

## Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held August 15, 2013, convening at 9:02 am. Nelson McCray called the meeting to order. The following members answered present to the roll call: Robert Ogg (representing Russ McGlothlin), Jill Johnson, Trevor Thomas, Ben Streby (representing Joyce Malainy), Jay Gault, Kevin Snyder (representing Steve Wigton), Doug Ute, Scott Hartley, Rick Jones (representing Bob Jennell), Mark Neal, Jeff Brown, Nelson McCray and Jon Bowers.

The LACA Treasurers and Tim Owen, LACATech Representative, were welcomed to the meeting.

Phillip Wagner, Trevor Thomas and Bill Harbron all arrived shortly after the meeting started.

**14-001** It was moved by Doug Ute and seconded by Jeff Brown to approve the minutes of the May 9, 2013 meeting. A vote of approval was taken.

The June fiscal year end closing appropriation modifications and FY13 5-year cash projection of \$113,279.22 ending June 30, 2016 were presented.

**14-002** It was moved by Ben Streby and seconded by Scott Hartley to approve the financial items. A vote of approval was taken.

Jon Bowers presented the August appropriation modifications, July financial reports and the FY14 budget which included a 5-year cash projection of \$951,693.21.

**14-003** It was moved by Rick Jones and seconded by Ben Streby to approve the FY14 budgetary items. A vote of approval was taken.

Jon Bowers presented two Personnel Committee recommendations: a modification of the System Manager Job Description, which included increasing the annual salary to \$81,299, effective August 16, 2013; and the employment of Justin Post as a Network Coordinator, effective July 15, 2013 at an annual salary of \$65,000.

**14-004** It was moved by Mark Neal and seconded by Jay Gault to approve the Personnel Committee recommendations. A vote of approval was taken.

Jon Bowers explained that INFOhio State support has requested LACA's assistance in preparing professional development material to be used Central and Southeastern Ohio on the new electronic resources available for schools. The funding is provided in the form of a \$3,500 grant to LACA. It was also explained that while the INFOhio state subsidy had been eliminated, ODE has provided each ITC with a one-time grant equivalent to the annual subsidy of \$13,124.

**14-005** It was moved by Jill Johnson and seconded by Doug Ute to approve LACA's participation in the additional. iCoach Assistance Grant. A vote of approval was taken.

Jon Bowers presented a letter of commitment that ODE requires ITC's to submit, agreeing to adhere to standards that enable schools to receive their Ohio K-12 Network subsidy of \$1,800 per instructional buildings. K-12 Network Funding was maintained through the most recent state budget.

**14-006** It was moved by Jeff Brown and seconded by Kevin Snyder to approve participation in the Ohio K-12 Network for FY14. A vote of approval was taken.

LACA is required to enter into an agreement with the MCOECN to purchase commodity internet access from the MCOECN, which gives LACA more competitive pricing and helps fund MCOECN operations.

**14-007** It was moved by Chris Briggs and seconded by Jill Johnson to approve the MCOECN Enterprise Internet Services Agreement. A vote of approval was taken.

LACA participates in the OME-RESA Co-operative to purchase grade labels for schools at the most competitive prices.

**14-008** It was moved by Mark Neal and seconded by Scott Hartley to approve the resolution to participate in the OME-RESA Cooperative Services Agreement for FY14 at a cost of \$50. A vote of approval was taken.

Jon Bowers presented LACA's FY14 Continuous Improvement Plan (CIP). State law requires that ITCs complete and maintain an active CIP. The continuous improvement methodology is used at LACA to systematically improve customer service. The approved CIP is posted on the LACA website.

**14-009** It was moved by Doug Ute and seconded by Jill Johnson to approve LACA's FY14 Continuous Improvement Plan. A vote of approval was taken.

On June 26, 2013, an electronic vote was conducted to determine if LACA should provide consulting services to the Licking County Port Authority. The scope of work entails approximately 20 hours of consulting on the technology capabilities of a property that the Port Authority owns. A unanimous vote of approval was confirmed through an electronic vote.

**14-010** It was moved by Kevin Snyder and seconded by Phillip Wagner to approve LACA providing consulting services to the Licking County Port Authority for an amount of approximately \$2,500. A vote of approval was taken.

Jon Bowers gave a brief update on the move of facilities and explained that he had received an offer of \$5,000 for the generator at the Union Street facility. Districts have been asked to submit a bid to LACA by August 16<sup>th</sup> if they are interested in the generator and/or UPSs.

**14-011** IT was moved by Kevin Snyder and seconded by Jay Gault to approve the sale of the LACA generator if no district responds with a bid by August 16, 2013. A vote of approval was taken.

## Meeting Presentations/Discussion

Jon Bowers began presentations by reviewing the content of the annual forms packet. The middle section of the packet contains current LACA policies. The left pocket contained yellow forms that need to be updated and returned to LACA with approval signatures. The right pocket contains current approval forms on file with LACA. These only need to be returned in the event changes are needed. The forms should be returns to LACA as soon as possible.

Currently eight LACA districts purchase NWEA services for MAP testing. It was briefly discussed whether LACA should provide local to support to districts on the MAP testing tools. Jay Gault mentioned that if NWEA is approved for additional testing, it would make sense that LACA provide that support. We will monitor progress of approval. LACA is also working directly with NWEA to determine if rostering data can be exported from DASL instead of depending on Battelle For Kids for rostering data.

Jon Bowers provided a status update on the move to the Roosevelt buildings. All staff are moved to the new building, but computer labs will remain at Union Street until labs are finished at Roosevelt and computer tables are moved. It is estimated that around the beginning of September this work will be complete. Until a formal announcement, all training will be conducted at Union Street. Doug Ute added that the parking lot was recently finished and over the next two weeks, the remainder of Newark staff will move in. Districts considering or planning for 1:1 initiatives are encouraged to consult with LACA on bandwidth needs. The e-rate filing cycle for FY15 will start within the next two months.

### MCOECN/ODE Updates

D3A2 has been completely decommissioned and all data that was loaded in the system was destroyed.

Jon Bowers reported that DASL Version 14.0 was successfully installed Tuesday night. Improvements include greater 3rd party integration for PB and DASL in Vendorlink. New Parent Access, and a Virtual Classroom Beta version. The Virtual Classroom may be used at no cost this year, but next school year will be an additional per student charge. Later this year, the next release will include Discipline and JVS integration. The medical module will be next school year. Schools are directed to go to the PARCC link on the LACA website for recent communication on the PARCC project. New technical specifications have been posted.

A list of all Employee Kiosk modules was share along with which districts were using each module. The AESOP to Kiosk Integration is now complete. Schools will be required to load and pay for all staff, regardless of whether or not they are using AESOP. Pricing for AESOP and the integration fee have been inconsistent throughout Ohio.

### Unfinished Business

Jon Bowers reported that Medina City Schools plans to approve a resolution for joining LACA during their September board meeting. Discussions with other potential districts continue.

The following LACA Governing Board meeting date for FY14 meeting dates will be October 10, December 12, 2013, and January 9, March 13 and May 8, 2014.

**14-012** It was moved by Jeff Brown and seconded by Rick Jones to adjourn the meeting at 10:05 a.m. A vote of approval was taken.

Reported by,

Jonathan Bowers  
LACA Executive Director