval was taken.

Financial reports for the months of April, May and June were distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended June, 2002, with an unencumbered cash balance of \$998,217.09.

This amount included the following balances:

General:	\$582,163.00
Network Pool:	\$199,390.86
Distance Learning:	\$175,635.11
Non-Public:	\$41,028.12

A 5-year cash projection and the FY03 appropriation modifications totaling increased expenditures of \$64,615.68 and increased revenues of \$1,696.84 were also presented.

- 03-002 It was moved by Dan Montgomery and seconded by Janice Streit to accept financial reports as presented, approve the FY03 appropriation modifications and the FY02 final reports and 5-year projection as presented. A vote of approval was taken.

Each Governing Board member received a document outlining the advantages and disadvantages of LACA becoming an E-Rate Service Provider. The current known funding difference in the filing was reported at \$150,000. There was no motion to change the filing process or determine a dollar amount for the change to take place. Just for the record, Sandra Mercer noted that LACA's application is a single point of failure in the consortium filing process.

- 03-003 It was moved by Tom Slater and seconded by Keith Richards to approve the Video Distance Learning Agreement with the addition that the contract read "This contract supercedes any other LACA Video Agreement. A vote of approval was taken. LACA will send new contracts out as soon as possible to all districts participating in the service.

- 03-004 It was moved by Lou Staffilino and seconded by Keith Richards to approve Newark Catholic's request for LACA's Video Distance Learning services. A vote of approval was taken. LACA reported there are now a total of 18 distance learning school buildings.

- 03-005 It was moved by Keith Richards and seconded by Hank Gavarkavich to approve the Hannah Online contract for FY03 pending no changes from the FY02 contract. A vote of approval was taken. Each district

gb-20020807-min

Superintendent must sign the Hannah-online form and return it to LACA to be included in the service offering.

- 03-006 It was moved by Don Sullivan and seconded by Keith Richards to approve the Holland & Knight Ratification for E-Rate Year Six consulting pending an OECN/DASite agreement. A vote of approval was taken. LACA's cost for this service last year was \$3,000.
- 03-007 It was moved by Dan Montgomery and seconded by Tom Slater to approve the yearly review of the Data Security Policy. A vote of approval was taken.
- 03-008 It was moved by Hank Gavarkavich and seconded by Keith Richards to approve the Constitution change presented 5/9/2002 under Article VI. Advisory Committees B. and D. A vote of approval was taken. This change expanded the Non-Fiscal representation to 3 building administrators (High School, Middle school/Jr High, and Elementary) and changed the meeting schedule to two times a year.

Each Governing board member received a copy of the K-12 Classroom Data needs - Implementation Plan. Details included the RFP and software selection process, functions of the software, pilot school commitments, and general costs. There were nine Superintendents interested in having at least one school building participate in the pilot.

- 03-009 It was moved by Dan Montgomery and seconded by Ron Cassidy to approve the K-12 Classroom Data needs - Implementation Plan. A vote of approval was taken. Tom Slater abstained.

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

Yearly Policy/Form Review

Each Superintendent received a packet of policies, current forms on file and FY03 forms that needed to be submitted to LACA. The packet was discussed in detail. There was a question raised on the necessary signatures needed on the forms. Currently all form(s) require the authorizing signature(s) and the signature of the individual assigned the responsibility/task(s). This will be researched and presented at a future Governing Board meeting.

A request was made for LACA to demonstrate the use of MailSrvs at the next Governing Board meeting.

This policy/form review will be researched for website efficiency in the future.

Projects / Emerging Technologies / Discussions

LACA is available for local DASL (Data Analysis for Student Learning) training at district requests. Use of the software tool was encouraged. The cost is currently \$.75 per student and LACA is paying this fee out the LACA general operating budget.

A brief update on LACA's Video-over-IP pilot was presented. See NOTES from the LACA Governing Board meeting.

NovaNet usage and the approval to continue the contract will be presented at the October LACA Governing Board meeting.

Advisory Committee update

gb-20020807-min

An update on the Ohio-LIT (Leadership for Integrating Technology) Gates grant that will provide training and a free laptop for district and building administrators was included. Sandra Mercer will send this updated announcement to the LACA building Principal e-mail distribution list.

LACA will have a network security audit performed on Oct 2-3, 2002. The results of this review will be presented at an upcoming Governing Board meeting.

MCOECN update

BASA will be hosting another eSchool session on August 14th.

New Business

Audit letters from the Business Software Alliance were brought up for discussion. This is an organization that audits businesses for software compliance. LACA received a letter from them and has forwarded a copy for the MCOECN to review. Districts need to be aware of software licensing issues.

New business also included the setting of the meeting dates for FY03. They are as follows: Oct 10, Dec 12, Jan 9, Mar 13, May 8.

03-010 It was moved by Dan Montgomery and seconded by Janice Streit for LACA to go into executive session at 9:20 a.m. A vote of approval was taken.

03-011 It was moved by Tom Slater and seconded by Hank Gavarkavich to adjourn the executive session at 9:30 a.m. A vote of approval was taken.

The next LACA Governing Board meeting is scheduled for August 7, 2002, at 8:00 a.m. This will be the yearly combined Superintendent/Treasurer meeting.

03-012 It was moved by Dan Montgomery and seconded by Janice Streit to adjourn the meeting at 9:30 a.m.

Reported by,

Sandra Mercer