

Licking Area Computer Association

Minutes of the LACA Governing Board meeting held October 12, 2006, convening at 9:00 a.m.

Nelson McCray called the meeting to order.

The following members answered present to the roll call: Scot Prebles, Tom Forman, Arnie Ettenhoffer representing Jay Gault, Jeff Maley, Keith Richards, Tom Slater, Forest Yocum, Doug Spade, Mike Carter representing Tom Suriano, Nelson McCray and Sandra Mercer. Jacqueline Piar-Henderson and Ron Cassidy arrived at 9:10 a.m. Denny Souder and Jon Bowers were also present for the meeting. Ernest Husarik, Monte Bainter and Sharon Smith were not able to attend.

07-009 It was moved by Keith Richards and seconded by Tom Forman to approve the minutes of the August 17, 2006 meeting. A vote of approval was taken.

07-010 It was moved by Tom Slater and seconded by Tom Forman to approve the following financial items:

- Financial reports – August
- 5-year Projections

The Financial Report for August, 2006, was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended August 31, 2006, with an unencumbered cash balance of \$301,072.42. An updated 5-year cash projection was also presented. A vote of approval was taken.

Sandra Mercer noted that LACA's unencumbered cash would need to be monitored closely over the next few months for the following reasons: No State funding has yet been received during FY07 and ISP billing will not go out until November. The 5-year projection reflected the project balance expected for June 30, 2009.

07-011 It was moved by Keith Richards and seconded by Doug Spade to approve the following LACA personnel items:

- The resignation of Andy Kemmer, K-12 Classroom Data Manager, effective October 20, 2006.
- The employment of Elizabeth Faulkner as K-12 Classroom Data Coordinator per the revised job title/description for a one year 260-day contract prorated through June 30, 2007, effective October 9, 2006, at a daily rate based upon step 0 and responsibility factor of .275 of the LACA Salary Schedule with full benefits as referenced in the LACA Policy Manual
- An increased job responsibility factor for Heather Cronbaugh, K-12 Special Services Manager per the revised job title/description, of .425 of the LACA Salary Schedule effective October 9, 2006.

Copies of the revised job descriptions for the above positions were distributed to each LACA Governing Board member. A vote of approval was taken.

Elizabeth Faulkner was currently attending training at the Software Answers' office in Akron, Ohio, and will be introduced at the next Governing Board meeting.

Personnel Leave

Chad Carson is expected to go on Family Medical Leave in November. He and his wife, Amber, are expecting their 2nd child. Sandy Mercer will continue to work part-time into November.

Proposed FY08 Budget

The Proposed FY08 Budget and the following cost projections were presented in detail:

- District Actual Fees – from FY00 – FY07
- FY08 – FY11 District Projected Fees – Total Costs
- FY08 – FY11 District Projected Fees – Local Costs
- FY08 Breakdown by District by Service Area
- 5-Year Cash Projection – through June 30, 2010
- FY08 Budget
- FY09, FY10, FY11 Budget

Sandra Mercer will apply different fee increases and send out new cost projections prior to the next Governing Board meeting. The Carry over balance on the 5-year projection was currently set by the Board not to go under \$200,000. It was suggested this amount be reviewed and become some percent of the overall LACA budget. The FY08 fees will be presented for final approval by the LACA Governing Board at the December meeting.

Proposed FY08 ISP Contract

Legal Council is currently reviewing and will be recommending changes to the FY08 ISP Bids, E-Rate form 471 Attachment 21 and the ISP Contract. The new contract will be presented for approval at the December Governing Board meeting. Legal is also reviewing E-Rate Service Provider and ITC relationships. Sandra Mercer will send an e-mail with suggestions for proper authorization on who should sign E-Rate forms and district Internet Service Provider contracts.

Projects / Emerging Technologies / Discussions

District fiber upgrades are moving forward and soon LACA will have 51 buildings connected through leased fiber with Time Warner, Sprint and Windstream.

LACA's TFN Connection is expected to be complete by the end of October.

LACA now has 4 districts live on DASL: Tri-Valley, Lakewood, LCESC (Flying Colors) and Lakewood Digital. There are a total of 183 districts live on DASL across 15 ITC's. Jeff Davis, the District DASL Team Leaders, district staff and LACA DASL staff are doing an excellent job with the conversions and training. Doug Spade commented on the positive comments received from his staff. Districts need to prepare their secretaries and DASL Team leader for the necessary time needed for this student conversion. Performance issues recently discovered at ITC's (with a large number of districts converted) are being addressed and have delayed DASL development. These delays will affect LACA's conversion schedule for all districts after January 2007. LACA will be hosting a meeting with the DASL Team Leaders in the near future (hopefully November) to create a new conversion schedule. We may look into more conversions over the 2007 summer – if districts are willing to make appropriate staff (at local costs) available for summer training and testing. Heath and Newark Catholic are expected to go live on DASL November 14.

The Time Card Pilot is moving forward and Southwest Licking has been live on the time clock (using biometric terminals) system for a couple of weeks. Forest Yocum commented on some of the advantages and some areas to watch for on the new system. A full evaluation of the pilot by the districts and LACA will be presented to the Governing Board at the December meeting for future direction.

INFOhio's update included the new username/password for FY07's core collection (INFOhio/explore), a new User's Council is being formed, and additional resources/projects include student Homework Assistance, Toolkits for teachers and parents, School Rooms – a new content resource, and involvement in D3A2. Sally Gummere with Granville High School, and Amy Gibson with Heath High School will represent LACA on the new User's Council. Nelson McCray expressed concerns on the state INFOhio budget and that this would need to be an item to address with the new legislature.

LACA is participating in a state-wide software development project (through the SSDT – state software development team) for HR software to complement the state payroll system and assist both district administrative staff and employees. The first module released earlier this month is an Employee Kiosk. LACA fiscal and technical staff are completing the setup and testing of this release and will make it available to the districts after the first of the year.

The MCOECN is currently researching LACA's new store server hardware for a state disaster recovery backup system. LACA is one of only 3 ITC's in the state that currently has this new backup technology. LACA will also be meeting with the ITC's, MEC and TCCSA, on costs/processes for a regional disaster recovery plan vs. the costs/processes of a state plan. During FY07, LACA will be presenting a new backup service for district data/servers also using the Store Server technology/hardware. District Technology Coordinators are expressing interest in this functionality.

LACA will be hosting a meeting on November 2nd with Representatives from both the IRS and the Labor Department. Treasurers, fiscal office staff and Superintendents have received notice of this meeting through e-mail. Topics will include blended overtime, record keeping, 1099 questions, etc... If you would like to attend, please contact Melody Hewitt at mhewitt@laca.org.

Chad Carson recently upgraded and migrated LACA's e-mail transport software to new features available with software called Mail Marshall. Districts will not only see decreases in the amount of SPAM, but LACA will also be able to save approximately \$4000 per year in licensing costs for the previous software purchased through the MCOECN.

MCOECN/ODE Update

Detailed discussion followed on the D3A2 Project. The Superintendents and LACA Director expressed strong interest to participate in the early stages of the project but also expressed concerns on the necessary staff resources and support. Southwest Licking and Mount Vernon have both expressed interest to participate in the project in the November timeframe. Districts must have EMIS files and Assessment CD's containing detailed results from vendors for OGT and Achievement testing for the past 3 years. Manual corrections to data will be needed during the initial data loading stages and details of this

are not yet released by ODE. LACA staff will be attending a meeting on Oct 19th to gain more information on the setup for D3A2. Information on the project is available at the following link: <http://d3a2.org>. More information will be relayed to the Governing Board at it is received.

OESCA (Craig Burford) is setting up the initial regional meetings to meet the timeline requirements of HB 115 (Oct 21 and Nov 5). LACA crosses 3 regions – 7 (Knox), 11 (Licking, Fairfield) and 12 (Muskingum)

Unfinished business

LACA will be contracting with legal council over the coming months to review and recommend changes to LACA's Constitution and contracts to meet the requirements of the Ohio Revised Code changes.

Sandra Mercer will send an e-mail to each LACA Superintendent detailing which yearly District forms still need to be received for FY07.

The invitation to Legislators to attend a LACA Governing Board meeting or a special meeting will be discussed again after the first of the year.

An updated Acronym List was distributed to each Governing Board member.

New business

BASA (Kathy Lowery) is looking for presenters for the February 12-14 eTech conference for the Administrative track. Suggestions should be sent to either Sandy Mercer or directly to Kathy Lowery.

LACA has some old network equipment that is no longer needed. It was agreed upon by all present for LACA to offer the equipment to all districts prior to any disposal. C-Tec noted their strong interest in the network equipment for use in their Cisco certification classes.

Governing Board meeting dates for FY07 are:

- December 14, 2006
- January 11, 2007
- March 8, 2007
- May 10, 2007

07-012 It was moved by Jeff Maley and seconded by Forest Yocum to adjourn the meeting at 10:30 a.m.

Reported by,

Sandra Mercer
LACA Executive Director