

Licking Area Computer Association
Minutes of the LACA Governing Board meeting held December 12, 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, Phil Herman representing Lou Staffilino, Hank Gavarkavich, Tom Slater, Philip Theobald representing Doug Spade, Marvin Wourms, Nelson McCray and Sandra Mercer. Brian Wilson representing Keith Richards arrived at 8:10 a.m. Jon Bowers was also present for the meeting. Janice Streit, Don Sullivan, Forest Yocum, Ron Cassidy and Cory Thompson were not able to attend.

03-027 It was moved by Dan Montgomery and seconded by Tom Slater to approve the minutes of the October 10, 2002 meeting. 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 Sandra Mercer. LACA ended October, 2002, with an unencumbered cash balance of \$789,044.01. A 5-year cash projection and the FY03 appropriation modifications totaling increased expenditures of \$409,126.47 and increased revenues of \$341,108.27 were also presented.

03-028 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to accept the financial reports and approve the FY03 appropriation modifications as presented. A vote of approval was taken.

03-029 It was moved by Kathy Lowery and seconded by Dan Montgomery for all LACA districts to flow the FY04 ONEnet connectivity money and E-Rate year 6 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 2003-2004 Planning Document. A vote of approval was taken.

03-030 It was moved by Tom Slater and seconded by Hank Gavarkavich to eliminate the Systems Manager position and create full-time Administrative Assistant position per the proposed job description and responsibility factor of 0 on the LACA salary schedule. A vote of approval was taken.

03-031 It was moved by Dan Montgomery and seconded by Hank Gavarkavich to approve the following LACA Personnel Committee recommendations effective July 1, 2003:

- Approve salary schedule as proposed including:
 - 4% base increase
 - responsibility factor changes and job description changes:
 - for Student Services Manager from .35 to .50
 - for Student Services Coordinator from .25 to .35
 - for Administrative Applications Manager from .35 to .40
 - Executive Director salary at \$75,000
 - Four weeks yearly vacation for the Operations Director and Technical Director positions
 - Continue IVDL Lead Teacher in each IVDL school to be paid out of the LACA IVDL budget via a \$450 stipend for FY04.

A vote of approval was taken.

03-032 It was Tom Slater and seconded by Kathy Lowery to approve the revised User Security Form effective November 5, 2002. A vote of approval was taken. Each Governing Board member received a copy of the new form which is also available on LACA's website under the Administrative/Superintendent area.

03-033 It was moved by Tom Slater and seconded by Dan Montgomery to

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authorize the LACATech Advisory Committee to approve the 2003-2004 LACA Network Priorities planning document for 2003 (FY04) E-Rate filing. A vote of approval was taken. Each Governing Board member received a copy of the tentative budget proposal document for the LACA Network Pool through June 30, 2005.

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

Copies of the LACA Executive Director's evaluation were distributed for completion of her annual review. Each Governing Board member is to return the completed review to Governing Board Chairman, Nelson McCray.

Copies of all current staff job descriptions were also distributed.

A detailed update on the K-12 Classroom Data project was presented by Sandra Mercer and included positive feedback from the recent training of over 270 teachers at LACA. The discussion of assessment tools included the need for LACA to look into the ability to interface locally administered tests (an example is STAR Reading Test) with Progress Book and DASL development.

E-Rate authorization/certification forms for 2003 (FY04) were distributed. Districts were asked to complete them if not already done. Sandra Mercer also announced the recent FCC ruling regarding equipment owned by schools and/or consortiums would be classified as Internet Connections, a priority two category. This will cause an increase to the amount of funding schools are losing with LACA currently filing as a Consortium instead of an ISP. Discussion will continue at upcoming Board meetings on LACA filing for Year 7.

To support LACA's CIP process, surveys of LACA services for both Fiscal and EMIS will soon be available on LACA's website. A mass e-mail will be sent out and include the Superintendents in the future. Governing Board members were encouraged to ask staff to participate in the online surveys.

A Standards for Filtering Unwanted E-Mail Document was distributed to the Governing Board, outlining the standards LACA will use in the filtering of e-mail SPAM and rejecting e-mail from abusive servers.

The LACATech committee recently made a motion for LACA to phase in a site license for Sophos Anti-Virus software for all districts client workstations and servers over the next two years, negotiate installation and technical support for the districts, and incorporate the cost into the FY05 WAN fee.

There was no unfinished business discussed.

New business included discussion of MEC group health insurance.

The next LACA Governing Board meeting is scheduled for March 13, 2003, at 8:00 a.m. at the LACA offices.

03-034 It was moved by Dan Montgomery and seconded by Marvin Wourms to adjourn the meeting at 8:50 a.m.

Reported by,
Sandra Mercer