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Licking Area Computer Association

Minutes of the LACA Governing Board meeting held December 11, 2003, convening at 8:00 a.m. Nelson McCray called the meeting to order.

The following members answered present to the roll call: Jay Gault, Keith Richards, Tim Barrett representing Tom Slater, Don Sullivan, Rick Jones representing Forest Yocum, Doug Spade, Marvin Wourms, Cory Thompson representing Ron Cassidy, Nelson McCray and Sandra Mercer. Janice Streit arrived at 9:00 a.m. Tom Greenhouse and Jon Bowers were also present for the meeting. Kathy Lowery, Doug Heuer, Phil Herman, and Gary Reed were not able to attend.

- 04-018 It was moved by Keith Richards and seconded by Don Sullivan to approve the minutes of the October 9, 2003 meeting. A vote of approval was taken.

The Financial report for October 31, 2003, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended October 31, 2003, with an unencumbered cash balance of \$562,915.46. Sandra Mercer reported that this was \$250,000 less than the unencumbered cash of 2002, and was due to not yet receiving the ONenet School District Connectivity funds of \$225,000 or the INFOhio support funds of \$36,000. FY04 appropriation modifications and a 5 year projection were also presented. Adjustments included: \$30,000 additional DASL fee to the MCOECN, \$25,000 to be set aside for a Fiber Feasibility Study at the recommendation of the Fiber Steering Committee, and additional \$11,024 for unemployment costs.

- 04-019 It was moved by Doug Spade and seconded by Keith Richards to approve the following:
- o October 2003 Financial report
  - o Additional \$1.0 per ADM for FY04 DASL fee to be paid to the MCOECN for development and support. (Currently \$1.0)
  - o Recommendation by the Fiber Steering Committee to set aside \$25,000 of the Network Pool funds to perform a fiber feasibility study for the LACA member schools at a date to be determined by the LACA Executive Director
  - o FY04 Appropriation Modifications as presented
  - o For all LACA districts to flow the FY05 ONenet connectivity money and E-Rate year 7 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 2004-2005 Planning Document
  - o District and Building Video Fees for FY05 as presented and include video services as part of LACA's master Service Level Agreement beginning in FY05
  - o 5 year projections
- A vote of approval was taken.

- 04-020 It was moved by Keith Richards and seconded by Marvin Wourms to approve the employment of David Stein as Network Coordinator for a one year 260-day contract prorated through June 30, 2004, effective December 9, 2003, at a daily rate based upon step 4, 147 days and responsibility factor of .4 of the LACA salary schedule with full benefits as referenced in the LACA policy manual. A vote of approval was taken.

- 04-021 It was moved by Jay Gault and seconded by Doug Spade to approve a self-terminating contract for the Licking Area Computer Association effective December 11, 2003. A vote of approval was taken.

- 04-022 It was moved by Keith Richards and seconded by Jay Gault to approve a self-terminating position for the 2003-2004 fiscal year to fullfill

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the duties of the Student Services Coordinator job description; compensation to be at same responsibility factor of .35 as Student Services Coordinator. This will be a 6 month contract and will be terminated on June 30, 2004, and will not be renewed for the 2004-2005 fiscal year. A vote of approval was taken.

04-023 It was moved by Rick Jones and seconded by Keith Richards to approve the revised LACA User Security Form effective December 11, 2003. A vote of approval was taken.

04-024 It was moved by Don Sullivan and seconded by Keith Richards to authorize the LACATech Advisory Committee to approve the 2004-2005 LACA Network Priorities Planning Document for the 2004 (FY05) E-Rate filing. A vote of approval was taken.

A discussion followed on the revised Internet Filtering Policy and the Filtering (CIPA) Committee recommendations. Changes include more "local control".

04-025 It was moved by Keith Richards and seconded by Cory Thompson to approve the revised Internet Filtering Policy and the CIPA categories as recommended by the LACA Filtering Committee effective December 11, 2003. A vote of approval was taken.

Sandra Mercer reported that each district is currently setup under the new Filtering software with the CIPA/LACATech categories until a district form is on file.

04-026 It was moved by Keith Richards and seconded by Doug Spade to go into executive session. A vote of approval was taken.

04-027 It was moved by Keith Richards and seconded by Jay Gault to adjourn from executive session. A vote of approval was taken.

Sandra Mercer and Jon Bowers presented information on recent research conducted on 501c3 Non-Profit organizations. A meeting will be setup with the Licking County Foundation to discuss future possibilities for all of LACA's member schools, specifically the development of a committee to oversee/regulate the functions of a LACA Technology Fund.

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

Sandra Mercer presented cost projections that include an additional DASL fee if additional resources are deemed necessary to support the new Student Records System. The Personnel Committee will be reviewing these staff needs with the LACA Executive Director over the coming months and initial implementation of DASL. A data flow diagram was shared with the Governing Board.

As requested at the last Governing Board, a total cost fee model was presented based upon FY06 projected costs.

An updated LACA Organizational Chart was distributed and included the employee names. Each Governing Board member also received a copy of the LACA Executive Director Evaluation and forms are to be returned to Nelson McCray as soon as possible.

Sandra Mercer presented an update on LACA's major transitions. The new UPS and Power Generator are now installed, tested and functional. In the case of a major power outage, the LACA offices/computers will continue to function to support the service offerings. With the new Sirsi library automation software transition, approved to begin in September 2004, some

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districts may be required to purchase new computers for the Library stations. LACA staff are in the process of conducting on-site visits and will be relaying all necessary information to the district Technology Coordinators and Media staff. User training will be required on the new software and is currently estimated at 7 days for the library staff. The districts need to prepare for these professional development costs. The DASL implementation will begin after the new system hardware is installed. More information will be forth coming.

Sandra Mercer will have the opportunity to see the new ODE/eSIS Special Education software at the state DASite Director's meeting on December 12, 2003. The Special Education Director for Southwest Licking Local S.D. is planning to attend the presentation also. Further contact with Senator Hottinger on LACA's request for state financial assistance will be decided after a review of this software in comparison to the Progress Book module is complete.

A detailed discussion on community schools and state funding issues followed.

In order to begin planning for video services for the schools for the 2004-2005 school year, an IVDL Committee was created. The following individuals volunteered to serve on this committee: Janice Streit, Tom Greenhouse, Forest Yocum, Dan Montgomery and Tim Barrett. LACA will set a date and send out a notice for the committee to meet.

The need for Superintendents to respond to the OREDS Draft of Alternative Recommendations was presented. Options for feedback include completing the online survey on ODE's website and/or e-mail to the appropriate ODE individuals. Sandra Mercer distributed a copy of a document that included important points, links and e-mail distribution lists to use in the correspondence.

Unfinished business included the need for districts to complete the E-Rate Authorization Forms for Year 7 and return to LACA asap.

New business included the recent interest by Christian Fellowship Community School in Newark in LACA's WAN/Internet Access services.

LACA Governing Board meeting dates for FY04 are as follows:

January 7, 2004, at 8:00 a.m. (Include training)  
March 11, 2004, at 8:00 a.m.  
May 13, 2004, at 8:00 a.m.

04-028 It was moved by Rick Jones and seconded by Janice Streit to adjourn the meeting at 9:30 a.m.

Reported by,  
Sandra Mercer