

## Licking Area Computer Association

### Minutes of the LACA Governing Board meeting held March 13, 2008, convening at 9:00 a.m.

#### Nelson McCray called the meeting to order.

The following members answered present to the roll call: Scott Prebles, Tom Forman, Damien Bawn, Cory Thompson representing Ron Cassidy, Jay Gault, Ernie Husarik, Steve Short, Jon Shepard, Forest Yocum, Max Maley representing Doug Spade, Nelson McCray and Sandra Mercer. Sharon Smith arrived at 9:15 a.m. Monte Bainter, Keith Richards and Scott Hartley were not able to attend. Jon Bowers was also present for the meeting.

**08-025** It was moved by Ernie Husarik and seconded by Scott Prebles to approve the minutes of the January 10, 2008, meeting. A vote of approval was taken.

The Financial Report for February 2008 was distributed to each Governing Board member. The financial status of LACA was presented by Sandra Mercer. LACA ended February 29, 2008, with an unencumbered cash balance of \$1,074,070.46. A proposal to revise the FY08 Timecard yearly base fee for the two pilot districts was presented. An updated FY08 5-year cash projection and FY08 Appropriation Modifications were also presented.

**08-026** It was moved by Cory Thompson and seconded by Jay Gault to approve the following financial items:

- Financial reports – February 2008
- Revise the FY08 Timecard base fee for 2 pilot districts from \$5000 to \$1800 and prorate the yearly fee based upon “live” implementation date of Jan 1, 2008. (\$900 each)
- FY08 Appropriation Modifications and 5-year projections
  - Increased Expenditures: \$0.00
  - Decreased Revenues: -\$2,041.00

A vote of approval was taken.

**08-027** It was moved by Forest Yocum and seconded by Ernie Husarik to accept Sandra Mercer’s, the LACA Executive Director, retirement date of January 1, 2009. A vote of approval was taken.

**08-028** It was moved by Jay Gault and seconded by Tom Forman to approve a 3.75% salary increase for Sandra Mercer, the LACA Executive Director, effective July 1, 2008, and to purchase a \$5000 annuity for Sandra Mercer to be paid prior to her retirement date. A vote of approval was taken.

It was agreed upon by all present to hold a retirement luncheon/reception for Sandra Mercer on December 11, 2008.

**08-029** It was moved by Ernie Husarik and seconded by Tom Forman to approve the following Personnel Committee recommendations:

- LACA Staff Contracts effective July 1, 2008:
  - Trish Baker, Media Resource Coordinator – 3 year
  - Melody Hewitt, Fiscal Coordinator – 3 year
  - Mary Knicely, Administrative Applications Manager – 3 year
  - Jerry Eby, Student Applications Manager – 3 year
  - Linda Haynes, Student Services Coordinator – 1 year

- Jeff Davis, Student Data Analysis Coordinator – 3 year
- Salary Proposals effective July 1, 2008:
  - 2.25% increase on the Salary Schedule base
  - 3.75% increase Technical Director, Operations Director
- SSEM Extra Work Agreements effective July 1, 2008 (6.67% increase)
  - Special Services Education Module Analysis I - \$2,800.00
  - Special Services Education Module Analysis II - \$3,920.00
  - Special Services Education Module Specialist I - \$2,800.00

A vote of approval was taken.

**08-030** It was moved by Steve Short and seconded by Jay Gault to approve the Video Lead Teacher stipend of \$150 per school contracting for LACA video services for FY09. A vote of approval was taken.

Sandra Mercer reported that LACA staff will be responsible for both the cost and scheduling of their required FBI/BCI checks. LACA will use the same process as C-Tec.

Sandra Mercer presented the FY09 Budget and 5-year projection. LACA's projected unencumbered cash ending June 30, 2012, was reported to be \$129,763.37. Sandra Mercer reported this amount is under the Board's set \$200,000 balance, but is expected to increase after this June 30<sup>th</sup> closing due to the receipt of additional state funding for D3A2 (approx. \$20,000) and lower FY08 expenditures than currently budgeted. Each Governing Board member received a copy of the FY09 5-year projection, and the FY09 – FY12 budgets. Each Governing Board member also received a copy of District total and local projected fees for FY09 – FY12 and a breakdown of costs by Service area for FY08 and FY09.

**08-031** It was moved by Steve Short and seconded by Ernie Husarik to approve the FY09 Service Level Agreement Fees (Fiscal, Student, EMIS, Library, Video) 4.5% increase over FY08 with the following exceptions:

- FY09 Video fees will be based upon a total cost of \$128,993.61 divided by the number of contracting buildings and not to exceed FY08 fees

A vote of approval was taken.

The FY09 budget will be presented for approval at the May Governing Board meeting.

Sandra Mercer proposed a reduction to the 3<sup>rd</sup> Party Timecard service one-time district buy-in cost from \$4000 to \$2500. This change was based upon total capacity hardware costs vs. total original purchase price for the hardware.

**08-032** It was moved by Jay Gault and seconded by Ernie Husarik to revise the 3<sup>rd</sup> Party Timcard service one-time district buy-in of \$4000 effective January 1, 2008, to \$2500 effective January 1, 2008. A vote of approval was taken.

Johnstown's official request to withdraw membership from LACA effective Jun 30, 2008 was received on January 18, 2008. Johnstown has already begun steps to move all SLA services to TRECA effective June 30, 2008, and has notified LACA that all data processing will cease with LACA during July 2008. Transition meetings with Johnstown and TRECA have occurred. A motion was presented to accept Johnstown's request for membership withdrawal, based upon the following facts:

- Currently the Ohio Department of Education will not grant membership changes (i.e. no mid-year funding changes for ITC's) for a district in the middle of a fiscal year;

- LACA's Constitution requires a one-year notice for membership withdrawal, which would not become effective until December 31, 2008;
- Johnstown's state funding for the 6-month period, July 1, 2008 through Dec 31, 2008, is equal to the cost of software licensing/maintenance required for Johnstown's application use of INFOhio, DASL, ProgressBook and SSEM during the same period; and
- Johnstown understands and has accepted their local financial obligation to LACA for the period of July 1,2008 through December 31, 2008, at the cost of \$25,381.75.

**08-033** It was moved by Forest Yocum and seconded by Tom Forman to accept Johnstown's request for LACA membership withdraw effective June 30, 2008, and to release Johnstown's membership and state funding effective June 30, 2008, with the following stipulations:

- Johnstown will pay LACA the local financial obligation for application services (USAS, USPS, EIS, EMIS, Student Scheduling/Grading/Attendance, and Library) through December 31, 2008; and
- Any licensing and/or maintenance costs (DASL, SIS, ProgressBook, Special Ed/SSEM, INFOhio/Sirsi) incurred by LACA to serve Johnstown after July 1, 2008, will be charged to and paid by Johnstown.

Vote: Yocum, yes; Forman, no; Prebles, no; Bawn, abstain; Thompson, yes; Gault, yes; Husarik, no; Short, yes; Shepard, yes; Smith, yes; Maley, yes; McCray, yes. Motion carried.

Forest Yocum requested a change to the LACA Constitution requiring 100% of LACA Governing Board members to vote in favor of a district's membership approval if the district withdrew membership from LACA within the previous 5-years. The item was added for discussion later in the meeting.

Discussion of Johnstown's request for early termination of their ISP contract followed. No change or motion was requested.

LACA will be adding C-Tec to the Time Warner master contract effective July 1, 2008.

**08-034** It was moved by Ernie Husarik and seconded by Scott Prebles to approve the Time Warner contract addendum for additional building connections effective July 1, 2008. A vote of approval was taken.

Sandra Mercer explained a contract and services change made effective July 1, 2005, for anti-virus software licensing. The topic was discussed at the March LACATech meeting and the LACA-served non-member districts were notified of the license cost change beginning July 1, 2008. A formal announcement on the change will go out to all affected districts after the Governing Board meeting.

**08-035** It was moved by Tom Forman and seconded by Steve Short to remove virus protection software licensing from ISP (previously WAN) services effective July 1, 2005 (FY06) and to provide the licensing to LACA member districts at no cost and to LACA-served non-member districts at cost as approved by the Governing Board on a license renewal basis. A vote of approval was taken.

**08-036** It was moved by Ernie Husarik and seconded by Tom Forman to waive the cost of virus protection software licensing for LACA-served non-member districts from July 1, 2005 through June 30, 2008. A vote of approval was taken.

Sandra Mercer presented the revisions to the LACA FY09 Service Level Agreements that included the addition of the Time Card and Hosted Off-Site Backup services, revised Schedule A to reflect FY09 fees and additional minor changes.

**08-037** It was moved by Ernie Husarik and seconded by Cory Thompson to approve the FY09 Service Level Agreements as presented. A vote of approval was taken.

The FY09 Service Level Agreements will be sent to each district for approval within the next couple of weeks.

Sandra Mercer presented the changes to the LACA Data Security Policy to address laptop data security. LACA's Data Security Policy is part of LACA's Internet Acceptable Use policy that every user agrees to when granted a LACA user account. LACA is in the process of re-approving every LACA user with individual acceptance tracked through the new LAMA (LACA's Account Management Application) program.

**08-038** It was moved by Steve Short and seconded by Cory Thompson to approve the revised LACA Data Security Policy effective March 13, 2008 A vote of approval was taken.

Revisions to LACA's Internet Acceptable Use Policy, to address personal use of IP-based phone systems, will be presented at a future Governing Board meeting.

Sandra Mercer presented a new/yearly ProgressBook/SSEM policy for 2008-2009. An e-mail has gone out to every LACA building principal on the policy and dates.

**08-039** It was moved by Jon Shepard and seconded by Tom Forman to approve the ProgressBook/SSEM Policy Proposal (and dates) for 2008-2009 (FY09) as presented. A vote of approval was taken.

### **LACA Constitution Changes – ORC Compliance**

Sandra Mercer is working with Directors from NCOCC, TCCSA and LGCA to revise LACA's Constitution for ORC compliance. Changes presented at the last Governing Board meeting have been submitted to the legal firm, Renwick, Welsh & Burton for review. As long as the Constitution allows for –any- public district, including Community Schools, to become a member, some of the proposed language (representation by non-members at Governing Board and Advisory meetings) may not be needed. Sandra Mercer was directed to include the change proposed by Forest Yocum for adopting new members who were previous members within the last five years with the final legal review. The final Constitution changes will be presented for adoption at the May Governing Board meeting. Each local member's Board of Education will then need to adopt the revised LACA Constitution.

### **Projects / Emerging Technologies / Discussions**

A document from legal consultation with Bricker & Eckler on E-mail archiving was presented. Next steps are outlined in the document. LACA will continue to research the topic and will add as an agenda item for the next Governing Board meeting.

Video grant opportunities were presented and a contact per district per grant, for interested districts, was requested. Video hardware costs were also distributed. The grants include: Foreign Language Assistance Program (FLAP), OAT Intervention (LSTA or ERSS), OGT

Intervention (ERSS), and Seniors to Sophomores Early Adopters Grant (ODE). A handout including details and timelines for each grant was distributed. LACA continues to be hopeful that discussions with the MVESC regarding video delivery will provide advantages for both the LACA and the MVESC districts.

Brief updates on Employee Kiosk, DASL, INFOhio, Time Card, Special Education (SSEM), and document management were presented.

### **MCOECN/ODE Update**

LACA has received word from the MCOECN that, at this time, recent ODE budget cuts for FY08, should not affect the ITC's funding subsidies.

All ITC's and Large Urban districts will participate in a statewide network security audit this spring. Initial steps have begun and LACA is scheduled for an onsite interview within the next couple of weeks.

The D3A2 project has picked up state momentum and LACA hosted "Kick-Off" meetings for five more districts on March 11. By April 15, LACA expects to have 8 district's data loaded into the system.

LACA staff attended the ODE regional workshop for EMIS Coordinators and Special Education Directors on the changes in EMIS for FY09. These changes are quite extensive. LACA has also completed a survey from ODE on hardware/software requirements for the new EMIS (re-write) system that will be implemented in FY10.

### **Unfinished Business**

Sandra Mercer continues to work on a public records policy for LACA. Tri-Valley is assisting with information on student records and Northridge is assisting with information on financial records. A draft of the policy will be presented at the Governing Board meeting in May.

### **New Business**

A district has contacted LACA to request Rent-a-Tech services. There was interest expressed by some of the LACA Governing Board members. LACA will begin research and present additional information at the next Governing Board meeting.

Governing Board meeting dates for FY08 are:	May 8, 2008
Governing Board meeting dates for FY09 are:	Aug 14, Oct 9, Dec 11, 2008 Jan 8, Mar 12, May 14, 2009

**08-040** It was moved by Ernie Husarik and seconded by Jay Gault to adjourn the meeting at 11:15 a.m.

Reported by,

Sandra Mercer  
LACA Executive Director