

# MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION

## Assembly Meeting Minutes

April 19, 2007- 9:30 a.m.

The MVECA Assembly Meeting was called to order at 9:35 a.m. by Chairperson, Dave Bollheimer.

### Calling of the Roll by Joan Corbitt, Recording Secretary

The following members were present: Dave Baits, Pat Michalski, Stacia Smith, John Calland , Debbie Finkes, Julie Turner (by proxy), Gary West, , Terry Thomas, Chip Arledge, Marsha Leonard (arrived after roll call), Judy Geers, Valerie Browning, Joan Corbitt, Dawn Weller, Art Reiber (by proxy), Jeff Anderson, Debbie Black, Rick Broderick (by proxy), Denise Schneider (by proxy), Kevin Lacey (by proxy), Dave Bollheimer, Brian O'Mara (by proxy), Robert Dalton (by proxy), Pat Thompson, , Keith St. Pierre (by proxy), Kevin Liming (by proxy), James Gay, Keith Brown, Ben Teeters, Phil Warner, Holly Cahall, and Jeffrey Lewis.

Proxy: Debbie Finkes for Julie Turner, John Schmid for Rick Broderick, Rebecca Pearson for Denise Schneider, Dave Bollheimer for Kevin Lacey, Tony Long for Robert Dalton, Kenny Moore for Keith St. Pierre, Steve Shank for Kevin Liming.

Absent: Dennis Morrison, Steve Maag, Brian Ruckel, Darlene Kassner, Linda Carson, Charles Cornett, Janice Streit, Shirley Dodge, Dan Roberts, Brad McKee Randy Richardson, Pam Mustovich, Debra Decker, Rosalie Townsend Tony Armocida, and Joy Kitzmiller.

### Additions, Deletions or Corrections to Agenda: None

#### 2007-04-01: ROUTINE BUSINESS

2007-04-01.1 The Chairperson recommended that the Assembly approve the minutes of the November 16, 2006 Assembly Meeting. Pat Michalski moved to approve, Jeff Anderson seconded, Assembly Majority voted "yea", motion carried.

#### 2007-04-02: COMMUNICATIONS

##### Software Updates

##### *Fiscal*

- o HR Module update
- o Deb Dinnen gave a demonstration of the employee profile, how to complete a leave request, how supervisors approve leave and the prototype of the professional development tracking.

##### *INFOhio*

- o SchoolRooms demo
- o Jim Pesch conducted a demonstration of a new product that will be offered from INFOhio in the near future. The project is called SchoolRooms, which is an on-line portal for the K-12 community that students and parents can use to continue learning outside of the classroom. The SchoolRooms product allows students to search the materials that are physically stored in school and public libraries, as well as the world wide web and other resources selected by educators and librarians. This encompasses the K-12 curriculum that covers 75 topic areas and provides access to thousands of educator-selected and certified web sites. MVECA staff will share more information about availability and pricing as information is received.

##### *Student Services*

- o D3A2 status report
- o MVECA has two districts that are piloting D3A2, an alpha site, and a beta site. Both are working on loading and cleansing data. As soon as the pilots have been able to successfully load data and have reported that the application is working well with their data, MVECA will announce the plan for rolling out the application to other districts. In preparation, MVECA is inventorying assessment data for the other seven MVECA districts that have signed up to participate. The key contact indicated on the application will be contacted if MVECA needs additional data from a particular district.

- DASL/SIS update
- At the time of the assembly meeting, there are 16 ITCs with districts using DASL. 343 Districts are LIVE (currently using), and 200 of those are using ProgressBook. MVECA has eight districts currently using, with five more added in May, seven that will go live over the summer, and three that will go live in the fall.

#### *EMIS*

- Reconciling EMIS data
- ODE is increasingly reviewing EMIS data submitted by districts for accuracy and consistency across data sources. Information was shared regarding the importance of reconciling EMIS data across EMIS reporting periods within a district; across EMIS data files within a given reporting period, and across data sources submitted to ODE.
- Timelines
- Attendees received copies of the FY2007 EMIS processing schedule for Yearend reporting, and f the Timeline for Ohio Achievement Tests - Administration, Processing, Reporting, and Verification to aid in district project planning.

#### Technology Updates

- Technology consulting service model.
- MVECA consulting services were described to member districts. Keith Brown explained how the services are working at Washington Courthouse, and the affect on the overall district technology program.
- Ohio Super Computer Network (OSCNNet) update - formerly Third Frontier Network
- MVECA is now connected! Everyone will need to get used to the new name "OSCNNet."
- Update on our research on potential new products for districts
- As districts identify needs for technologies that can enhance their performance and make their jobs easier, these needs can be communicated to MVECA. We will learn what products are out there and provide interested districts with that information to keep everyone current on what is on the market.
- MVECA Software Advisory Committee (SAC)
- MVECA Technology Director, Thor Sage, along with other MVECA staff, will research the latest products available to districts in various areas, and through district technology coordinators, will invite district participation in identifying products that meet district needs.
- Timeclock software
- The first software advisory committee will be convened to examine options in the area of timeclock software.
- Instructional Technology Advisory Group  
This group will act in an advisory capacity to the board, making suggestions on products, services, and/or training that MVECA could offer to the educational community to enhance instruction, incorporate technology standards into the curriculum, and ways districts can enhance technology programs that support education. The group will meet quarterly. Interested participants are invited to attend meetings. Target participants include individuals interested in curriculum and technology.

#### Upcoming events

- May 4<sup>th</sup>, 1:30 – 3:30 – Timeclock Advisory Committee
- May 16<sup>th</sup>
  - Quentin Briggs, eTech, presents "Strategies for Implementing the Academic Content Standards for Technology"
  - 1<sup>st</sup> meeting of the Instructional Technology Advisory Group
- Upcoming Excel training with Bob Howard
  - May 21-22 for Treasurer office staff

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- o May 30-31 for District Data Staff

Administrative

- o MVECA Budget
- o Update on MVECA budget – balancing progress
- o MVECA CIP
- o The CIP is due to ODE on October 1, 2007 and will be posted to the MVECA web site on or before that date.
- o MVECA priorities, as expressed by the board:
  - o Service quality to districts
  - o Cost-saving efforts
  - o Revenue generation
- o Service Level Agreements
  - o MVECA will create service level agreements for each service area. The SLA for fiscal services was disseminated at the meeting with a request for feedback.
- o Board/Assembly meeting schedule for FY2008
  - o A list of dates was distributed to members, and will be posted to the MVECA web site. The dates of the Board and Assembly meetings for FY08 are as follows:

September 20, 2007	Third Thursday	Regular Board Meeting
October 18, 2007	Third Thursday	Regular Board Meeting
<b>November 15, 2007</b>	<b>Third Thursday</b>	<b>Assembly Meeting and Regular Board Meeting</b>
*February 21, 2008	Third Thursday	<b>Optional</b> Board Meeting
March 20, 2008	Third Thursday	Regular Board Meeting
April 17, 2008	Third Thursday	<b>Assembly Meeting and Regular Board Meeting</b>
May 15, 2008	Third Thursday	Regular Board Meeting
*June 19, 2007	Third Thursday	<b>Optional</b> Board Meeting

**\*Optional Meetings**

**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.**

- o Phone system survey
  - o A survey was disseminated to attendees, requesting feedback on the new MVECA phone system.

**2007-04-03 RECOMMENDATIONS FOR ACTION**

New Business

- 2007-04-03.1 The Chairperson recommended that the Assembly approve to change the by-laws to read October head count rather than ADM to be effective FY09 after the FY08 Fiscal Year ends with Progress Book to adjust student at JVS' 100% of the time: i.e. use head count for 11<sup>th</sup> and 12<sup>th</sup> grade students. Dave Baits moved to approve, Holly Cahall seconded, Assembly Majority voted "yea", motion carried.

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- 2007-04-03.2 The Chairperson recommended that the Assembly approve a fee to ESCs that use SSEM in districts not paying SSEM fees to MVECA or in ESCs that do not pay for SSEM in districts that do use it, of \$125.00 per teacher per building to cover MVECA staff costs for setting up accounts. No fee would be charged if districts decide to set up accounts on their own, not requiring MVECA staff time. Pat Thompson moved to approve, Phil Warner seconded, Assembly Majority voted “yea”, motion carried.
- 2007-04-03.3 The Chairperson recommended that the Assembly elect a member to the Board of Directors for a three-year term to begin July 1, 2007 and end June 30, 2010. Dawn Weller moved to elect Rick Broderick, Debbie Finkes seconded; Pat Thompson moved to close nominations, Ben Teeters seconded. Assembly Majority voted “yea”, motion carried. Rick Broderick agreed to serve on the Board of Directors for a three-year term.
- 2007-04-03.4 The Chairperson recommended that the Assembly elect a member to the Board of Directors for a three-year term to begin July 1, 2007 and end June 30, 2010. Chip Arledge moved to elect Judy Geers, Marsha Leonard seconded; Pat Thompson moved to close nominations, Holly Cahall seconded. Assembly Majority voted “yea”, motion carried. Judy Geers agreed to serve on the Board of Directors for a three-year term.
- 2007-04-03.5 The Chairperson recommended that the Assembly approve the MVECA Budget for FY2008 as presented. Ben Teeters moved to approve, Chip Arledge seconded, Assembly Majority voted “yea”, motion carried.

**2007-04-04 OTHER**

The next regular Assembly Meeting is scheduled for Thursday, November 15, 2007

**2007-04-05 ADJOURNMENT**

- 2007-04-05.1 The Chairperson recommended that the Assembly Meeting of April 19, 2007 be adjourned. Ben Teeters moved to adjourn, Pat Thompson seconded, Assembly Majority voted “yea”, meeting adjourned. The Assembly Meeting adjourned at 11:37 a.m.