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Licking Area Computer Association

Minutes of the LACA Governing Board meeting held March 11, 2004, 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, Doug Heuer, Phil Herman, Gary Reed, Keith Richards, Scott Hartley representing Tom Slater, Doug Spade, Marvin Wourms, Cory Thompson representing Ron Cassidy, Nelson McCray and Sandra Mercer. Jon Bowers was also present for the meeting. Janice Streit, Tom Greenhouse and Forest Yocum were not able to attend the meeting.

- 04-029 It was moved by Keith Richards and seconded by Jay Gault to approve the minutes of the December 11, 2003 meeting. A vote of approval was taken.

The Financial report for January 31, 2004, was distributed to each member. The financial status of LACA was presented by Sandra Mercer. LACA ended January 31, 2004, with an unencumbered cash balance of \$305,877.34. Sandra Mercer reported that this was \$400,000 less than the unencumbered cash of 2003, and was due to \$248,000 in E-Rate that will flow back from the schools, \$36,000 in ONENet that will flow back from the schools, and the recent system purchases of approx. \$100,000. The 5 year projection was also presented and included less state funding, actual district fees for participating in services, additional DASL licensing, additional Progress Book licensing, new virus software licensing, increased staff benefits, and power generator costs. Increased services for FY04-FY05 included Special Education IEP tracking software, new Library software, more IVDL services and more staff development for schools especially in the area of Progress Book and Electronic Resources. Each Governing Board member received a copy of the district projected fees through FY08, a summary of FY05 revenues and expenditures by area and a detailed FY05 proposed budget. Sandra Mercer stated that an area of concern at the end of FY05 will be the Network Pool fund (projected at a deficit of \$100,000). These figures reflect the need for LACA to begin filing as an ISP under E-Rate to allow districts to recoup additional federal funds for the Internet access costs. There was a general agreement among the LACA Board for LACA to begin this migration process for FY06.

- 04-030 It was moved by Gary Reed and seconded by Marvin Wourms to approve the financial reports, appropriation modifications and 5-year projections as presented. A vote of approval was taken.

- 04-031 It was moved by Doug Spade and seconded by Cory Thompson to approve the revised Service Level Agreement and new SLA Schedules for member districts, non-member districts, non-member/non-public schools, and member district sponsored community schools and FY05 fees as presented including:

- o Sophos licensing in WAN Connectivity fee (Network Pool)
- o Special Education cost of \$1.50 as part of the total \$6.50 Progress Book fee
- o IVDL fees
- o One IVDL Lead Teacher stipend of \$150 per contracting school for FY05;

A vote of approval was taken.

- 04-032 It was moved by Keith Richards and seconded by Doug Heuer to approve the Non-Public fee proposal for FY05. A vote of approval was taken.

- 04-033 It was moved by Kathy Lowery and seconded by Doug Heuer to approve the following staff contracts effective July 1, 2004:
Chad Carson, Technical Director - 3 year
Bobbie Warthman, Educational Applications Manager - 3 year

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David Stein, Network Coordinator - 2 year
Eric Thompson, IVDL Technical Coordinator - 3 year
A vote of approval was taken.

- 04-034 It was moved by Keith Richards and seconded by Jay Gault to approve a Special Education software member fee of \$.75/building ADM plus a \$750 year 1 buy-in for districts not contracting for Progress Book for the remainder of FY04. A vote of approval was taken.

Sandra Mercer presented costs associated with the T1 line to the building previous housing Jersey Elementary students with the Licking Heights school. The building now houses MRDD preschool students and it has been requested to keep the line in place.

- 04-035 It was moved by Keigh Richards and seconded by Phil Herman to charge the costs of the Jersey T1 line and WAN Connectivity fees to MRDD if line used by them for students or Licking Heights if line used for purposes of Licking Heights district. A vote of approval was taken.

A new Addendum to the Newark Commerce Center lease with Mid-Ohio Development for the LACA facilities was presented. It included an additional 960 square feet of office space in Suite C-1 with all renovation costs included for connecting C-2 to C-1 through the remainder of LACA's current lease to 2010. Sandra Mercer stated LACA has an immediate need for 4 additional offices and this would allow for an additional training lab in the front area for increasing services to districts.

- 04-036 It was moved by Keith Richards and seconded by Kathy Lowery to approve the facility lease addendum with Mid-Ohio Development to include additional 960 sq ft at front of building and renovation to connect Suite C-1 to Suite C-2 at the following costs:
April 1, 2004 - September 30, 2005: \$760/month
October 1, 2005 - September 30, 2010: \$800/month
A vote of approval was taken.

- 04-037 It was moved by Kathy Lowery and seconded by Keith Richards to approve the upgrade of library automation software from Multi LIS to Sirsi's Unicorn Ecole beginning July 1, 2005. A vote of approval was taken.

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

Sandra Mercer reported that the limited term position to fulfill the duties of the Student Services Coordinator during Linda Haynes' medical leave of absence was posted and interviews were conducted, but the position was not filled. At this time, Jerry Eby has taken on the additional job responsibilities.

The Personnel committee will meet on April 14, 2004, at 11:30 a.m. to 1:00 p.m. on the following items: review the LACA Executive Director evaluations and contract status, finalize salary recommendations effective July 1, 2004, assess the status of the temporary vacant position, discuss possible reorganization of current staff duties and continue discussion on future needs for additional Student Services staff to support the new DASL, Data Analysis for Student Learning Software. The personnel committee members are: Marvin Wourms, Nelson McCray, Jay Gault, Keith Richards and Tom Slater.

Recent e-mail viruses are causing major havoc, absorbing valuable technical staff and system resources and greatly affecting system response times for the accounting, payroll, student services, and library systems. At this point, there is no solution to the problem other than to inform the Governing Board. System resources and system

response times are being monitored and necessary hardware upgrades may be presented at a future meeting.

Each District Superintendent recently received an announcement regarding LACA's intent to apply for an LSTA (Library Services and Technology Act) grant for elementary buildings in collaboration with the Newark Public Library. If awarded, the grant would:

- o Lower the District local cost to support existing IVDL buildings
- o Provide video equipment for one additional elementary building in each participating district
- o Provide valuable instruction to elementary students on the use of library resources
- o Designate LACA as the fiscal agent for the grant

The following districts have submitted letters of commitment to participate in the grant to date: HE, JO, LA, NE, NF, NR, SW, TV and WM

Sandra Mercer presented LACA's new DLOTS (Distance Learning Ordering Tracking System) developed by Eric Thompson. Distance Learning Consortiums around the state and the Ohio SchoolNet office have shown an interest in this new web-based system to request video content delivery right from a teacher's desktop. LACA IVDL users will begin to use the software live this spring. There are opportunities relating to this software application and additional application development under the financial side that LACA is currently investigating that could possibly generate revenue and/or provide additional services to the LACA member districts. Ron Cassidy, Cory Thompson, and Brian Wilson have been in contact with LACA about the possibility to support the newly developed JVS Leave Tracking System for district use that was developed by an outside consultant. More information will be presented on these two development projects at a future Governing Board meeting.

Doug Heuer presented an update on interest to expand upon video usage into the schools. There are plans for a group of local districts to pilot AP classes via IVDL for the 2004-2005 school year. A meeting is planned for March 31, at 10:00 a.m. in the Johnstown High School Library. Interested districts are asked to send a representative as the details for implementing the pilot will be the main topic. Columbiana County ESC will also be presenting their 11 year success with IVDL classes at this meeting.

A brief update on the state mandate for DASites to implement a Help Desk system was presented by Jon Bowers. Jon expressed his concerns that the costs for the system will be paid out of the DASite line item 426 and also with School District ONEnet funds.

LACA is in the process of setting up Internet usage logs and needs input from the Superintendents on the amount of historic data to store. It was agreed upon that three weeks of stored logs would be sufficient. It was also agreed that the policy would need to include the Superintendent's ability to request extended log retention if necessary. A revised Internet Filtering policy will be presented at the next LACA Governing Board meeting to reflect this change.

Sandra Mercer reminded the Superintendents that Innovate, LLC will be beginning driving to every school in LACA's network to layout the initial design for the fiber routes as part of the Fiber Feasibility Study beginning March 15, through the end of the month.

Many districts in the area have signed up with the Jefferson County ESC for their Alternative School Program. A discussion on the services/costs associated with the program were presented.

The final OREDS plan was presented to the ODE State Board in March. A discussion on the impact and recent updates/understandings were shared at the meeting. A copy of the most recent proposed map was distributed. There are still many areas that are unclear:

- o Will DASites continue to service their existing districts for business purposes (Accounting, Payroll, Student Information, INFOhio, etc.) and work with the Regional Service Centers in their area for IT services?
- o OREDS Map - What will be the region boundaries?
- o What are the true timelines? 2007? 2010?
- o What is the future of DASite funding?
- o What will be the costs of the new system?
- o What will be the benefits of the new system?
- o Will the large cities be inside or outside of OREDS?

Sandra Mercer has begun to gather initial items that would need to be considered in a transition plan and will be prepared to present them at the appropriate time depending upon the outcome of the proposal to the legislature this spring.

Unfinished business included discussion of LACA's need for national "code red" policies in addition to the motion that the LACA network would stay up pending any law enforcement actions. It was agreed that LACA should be a part of the local discussions with Jeff Walker. Nelson McCray will add a LACA representative to these meetings.

There was no interest at this time for LACA to pursue the ability to electronically store user/district forms realizing there would be associated costs for such a procedure/system.

Nelson McCray presented an update on SB102 (less hours of instruction) and SB189 (allows for district choice in ESC without approval by the existing and/or desired ESC board).

The next LACA Governing Board meeting is scheduled for May 13, 2004, at 8:00 a.m.

04-038 It was moved by Marvin Wourms and seconded by Kathy Lowery to adjourn the meeting at 9:40 a.m.

Reported by,
Sandra Mercer