

gb-20031009-min
Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 9, 2003, 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, Phil Herman, Janice Streit, Gary Reed, Keith Richards, Tom Slater, Doug Spade, Marvin Wourms, Ron Cassidy, Nelson McCray and Sandra Mercer. Rick Jones representing Forest Yocum arrived at 8:15am and Tom Greenhouse representing Northridge arrived at 8:50 am. Cory Thompson, Tim Barrett, and Jon Bowers were also present for the meeting. Doug Heuer was not able to attend.

Gary Reed, Maysville's Interim Superintendent was introduced.

- 04-013 It was moved by Janice Streit and seconded by Tom Slater to approve the minutes of the August 14, 2003 meeting. A vote of approval was taken.

The Financial report for August 31, 2003, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended August 31, 2003, with an unencumbered cash balance of \$833,435.68. FY04 appropriation modifications and a 5 year projection were also presented. Adjustments included: E-Rate flow-through, ATM switch maintenance increases, T1 rate changes, lower ONEnet funding to the districts, generator costs, and increases for staff medical benefits. At the upcoming LACATech meeting, recommendations will be made for Internet filtering software, additional Internet bandwidth to the state, and software to manage e-mail SPAM. These expenditures were reported not to exceed \$23,000, with \$20,000 already in the Network Pool budget.

- 04-014 It was moved by Tom Slater and seconded by Janice Streit to approve the following:
- o August Financial report
 - o FY04 Appropriation Modifications
 - o 5-Year Projections
 - o Network Pool expenditures recommended by LACATech not to exceed \$23,000
- A vote of approval was taken.

- 04-015 It was moved by Kathy Lowery and seconded by Jay Gault to accept the resignation of Lonny Claypool, Network Coordinator, effective August 20, 2003. A vote of approval was taken.

Sandra Mercer presented the revised job description for the Network Coordinator position. Plans are in place to post the position immediately. No motion was required for the job description as this is set by the LACA Executive Director.

LACA and the JVS have had a verbal fiscal agent agreement for the entire existence of LACA. LACA just completed the state financial audit and it was recommended a formal written agreement be put in place.

- 04-016 It was moved by Doug Spade and seconded by Marvin Wourms to approve the JVS/LACA Fiscal Agent Agreement. A vote of approval was made.

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

At the last Governing Board meeting, Sandra Mercer was directed to include projections for increased district fees as part of the 5-year projections.

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A detailed presentation of these fees was presented and included a carry over unencumbered cash balance at the end of FY07 of \$260,206.23. Sandra Mercer explained that these were initial fee projections as no new support staff or new/increased service offerings were included. Detailed Building-based and District-based Video service fees were also presented. A graphic flyer of all of LACA's services was also included in the packet. LACA services have expanded far beyond the traditional administrative accounting, payroll and student services. They are now touching every classroom in every district. LACA is working on the expansion of the flyer so districts could use with their local boards of education and the public.

Discussion included LACA's current budget process and how the fee formula is derived by each service area. The FY05 fee projections used the same fee formula, included the WAN increase currently picked up by the Network Pool fund, included "every" district implementing Progress Book (at the previously approved fee of \$6.50 per ADM), and included video services in one building in every district. FY06 and FY07 increases were derived from a straight base/ADM increase in order to keep the year end cash balance at an appropriate level.

The personnel committee will be meeting before the next Governing Board meeting to discuss additional staff related projections. Personnel Committee members include Marv Wourms, Nelson McCray, Keith Richards, Tom Slater and Jay Gault.

At the next meeting, the budget/fee projections will include the recommendations of the personnel committee and will also include fee projections by district based upon "total cost of ownership".

A total of past and current Non-Member revenues were also presented for review by the Governing Board.

Sandra Mercer stated that the Fiber Steering Committee representatives have met once. Doug Spade volunteered to replace Tom Slater on the committee to represent the Governing Board. The committee will meet again on Oct 15, to review other DASite progress, continue discussion of wireless alternatives, discuss funding options and determine the recommended course of action for the project. Compelling reasons to migrate to higher bandwidth for the schools (fiber) were shared with the Governing Board. Input on these and additional reasons is encouraged.

The CIPA (Children's Internet Protection Act), committee will be meeting again before the end of the year. LACA will send the current list of district representatives to the LACA Superintendents and include a list of every committee/advisory rep for each district for review.

LACA has created a new e-mail distribution list for announcing global outages and system work with the new server upgrades. District Superintendents were asked to send names of individuals to be included in this e-mail list if not already included in the following: LACA Governing Board, all District Treasurers, Building Secretaries, Progress Book Teachers, LACATech Representatives, Librarians, Library Automation staff, and Non-Fiscal Advisory representatives.

The Progress Book update included the many exciting implementations going on in the schools.

The state (ODE, OSN, and MCOECN) recently agreed to mandate the use of Help Desk software at each DASite. Implementation must be complete by FY06 at each DASite in order for the DASite to keep their Data Acquisition Site permit. LACA is currently waiting on the state project plan to begin local steps for the new mandate. It is expected that one

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staff FTE will be required at each DASite during the first year of the implementation. Initially it was expected that the DASite subsidy would be cut approx \$250,000 to cover the hardware/software/support costs, but recently the ONENet committee announced plans to provide additional funding ("carrots") for those DASites who are early adopters. More information will be forwarded to the Governing Board as it is received.

Each Governing Board member received a packet on INFOhio resources. These very valuable resources are available to every student, teacher, and staff for school and home use. Sandra Mercer encouraged the Superintendents to share the material in letters that go home to parents. LACA plans in the near future to upgrade the Progress Book login page with all of the INFOhio electronic resources. Districts are very interested in adding the same functionality to their district websites.

The IVDL update includes LACA's new online scheduler that is being reviewed by other video delivery agencies across the state. LACA is also scheduled to present our software at the State SchoolNet conference. Currently teachers/staff can use this new web-based system to request video content delivery right from their desktop. We have over 100 educational/instructional video calls already scheduled and/or completed for this school year.

OREDS was, again, the topic of discussion at the DASite Director's meeting and the MCOECN General Membership meeting on Sept 25/26. Sandra Mercer will forward the notes from Roger Nehl's dialogue at the meeting, INFOhio's response to ODE on OREDS, and notes from a recent meeting with Senator Gardner.

New business included the completion of LACA's recent financial audit, and Fairfield Christian Academy has signed a Service Level Agreement with LACA for FY04.

LACA Governing Board meeting dates for FY04 are as follows:

December 11, 2003, at 8:00 a.m.
January 8, 2004, at 8:00 a.m.
March 11, 2004, at 8:00 a.m.
May 13, 2004, at 8:00 a.m.

04-017 It was moved by Keith Richards and seconded by Tom Slater to adjourn the meeting at 9:30 a.m.

Reported by,
Sandra Mercer