

## Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held March 14, 2013, convening at 9:05 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Kyle Newton, Jill Johnson, Tom Forman, Joyce Malainy, Jay Gault, Kevin Snyder (representing Steve Wigton), Steve Short, Doug Ute, Scott Hartley, Chris Briggs, Bob Jennell, Bill Harbron, Nelson McCray and Jon Bowers. Ben Streby, Fiscal Advisory Committee Representative and C-Tec Treasurer, and Tim Owen, LACATech Advisory Committee Representative and Lakewood School Technology Director were also present. Phil Wagner arrived at 9:05 and Jeff Brown arrived at 9:10.

Chris Briggs was welcomed to the LACA Governing Board.

- 13-024** It was moved by Steve Short and seconded by Joyce Malainy to approve the minutes of the December 14, 2012 meeting. A vote of approval was taken.

The March appropriation modifications, February financial reports and FY13 5-year cash projection of \$310,734.22 ending June 30, 2016 were presented.

- 13-025** It was moved by Tom Forman and seconded by Jay Gault to approve the financial items. A vote of approval was taken.

Jon Bowers presented the Personnel Committee recommendations for contract renewals, amended merit-based compensation policy and part-time employment policy.

- 13-026** It was moved by Doug Ute and seconded by Jill Johnson to approve the following Personnel Committee recommendations:

a. 3-Year Contract Renewal

- a. Chad Carson, Technology Director
- b. Robert Rittenhouse, Network Coordinator
- c. Michaelene Vincent, Student Services Coordinator
- d. Leanne Maziar, Administrative Assistant

b. 2-Year Contract Renewal

- a. Jerry Eby, Student Applications Manager
- c. Amended "Merit-Based Compensation System" Policy;
- d. Part-Time Employment Compensation and Benefits Policy.

- 13-027** It was moved by Tom Forman and seconded by Kyle Newton to amend motion 13-026 to include an item:

- e. Pay increases for LACA staff based upon the newly amended policy reflecting the FY13 performance review for each staff.

A vote of approval was taken to amend motion 13-026.

Jon Bowers distributed a document reflecting the proposed pay increases associated with the amended Merit-Based Compensation System.

A vote of approval was taken, approving motion 13-027.

Nelson McCray presented the merit-based pay increase for Jon Bowers.

- 13-028** It was moved by Chris Briggs and seconded by Scott Hartley to approve the Personnel Committee recommendation for the performance-based compensation for the LACA Executive Director in the amount of \$1,883. A vote of approval was taken.

Jon Bowers presented an Annual Supplementary Service Support Fee for LACA members that are not located in counties adjacent to the LACA service area. It was explained that if LACA were to provide a consistent level of support to member districts not bordering the LACA service area, significant additional costs would be incurred. A pricing structure was proposed that would account for additional time, travel and expenses.

- 13-029** It was moved by Steve Short and seconded by Doug Ute to approve an Annual Supplementary Service Support Fee for LACA members in counties not bordering LACA service area of Licking and Muskingum Counties. The fees will be \$2,500 for districts up to 2,000 head count, \$5,000 for districts from 2,001 to 5,000, and \$7,500 for districts over 5,001. A vote of approval was taken.

Jon Bowers presented the proposed On-Base service that is being proposed through a partnership with the Metropolitan Education Council which would provide LACA districts with document imaging and storage capabilities.

- 13-030** It was moved by Scott Hartley and seconded by Joyce Malainy to approve the addition of On-Base Services, provided by Metropolitan Education Council, at an annual cost of \$8,500; one-time service area set up fee of \$4,000 and annual LACA On-Base support fee of \$1,000 to LACA Service Contract for FY14. A vote of approval was taken.

- 13-031** It was moved by Chris Briggs and seconded by Kevin Snyder to approve LACA entering into purchased services agreement with Metropolitan Education Council for the delivery of On-Base hosted services for LACA schools.

Jon Bowers then presented the proposed FY14 budget which included stable state funding. The proposed budget also included the pay increases approved in motions 13-026, 13-027 and 13-028. Fees would stay at the same rate as FY13. It was noted that current rates are lower than approved rates from FY08. Jon Bowers also pointed out that projections for FY15, FY16 and FY17 are 1% increases, where in previous years, 3% increases were budgeted. The Service Level Agreement was also presented for approval with no changes from FY13.

- 13-032** It was moved by Joyce Malainy and seconded by Jeff Brown to approve the FY14 Service Level Agreement and fees. A vote of approval was taken.

Jon Bowers explained that a number of districts have not had their e-rate funding requests approved by USAC, which accounts for about \$125,000 of LACA revenue. He explained that the funding requests will eventually be approved and that schools will receive their funding, but it might not be until FY14. In the interest of accounting for the schools, it would be best if, not approved by the end of April, the district be invoiced the remaining balance and then the district file for the refund directly from USAC.

It was moved by Tom Forman and seconded by Chris Briggs to approve invoices districts that have not received E-Rate funding approvals for FY13 by April 30<sup>th</sup> for the balance of their ISP contracts. A vote of approval was taken.

### **Meeting Presentations/Discussion**

Jon Bowers updated attendees on discussions with school administrators at Medina City Schools and Johnstown Local Schools. It has been determined that Johnstown for postpone any decisions until next year and we are awaiting further contact from Medina City Schools.

Demolition was completed by the end of the 2012 and all walls are finished and primed. The contractor is installing electricity and pulling data cabling right now. We are closely following progress to identify any work that does not meet expectations. There have been very few problems. The only problem to date was the need to replace the UPSs that we planned to move from LACA to the new facility. Newark is splitting the cost with LACA, and the refreshment of this hardware will be an additional, significant improvement. At this time, we are keeping the timeline for moving our data center starting the night of July 22.

Two districts have committed to imaging and document management, so Jon Bowers is finalizing agreements with MEC for the delivery of services. It is anticipated that the services will be available for the beginning of FY14. Districts contract directly with MicroImage for imaging services and with LACA for the On-Base services that are provided through a partnership with MEC. LACA will support the integration to LACA-hosted services that export files to On-Base.

A list of participating districts using RAM was distributed. Ten districts and three ITCs are currently using RAM and an additional 10 districts and three ITCs are anticipated to join within the next month.

Jon Bowers also distributed a list of services that LACA provides to districts so that superintendents are aware of the services that LACA offers.

### **MCOECN/ODE Updates**

Jon Bowers reported that funding for ITCs is anticipated to remain at current levels according to the currently proposed state budget and funding to upgrade ITC's middle mile 1 gigabit connections has also been allocated.

He also explained that LACA will be supporting the TSDL (Teacher Student Data Link) for all districts in the LACA service area, including Licking Valley, which is not on DASL. It was discussed and agreed that LACA should develop a service fee associated with the additional support that will be required to support Licking Valley.

Districts were reminded that DASL and ProgressBook will be taken off line on April 13<sup>th</sup> to install a large release. Due to the extent of testing that will be necessary, it is anticipated that DASL and ProgressBook will be down all day.

A brief update on the PARCC study was presented. The need for LACA to lead the technical side of planning was discussed. Jon Bowers will set up an area on the LACA website to host documentation and ensure that the most recent information is posted. A discussion on ThinkGate ensued and LACA was directed to maintain and share information

on this project as it will be planned to interface with DASL. This information, too, will be shared with administrators.

#### Unfinished Business

Jon Bowers shared that LACA is researching services that will assist schools with managing hardware in their schools as well as curriculum content. The concept of a group purchase for all the LACA schools is being considered. Additional information will be discussed with the LACATech group.

The following LACA Governing Board meeting date for FY13 will be May 9, 2013. The FY14 meeting dates will be August 15<sup>th</sup>, October 10, December 12, 2013, and January 9, March 13 and May 8, 2014.

**13--034** It was moved by Chris Briggs and seconded by Jay Gault to adjourn the meeting at 10:38 a.m.

Reported by,

Jonathan Bowers  
LACA Executive Director