

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 10, 2002 convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Kathy Lowery, Jay Gault, Dan Montgomery, Janice Streit, Hank Gavarkavich, Keith Richards, Tom Slater, Don Sullivan, Marvin Wourms, Cory Thompson representing Ron Cassidy, Nelson McCray and Sandra Mercer. Doug Spade arrived at 8:45 a.m. The following individuals were also present for the meeting: Max Maley, Sewall Phelps and Jon Bowers. Lou Staffilino and Forest Yocum were not able to attend.

03-015 It was moved by Keith Richards and seconded by Janice Streit to approve the minutes of the August 7, 2002 meeting. A vote of approval was taken.

03-016 It was moved by Tom Slater and seconded by Janice Streit to approve the minutes of the September 4, 2002 special meeting. A vote of approval was taken.

Financial reports for the months of July and August were distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended August, 2002, with an unencumbered cash balance of \$573,370.42. A 5-year cash projection and the FY03 appropriation modifications totaling increased expenditures of \$101,505.13 and increased revenues of \$122,809.58 were also presented.

03-017 It was moved by Keith Richards and seconded by Dan Montgomery to accept the financial reports and approve the FY03 appropriation modifications as presented. A vote of approval was taken.

03-018 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve the employment of Andrew Kemmer as K-12 Classroom Data Administrator for a one year 260-day contract through June 30, 2003, effective October 15, 2002, at a daily rate based upon step 0 and a responsibility factor of .35 of the LACA salary schedule with full benefits as referenced in the LACA policy manual. A vote of approval was taken.

A job description for the position was shared with the LACA Governing Board.

03-019 It was moved by Dan Montgomery and seconded by Janice Streit to provide finger printing and TB testing for all new LACA employees effective October 10, 2002. A vote of approval was taken.

03-020 It was moved by Keith Richards and seconded by Tom Slater to approve the new LACA served educational institution, Member District Sponsored Community school and Service Level Agreement at same rates as member district rates effective July 1, 2002. A vote of approval was taken.

03-021 It was moved by Dan Montgomery and seconded by Janice Streit to approve a revised Service Level Agreement Schedule A to include Scheduling Enhancement - Master Schedule Builder fee at an additional cost of \$2.50 per student ADM with a one time district buy-in cost of \$2,000 and the understanding that LACA reserves the right to limit the number of new buildings participating each year. A vote of approval was taken.

Sewall Phelps presented a detailed NovaNet report including usage, and costs. Each Governing Board member received a copy of the report. Discussion followed on the options for port selection and support and it was agreed that this would be an individual district decision with the LCESC.

- 03-022 It was moved by Tom Slater and seconded by Cory Thompson to move the authority of the NovaNET contract to the LCESC with the understanding that LACA will house and technically support the connectivity for the LACA schools. A vote of approval was taken.
- 03-023 It was moved by Dan Montgomery and seconded by Keith Richards for LACA to implement e-mail SPAM filtering software effective during FY03 on behalf of all LACA districts with authority only by LACA Superintendents and Treasurers to request alterations in writing. A vote of approval was taken.

Sandra Mercer stated that for any undelivered e-mail, a message will be returned to the originating user with the reason for non-delivery.

Discussion then following on the IVDL program and recent efforts by the state and TSI to improve on the video reliability. Recent district conversations initiated the need to draft a letter to the SchoolNet office and this was shared with the LACA Governing Board.

- 03-024 It was moved by Dan Montgomery and seconded by Tom Slater to send the ATM/IVDL letter to the Ohio SchoolNet office on behalf of the LACA District Superintendents. A unanimous vote of approval was taken.

The LACA Executive Director was instructed to carbon Susan Tave Zelman, State Superintendent of Public Instruction, when sending the letter.

Sandra Mercer shared additional information on a recent State Improvement Grant for Special Education and announced that Johnstown, Licking Heights, Maysville, Newark and North Fork were participating in the grant application. Monica Perry and Janet Watterman from the Licking County ESC had taken a leadership role in the grant application and implementation process. LACA will be a partner in the grant and the K-12 Classroom Data software, Progres Book, will be the software development solution.

- 03-025 It was moved by Tom Slater and seconded by Janice Streit for LACA to participate as a partner in the Special Education State Improvement grant. A vote of approval was taken.

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

Sandra Mercer presented documentation on the mailserv (e-mail listserv) setup available through LACA for building district-wide e-mail distribution lists. This was a request from the last meeting. Additional questions on the creation and use can be directed to Chad Carson, Technical Director.

Sandra Mercer also presented an overview of LACA's new website. Many features of the site were previewed including the ability to access the EMIS Trend reports directly from the site with the appropriate user securities in place. The new site will be up and functional on October 14, 2002.

It was agreed upon by all for LACA to setup a presentation on DASL at the next Governing Board meeting scheduled for December 12, and include how other districts are using the database reporting and analysis. Jeff Maley, Mt Vernon's Superintendent will be contacted for the presentation. LACA will be providing train-the-trainer sessions for the LCESC and possibly the MVESC in the near future for their input on district usage. The legal issues of public record for reports generated by DASL will also be reviewed and presented at this meeting. The new K-12 Classroom Data software, Progress Book will also be incorporated into the

Dec 12th presentation.

User authorization forms for the LCESC staff to access the district DASL data were distributed for Superintendent signatures.

The need to have the LACA personnel committee meet prior to the Dec 12, meeting was presented. Jay Gault volunteered to serve on this committee with the upcoming retirement of Lou Staffilino. Sandra Mercer will contact the personnel committee members to set a date.

A copy of the Fiscal Advisory approved user account change was presented to the Governing Board. User accounts that do not interactively log into the main Alpha server will no longer be set to password expire.

Each Governing Board member received a copy of the INFOhio electronic resources and account information. A copy of this valuable resource information for students, teachers and staff has also been shared with the district media personnel.

The next LACA Governing Board meeting is scheduled for December 12, 2002, at 8:00 a.m.

03-026 It was moved by Dan Montgomery and seconded by Tom Slater to adjourn the meeting at 9:20 a.m.

Reported by,

Sandra Mercer