

## Licking Area Computer Association

Minutes of the LACA Governing Board Meeting held February 11, 2016, convening at 9:02 am. Mark Neal brought the meeting to order. The following members answered present to the roll call: Joyce Malainy, Matt Sheridan, Jill Sheridan, Trevor Thomas, Mary Kay Andrews, Nelson McCray, Jon Burkhart, Bill Seder, Scott Hartley, Rick Jones (representing Bob Jennell), Mark Neal and Jon Bowers. Ben Streby, Fiscal Advisory Committee Representative and Ted Harrison, LACATech Representative, were also in attendance.

- 16-025 It was moved by Scott Hartley and seconded by Mary Kay Andrews to approve the minutes of the December 10, 2015 meeting. A vote of approval was taken.

The January financial reports, January appropriation modifications, and an updated 5-year projection were presented.

- 16-026 It was moved by Joyce Malainy and seconded by Bill Seder to approve the January FY16 financial items as presented. A vote of approval was taken.

Jon Bowers presented and explained each item that was approved by the electronic vote on January 10, 2016.

- 16-027 It was moved by Joyce Malainy and seconded by Matt Sheridan approve the personnel items as presented. A vote of approval was taken.

Additional personnel items were presented including a base salary increase of 1.8%, increased responsibility factor for Leanne Phillips, and contract renewals.

- 16-028 It was moved by Scott Hartley and seconded by Nelson McCray to approve the personnel items as presented. A vote of approval was taken.

The board discussed the need for the LACA Executive Director to act on the board's behalf to accept a resignation. It was pointed out that it is important to accept and ratify that acceptance in writing as soon as possible. It was also pointed out that the motion should be renewed at the organizational meeting every year.

- 16-029 It was moved by Jill Sheridan and seconded by Mary Kay Andrews to authorize LACA Executive Director to, on behalf of the Board, accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Director's acceptance. A vote of approval was taken.

The board then discussed the need to be able to employ replacement personnel in the event a position is vacated. The motion to authorize the LACA Executive Director to act, as needed, pending approval was presented.

- 16-030 It was moved by Jill Sheridan and seconded by Bill Seder to authorize the LACA Executive Director to employ personnel, as needed, pending Board approval at its next regular meeting. A vote of approval was taken.

Jon Bowers presented the FY17 Budget, explaining that he would present an updated budget at the May board meeting which would reflect changes associated with e-rate-based contracts. The budget will be fine maintaining rates at the previous year.

16-031 It was moved by Bill Seder and seconded by Scott Hartley to approve the FY17 Budget and Service Fees, with a 0% increase. A vote of approval was taken.

#### Presentations

Jon Bowers began with a presentation of the LACA Performance measures over the last ten years. The presentation showed how through growth of services and membership, LACA has been able to keep costs down over time, even as many expenses have increased annually. The most important factor is developing new services and serving more customers. One graph also reflected customer satisfaction and how it has continued to stay at a high level while supporting more users and services.

Jon Bowers shared the Director's Report, updating schools on the CCP Credential Grant, the ClassLink pilot and the hiring status of replacement network coordinators. LACA will be entering into a service agreement with eSchoolView for webhosting services that will also provide LACA customers with a 30% discount on their monthly rates. LACA is also piloting a product on the wireless network services which provides advanced analytics so that schools can see which devices are connecting to their network and to which access point those devices are connecting. The goal of this service is to enable schools to understand their network better and engineer and configure their networks to provide the best possible service. Superintendents were also reminded that the Customer Service Survey would begin in March. Jon Bowers encouraged schools to respond with meaningful input.

Jon Bowers shared INFOhio usage graphics from several sample libraries. INFOhio is able to provide these graphics on any building, so please contact Trish Baker if your school is interested. Trish has also designed and presented a lesson for high school students on how to use INFOhio research resources. Schools may contact Trish to arrange a class: [pbaker@laca.org](mailto:pbaker@laca.org).

Jon Bowers explained that the recent service disruptions to Kiosk and INFOhio are associated with MCOECN cloud services. The current Kiosk architecture does not allow it to be easily housed at each ITC. The most recent disruption was caused by a DDoS attack. Jon will notify superintendents when service disruptions occur.

State fiscal software development is progressing and LACA staff have been trained on the software. The MCOECN has continued with evaluating alternative software packages. It appears that SunGuard will be the package that they decide. When the decision and pricing are finalized, we will take a deeper look at the product with treasurers and their staff.

ODE released a grant request for EMIS assistance. The MCOECN submitted a proposal to develop an iCoach-like system to improve communication, training and outreach.

The board talked briefly about ProgressBook and the need to create Family Groups in the software to enable parents to update contract information. Concern was expressed that guardians/parents might be concerned with having particular children associated with the same family. Jon Bowers will work

with the student services team to determine how the Family Group function will impact student data and report back to the Board.

The next LACATech Curriculum meeting is scheduled for March 2 and will include a Google Apps presentation. A more thorough Google Apps class will be offered in the afternoon from 12:30 to 3:00. Please let Jon Bowers know if you plan to have teachers attend.

The next board meeting is scheduled for May 12<sup>th</sup>. The meeting for FY17 will be September 8<sup>th</sup>, December 8<sup>th</sup>, February 9<sup>th</sup>, 2017 and May 11<sup>th</sup>, 2017. Please let Jon know if any of these dates conflict with significant professional meetings and/or conferences.

16-032 It was moved by Joyce Malainy and seconded by Mary Kay Andrews to adjourn the meeting at 10:06 am. A vote of approval was taken.