

MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION
Assembly Meeting Minutes
April 17, 2008 – 9:30 a.m.

The MVECA Assembly Meeting was called to order at 9:32 a.m. by Chairperson, Keith Brown.

Calling of the Roll by Recording Secretary Ben Teeters

The following members were present: Stephen Maag, Brian Ruckel (by proxy), Darlene Kassner (by proxy), Dave Baits, Pat Michalski (by proxy), Stacia Smith, Debbie Finkes (by proxy), Julie Turner, Gary West, Terry Thomas, Chip Arledge, Marsha Leonard (by proxy), Judy Geers, Valerie Browning, July Gibson, Lori Lytle, Dawn Weller, Art Reiber, Jeff Anderson (by proxy), Rick Broderick, Denise Schneider, Fred Breyer (by proxy), Dave Bollheimer, Brad McKee (by proxy), Randy Richardson (by proxy), Pam Mustovich, Keith St. Pierre (by proxy), Kevin Liming (by proxy), Jim Gay, Debra Decker (by proxy), Keith Brown, Ben Teeters, Ron Sexton, Holly Cahall, Jeffrey Lewis, Rosalie Townsend, Norman Glismann, and Joy Kitzmiller.

Proxy: Ben Teeters for Brian Ruckel, Darlene Kassner, Brad McKee, Debra Decker, Fred Breyer; Dave Baits for Pat Michalski; Wayne Leis for Debbie Finkes; Judy Geers for Marsha Leonard; Art Reiber for Jeff Anderson; Pam Mustovich for Randy Richardson; Jenness Sigman for Keith St. Pierre; Kenny Moore for Kevin Liming

Absent: Dennis Morrison, John Calland, Deborah Lawwell, Boone Hall, Scott Hiles, Dan Roberts, Debbie Black, John Abdella, and Alleyn Unversaw

Additions, Deletions or Corrections to Agenda: None

2008-04-01: ROUTINE BUSINESS

2008-04-01.1 The Chairperson recommended that the Assembly approve the minutes of the November 15, 2007 Assembly Meeting with the corrections that Norman Glismann and Joy Kitzmiller (by proxy) were in attendance. Rosalie Townsend moved to approve, Pam Mustovich seconded, Assembly Majority voted "yea", motion carried.

2008-04-02: DISCUSSION/ACTION ITEMS

Old Business

New Business

A. Financial Report

The Treasurer presented the final budget for FY08 and the proposed budget for FY09. There was a substantial need to increase the budget that was approved in April 2007 for FY08. The changes were outlined as follows.

a. Changes in Expenditures

1. Received \$60,000 in grants for needed upgrades after connection to Ohio Super computer network
2. Hired a technology coordinator for Madison Plains
3. Leased \$158,000 in equipment and purchased \$68,000 outright for disaster recovery purposes.

b. Changes in Revenue

1. Added 2 charter schools which increased revenue by approximately \$10,000.00
2. The hiring of tech coordinator for Madison Plains increased Revenue by \$85,000
3. Received \$12,500.00 in D3A2 Grant Money.

The changes were significant enough to cause the MVECA to seek approval to Increase the FY08 budget from the board.

B. Adjustment to the FY09 MVECA Fee Schedule

The final Fee Schedule for FY09 was reviewed and all changes from FY08 were noted for the assembly's approval.

2008-04-02.1 The Chairperson recommended that the Assembly approve the adjustment to the FY09 MVECA Fee Schedule as presented. Holly Cahall moved to approve, Art Reiber seconded, Assembly Majority voted "yea", motion carried.

C. MVECA Budget for FY2009

The Treasurer presented the assembly with the FY09 proposed budget. The following points were highlighted.

a. Budget

1. 2% cost of living increase for Staff and a 15% benefit increase.
2. \$15,000.00 increase in Progress Book Fees for MVECA
3. \$63,000.00 lease payment for the disaster recovery equipment.
 - a. No increase in DASL cost for MVECA

b. Revenue

1. ADM count now Head Count which increased revenue by about \$20,000.00
2. Loss of revenue from Madison Plains for the Tech Coordinator that MVECA hired for FY08

The Treasurer went on to highlight the estimated beginning balance for FY09 would be \$595,407.31 and the estimated ending balance for FY09 would be \$442,672.76. Based on the projections MVECA is not increasing fees for FY09. The forecast for FY10 to FY12 was presented and the Assembly was shown that they could expect an increase for FY10. The Treasurer informed the Assembly that the Director and Treasurer would be looking at which areas need an increase and which areas need a decrease. The goal is to bring service area revenue in line with expenditures.

There were no questions.

2008-04-02.2 The Chairperson recommended that the Assembly approve the MVECA Budget for FY2009 as presented. Dave Baits moved to approve, Denise Schneider seconded, Assembly Majority voted "yea", motion carried.

D. Equipment Lease Agreement

Lease/New Equipment update –A Lease agreement for equipment upgrade for up to \$240,000 was approved at the February Board of Director's meeting. At that time the board asked to look into the option of putting some additional amount down on the lease to minimize the interest. Based on that recommendation, MVECA has entered into a 3 year lease agreement for a little over \$157,000 with semi-annual payments of about \$31,000. This leased item includes the first item listed:

- HP StorageWorks EVA 4400 Virtual Storage, Upgrade to our storage, higher capacity, faster access, ease of use, total cost of ownership
- STORserver S3000N, appliance to meet backup, archive, and disaster recovery needs.
- MVECA purchased the \$67,000 Blade Server outright.

The main reasons for these items were to upgrade the MVECA infrastructure and provide an option for a viable disaster recovery plan. Some of the equipment has arrived and we will begin installation soon. MVECA's Data Center has already undergone some changes to allow for additional power needs. The STORserver device will also provide some new applications such as remote backup services and possibly archiving of email.

2008-04-02.3 The Chairperson recommended that the Assembly approve the Equipment Lease Agreement as presented. Judy Geers moved to approve, Robert Arledge seconded, Assembly Majority voted “yea”, motion carried.

2008-04-02.4 E. Appoint Association Assembly Superintendent to finish the term of Phil Warner
The Chairperson recommended that the Assembly appoint Gary West, Superintendent, East Clinton, to finish the term of Phil Warner, former Superintendent, Wilmington for the term ending June 30, 2009. Art Reiber moved to appoint, Terry Thomas seconded, Assembly Majority voted “yea”, motion carried.

F. Elect/Re-Elect two members to MVECA Board for three-year term beginning July 1, 2008 and ending June 30, 2011.

Nominations to elect/re-elect two Board Members for three-year terms were:

Elect Jeff Anderson, Treasurer of Hillsboro City Schools

Re-elect Dave Baits, Superintendent of Cedar Cliff Local Schools

Nominations closed

Art Reiber moved to elect, Judy Geers seconded, Assembly Majority voted “yea”, motion carried.

2008-04-03: COMMUNICATIONS

Executive Directors Report

- Introduction, New Services, FY10 Fee Adjustment. The Director reviewed some things learned in first 8 months in position and emphasized the following:
 - Dedicated and knowledgeable staff here at MVECA
 - We are doing a lot of things right, and there are areas that we can improve in.
 - We need and appreciate feedback from our customers
 - Communication with district could be better, What does MVECA do, what can we do, why do we do it that way, I didn't know you could do that
 - Willing to listen to your needs and issues and help find solutions
- Customer Service Goals will revolve around the following four items:
 - Continuous Improvement Plan – more details and specifics to be included in Fy09 CIP
 - Customer Satisfaction Survey to be sent out in May
 - Increased use of CA-UniCenter ServiceDesk or Helpdesk
 - Roll out of Service Level Agreements
- The Service Desk or Helpdesk was reviewed with the Assembly emphasizing why a tool like this is needed, when not to use the helpdesk, and MVECA's requirement to utilize this.
- The group was reminded of various face-to-face resources available such as Open Labs, User Meetings, Roundtables, and Group Training sessions. Individual training is available upon request.
- Beginning in July, all areas will begin to utilize the Helpdesk software. For fastest response tickets should be entered into the Helpdesk directly. Please review the Service Desk tutorial available on the MVECA home page.
- Service Level Agreements to be sent out are met to set expectations and define relationships for MVECA and member districts.

Software Updates

- EMIS
 - Yearend timeline and accountability items were reviewed

- FY09 Changes and increase tracking by date of many elements were reviewed and a brief demo of the EMIS Web Application required for student data was given.
- FY10 and SIF
- Fiscal
 - Unitime – current status of this project was reviewed.
 - Employee Kiosk – a brief demo of the features of the Kiosk was given.
- Student – a brief update of DASL, ProgressBook/SSEM, INFOhio was given.
- D3A2 – an update and announcement of a D3A2 data session from Ann Aaronson to be held on August 13th and 15th.

Technology

- An update on a statewide Network Security Assessment was given.

Other

- Board and Assembly Meeting Dates for FY09

DATE	DAY	TOPIC
*August 21, 2008	Third Thursday	Optional Board Meeting
September 18, 2008	Third Thursday	Regular Board Meeting
*October 16, 2008	Third Thursday	Optional Board Meeting
November 20, 2008	Third Thursday	Assembly Meeting and Regular Board Meeting
January 15, 2009	Third Thursday	Regular Board Meeting
*February 19, 2009	Third Thursday	Optional Board Meeting
March 19, 20089	Third Thursday	Regular Board Meeting
April 16, 2009	Third Thursday	Assembly Meeting and Regular Board Meeting
May 21, 2009	Third Thursday	Regular Board Meeting
June 18, 2009	Third Thursday	Regular Board Meeting

***Optional Meetings**

NOTES:

Board meetings are held in the Conference Room of the Morgan Building, Yellow Springs, Ohio at 8:30 a.m.

Assembly meetings are held in the Commons of the Morgan Building, Yellow Springs, Ohio at 9:30 a. m.

- Fall Assembly Meeting: November 20, 2008

2008-04-04 ADJOURNMENT

2008-04-04.1 The Chairperson recommended that the Assembly Meeting of April 17, 2008 be adjourned. Pam Mustovich moved to adjourn, Denise Schneider seconded, Assembly Majority voted “yea”, meeting adjourned at 10:40 a.m.