

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held March 9, 2006, convening at 9:00 a.m.

Nelson McCray called the meeting to order.

The following members answered present to the roll call: Denny Souder representing Eydie Schilling, Tom Forman, Mike Carter representing Tom Suriano, Ron Cassidy, Keith Richards, Tom Slater, Jackie Piar-Henderson, Forest Yocum, Doug Spade, Kevin Snyder representing Marvin Wourms, Jay Gault, Nelson McCray and Sandra Mercer. Kim Miller-Smith, Jack McDonald and Jon Bowers were also present for the meeting. Janice Streit and Monte Bainter were not able to attend.

Jeff Maley, Superintendent of Mount Vernon City Schools, was introduced and welcomed by the LACA Governing Board. Mount Vernon will become a member of LACA effective July 1, 2006.

06-039 It was moved by Tom Slater and seconded by Keith Richards to approve the minutes of the January 12, 2006 meeting. A vote of approval was taken.

The Financial Report for January, 2006, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended January 31, 2006, with an unencumbered cash balance of \$332,437.82. FY06 appropriation modifications and an updated 5-year cash projection were also presented.

06-040 It was moved by Keith Richards and seconded by Forest Yocum to approve the following financial reports:

- Financial reports – January 2006
- FY06 Appropriation Modifications and 5-Year Projections totaling increases to expenditures of \$0.00 and increases to revenues of \$72.76

A vote of approval was taken.

Each Governing Board member received a Time Card Service Pilot Proposal/Timeline and estimated cost spreadsheet by district. A detailed discussion followed on the pilot service offering through LACA and the immediate interest expressed by Maysville. The Governing Board will review the pilot in the Dec/January timeframe and approve a new service level agreement at that time if the pilot is successful.

06-041 It was moved by Forest Yocum and seconded by Tom Slater to approve the Electronic Time Card service Pilot proposal and fees for the period of July 1, 2006, through Dec 31, 2006, for the pilot district(s). A vote of approval was taken.

06-042 It was moved by Keith Richards and seconded by Tom Forman to approve the following Personnel Committee recommendations:

- Staff Contracts effective July 1, 2006

- a. Jon Bowers, Operations Director – 3 year
- b. Joey Alexander, Network Manager – 3 year
- c. Dave Stein, Network Coordinator – 3 year
- d. Jeff Davis, Student Data Analysis Coordinator – 2 year
- Salary Proposals effective July 1, 2006
 - a. Increase base 3.19%
 - b. Increase in responsibility factor 2.5% (except Administrative Assistant position)
- Revised Vacation Policy effective July 1, 2006 - “Years of Service” shall be defined as years of service at LACA or previous experience in an education or other work-related field

A vote of approval was taken.

Sandra Mercer presented a new Salary Change Policy that was similar to the C-Tec certified staff policy for completion of degree course work. The C-Tec policy has been used in the past for LACA staff completing degrees. Jeff Davis recently completed his bachelor degree and will be eligible for this mid-year salary change as soon as his official transcript is submitted to the C-Tec Fiscal Office.

06-043 It was moved by Tom Slater and seconded by Doug Spade to approve the new Salary Change Policy as part of the LACA policy Manual effective March 9, 2006. A vote of approval was taken.

06-044 It was moved by Jay Gault and seconded by Forest Yocum to approve the IVDL Lead Teacher Stipend of \$150 per school contracting for LACA’s video services for FY07. A vote of approval was taken.

Sandra Mercer updated the Governing Board on Linda Haynes extended leave due to the illness of her husband. With the current projected financial budget including additional revenue from Mount Vernon, there is not enough funding to support the additional position approved by the LACA Governing Board at the last meeting. This will be addressed if/when LACA’s membership would increase with new districts.

The contract with Time Warner for the new district/school to LACA fiber circuits has been signed. The pricing for the 10mb circuit was confirmed at \$850 per month instead of the original projected \$995 per month due to the number of districts/schools participating. Sandra Mercer explained this cost savings will be forwarded on to the districts and amounted to a savings of \$1740 per school per year contracting for 10mb fiber connections.

06-045 It was moved by Tom Slater and seconded by Keith Richards to adjust the ISP Contract charges for fiber circuits to equal the amount charged by Time Warner as reflected on the Time Warner contract effective July 1, 2006, and not to exceed the amount originally approved. A vote of approval was taken.

Through FY05 LACA has waived a T1 line charge for the C-Tec Fiscal Office as a service provided for the fiscal agent.

06-046 It was moved by Keith Richards and seconded by Doug Spade to approve waiving all ISP building fees for the C-Tec Fiscal Office effective with their move to the separate campus building from the C-Tec Instructional building, replacing the previously waived T1 line charge for the C-Tec Fiscal Office. A vote of approval was taken.

A new authorization form for LACA's Account Management Application (a future web-based replacement for the paper LACA Staff User Security Form) was presented. LACA will use this form to grant the appropriate district staff authorization to the application. This form will be revised as the software program develops.

06-047 It was moved by Tom Forman and seconded by Jackie Piar-Henderson to approve the new LACA Account Management Application Authorization Form effective March 9, 2006. A vote of approval was taken.

This new completed form for each district will be added to the review process in August of each year.

Recent movement has begun with ITC connections to the Third Frontier Network (TFN), the state's new fiber network. LACA received state funding in the amount of \$79,605 to pay for a 10-year dark fiber connection/maintenance through AEP. The next step for LACA is to sign the contract with AEP, but concerns have been raised with a non-routine maintenance charge included in the AEP contract. At this point, the state is reviewing other providers for LACA's connection. Once a decision is made by the state, LACA's state funding will be adjusted, if necessary, to cover the exact cost of the selected provider's 10-year fiber connection/maintenance cost. LACA is being asked to sign the fiber provider's contract quickly so the connection/installation process can begin. LACA previously paid a retainer to the MCOECN for a legal consultant, The Riley Law Firm, to review all TFN provider contracts.

06-048 It was moved by Jay Gault and seconded by Tom Slater to authorize the LACA Executive Director and LACA Fiscal Agent to enter into a 10-year agreement with ODE's state selected service provider for fiber connectivity/maintenance to the TFN with the ODE/TFN funds pending a favorable legal opinion from David Riley of The Riley Law Firm (representing the MCOECN). A vote of approval was taken.

FY07 Financial Projections, FY07 fees and a new 5-year projection were presented and included a 7.5% increase to LACA's current services excluding all ISP charges. With this increase, the June 2010, unencumbered cash balance is projected at \$374,775.04. With a 5% increase, the June 2010, unencumbered cash balance is projected at \$260,382.50. Virus protection software for the districts is currently being re-negotiated at the request of the LACATech Advisory Committee. Cost projections for this service will be more accurately reported when the final budget is presented in May.

06-049

It was moved by Keith Richards and seconded by Tom Slater to approve a 6% fee increase for LACA's current services excluding all ISP charges, setting 1% of the fees aside for Governing Board directed use. A vote of approval was taken.

Sandra Mercer will prepare new FY07 budget spreadsheets for review prior to the next Governing Board meeting and will create a new account to track the 1% set-aside.

Meeting Presentations/Discussions

MCOECN/ODE Update

LACA's Constitution changes approved at the January Governing Board meeting were sent to ODE for the State Superintendent's signature. LACA received word that the State Superintendent will not sign/approve ITC Constitutions until they are reviewed by legal counsel for compliance with the new Ohio Revised Code changes set forth by ODE in September 2005. Sandra Mercer will contact the MCOECN to see if they will be consulting with one legal counsel for all ITCs or whether LACA will need to initiate consulting with Bricker and Eckler, LLP.

HB115 on Regionalization appears to be on a slow track based upon the recent level of opponent testimony.

LACA has created surveys for each service area and is encouraging all district users to complete the survey for the appropriate service, as part of LACA's Continuous Improvement process. The staff will be attending an off-site retreat on April 7, 2006, to review the FY06 CIP and build the foundation for the CIP for FY07. The CIP for FY07 will be presented for approval at the May LACA Governing Board meeting.

Nelson McCray presented an update for the MCOECN Board of Trustees which included additional information on HB115, MCOECN budget proposals for the next biennium (FY08-FY09) and the need for the MCOECN to create the appropriate MCOECN identity at the state level for both the legislature and the district teachers/users.

Projects / Emerging Technologies / Discussions

The LACA Staff hosted a meeting with Mount Vernon staff on March 6, 2006, to go over the entire district conversion of services to LACA effective July 1, 2006. Programming the conversion of student data from eSIS to SIS will be the most difficult part of the transition. An update will be provided at each Governing Board meeting.

LACA just recently signed the Time Warner contract on behalf of the LACA districts for a total of 42 fiber connections ranging from 10-200mb speeds. All current Time Warner locations are scheduled to be live by July 1, 2006. All current Adelphia locations will be live no later than 120 days from the date Time Warner Cable completes the purchase of Adelphia. All districts will receive appropriate pro-rated billing for T1/fiber services depending upon the exact live fiber cut-over dates.

The DASL conversion is moving forward and Tri-Valley has been chosen as the pilot district scheduled to “Go Live” in May 2006. LACA is waiting to hear resolution from state support on the Progress Book mid-year migration and the GPA calculation, before the actual Tri-Valley “Go Live” date can be confirmed. The DASL fee for FY06 is currently \$2.00. The cost for FY07 has previously been set at \$2.30, but may go to \$3.00/ADM in order to include a much needed DASL Software Quality Assurance Team at the state level. LACA’s proposed FY07 budget includes the projected \$3.00/ADM for DASL.

Unfinished business

There was no unfinished business.

New business

LACA has received requests from the MVESC for EMIS/Financial services only and from the Olney Friends School in Belmont County for Library services only. After discussion, Sandra Mercer was directed to develop a policy defining LACA’s service area and criteria for districts/schools to receive LACA’s services and present to the LACA Governing Board in May for review. If approved, it was agreed this policy would need to be reviewed on a yearly basis.

Governing Board meeting dates for FY06 are as follows:

- May 11, 2006 9:00 a.m.

06-050 It was moved by Tom Slater and seconded by Doug Spade to adjourn the meeting at 10:20 a.m.

Reported by,

Sandra Mercer
LACA Executive Director