

MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION
Regional Council of Governments
Board of Directors Meeting Minutes
June 21, 2007 - 8:30 A. M.

The MVECA Board of Directors and the MVECA Staff enjoyed a breakfast together between 8:00 a.m. and 8:30 a.m. before the Board meeting began.

The Board of Directors Meeting was called to order at 8:40 a.m. by Chairperson, Dave Bollheimer

The following members were present: Dave Baits, Dave Bollheimer, Rick Broderick, Keith Brown, and Ben Teeters,

Absent: Joan Corbitt and Phil Warner

Keith Brown recorded minutes in the absence of the Recording Secretary, Joan Corbitt

Additions, Deletions, or Corrections to Agenda: None

0706-01: ROUTINE BUSINESS

0706-01.1 The Chairperson requested the approval of the Regular Board Meeting Minutes of May 17, 2007. Dave Baits moved to approve, Rick Broderick seconded, all members voted "yea", motion carried.

0706-02: DISCUSSIONS, COMMUNICATION & ACTION ITEMS

Discussion

1. Monthly Financial Report

The treasurer presented the board with the Monthly financial report. MVECA reported \$129,230.58 in receipts and \$123,453.27 in expenditures. The treasurer also presented an updated financial forecast outlining changes made from previous forecasts. MVECA received \$60,000.00 to offset connection costs to the Ohio Super Computer Network which accounts for the spike in revenue for June. Mr. Baits asked why salaries have increased more than 100,000.00 between FY07 and FY08. There were several factors that would contribute to this. 1) New staff for contracted tech services, 2) 2% cost of living increase and 3) step increase for most employees. It was also noted that the new staff for tech services would be paid for by the districts that have tech service agreements. The treasurer also indicated that even though purchase services appears to be going down from year FY07 to FY08 that it really is increasing if the connection fee for the Ohio Super Computer Network is taken out. The increase is attributed to increase costs in DASL and Progress book. The financial report was approved with no further questions.

0706-02.1 The Chairperson requested the approval of the Financial Report as presented. Dave Baits moved to approve, Ben Teeters seconded, all members voted "yea", motion carried.

2. Philosophy on fees

The board discussed the extent to which MVECA should seek revenue from other services, prior to passing along the cost of MVECA support services and administration to member districts and other entities served by MVECA through fees, in order to ensure that expenditures do not exceed revenues, as they have for the past few years. The board agreed that each year from here forward, that expenditures should not exceed revenues, especially since there is not a large carryover, as there has been in years past. The board also agreed that to the extent possible, MVECA will seek out revenue-generating activities to help cover the rising cost of software, and that fees would need to cover the remainder, so that expenditures do not exceed revenues, and so that there is sufficient cash balance to begin the new year.

3. Fee Schedule for 2009 – Non Member Section

0706-02.3 The Chairperson requested to approve 1) that a \$2,000 minimum for fiscal and student services be included on the member side of the fee schedule for FY2009, and; 2) the Non-Member section of the FY2009 MVECA Fee Schedule include a \$2,800 minimum for student services and a \$2,800 minimum for fiscal services. For the purpose of minimums in student and fiscal services, community schools that sign up for student data and fiscal services through Charter School Specialists, and with MVECAR-COG will be treated as a single district, with respect to minimums for student and fiscal services only. Ben Teeters moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

4. Charter School Specialist Arrangement

0706-02.4 The Chairperson requested to approve Charter School Specialists Arrangement as presented with the Letter of Understanding, pending legal review. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

5. Policies & Procedures

0706-02.5 The Chairperson requested to approve the change in the MVECA Policies & Procedures manual as follows:

- 1) To adopt procedures for emergency hires
- 2) Ineligibility of part-time employees for vacation leave, personal leave, paid holidays, jury duty, assault leave, tuition assistance, board-paid life insurance with the following amendments:

- The addition of language to the emergency hiring policy that states, “The hire needs to be approved by the board at the next meeting.
- Ineligibility of part-time employees for dental, vision, and health benefits, with the understanding that MVECA reserves the right to offer benefits to part-time employees, as stated in the policies and procedures manual.

Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

6. Employment Contracts for FY2008

0706-02.6-1 The Chairperson requested to approve the employment of Joseph Penney as Instructional Technology Coordinator for a member district for a one-year contract at step eight (8) of the FY08 MVECA salary schedule at an annual

salary of \$50,961.00 prorated for actual days worked, vacation year one (1) with 12 days annually, and a start date of July 1, 2007. Also, to approve employment of Joe Penney on a per diem basis for three days on 6/25/07, 6/27/07, and 06/29/07 with the total amount of \$588.00. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-02.6-2 The Chairperson requested to approve a cell phone stipend in the amount of \$20.00 per month for Joseph Penney, Instructional Technology Coordinator, to begin July 1, 2007. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-02.6-3 The Chairperson requested to approve the employment of Thomas Davis and Travis Putney, Service Technicians, for a one-year contract each at step one (1) of the FY08 MVECA salary schedule at an annual salary of \$25,460.00, prorated for actual days worked, vacation year one (1) with 12 days annually, and a start date of July 1, 2007. Ben Teeters moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

0706-02.6-4 The Chairperson requested to accept the resignation of Annette Puckett as DASL Software Support Specialist, with an effective date range of July 1 through August 15, 2007. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-02.6-5 The Chairperson requested to approve the employment of Tammy Hrosch, DASL Software Specialist, for a one-year contract at step three (3) of the FY08 MVECA salary schedule at an annual salary of \$42,908.00, prorated for actual days worked, vacation service credit year nine (9) with 20 days annually, and a start date of July 9, 2007. Also, to approve employment of Tammy Hrosch on a per diem basis from June 22, 2007 to July 9, 2007 at a daily rate of \$165.03, or \$20.63 hourly for actual days/hours worked. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

0706-02.6-6 The Chairperson requested the approval of the Interim DASL Support of Annette Puckett effective on the date of her resignation from MVECA on a per diem basis at a daily rate of \$159.45, or \$19.93 hourly for actual days/hours worked for a maximum of six (6) months not to exceed \$20,728.50. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-02.6-7 The Chairperson requested to approve the part-time contract for Jim Pesch as INFOhio Specialist at step 14 of the FY08 MVECA salary schedule at an annual salary of \$28,251.00 based upon .5 FTE position, pro-rated for actual days and hours worked without sick leave, effective July 1, 2007. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

7. MCOECN Membership Agreement & DASL License Addendum

0706-02.7 The Chairperson requested to approve the MCOECN Membership Agreement and DASL License Addendum. Ben Teeters moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

8-13. Caching Grant, OC-3 Grant, Retain legal council for MVECA, Membership in Comp Management, Membership in Ohio Rural Water Association, Lease of office space with Greene County ESC

0706-02.8 The Chairperson requested to approve the following motions in one:

8) Acceptance of Caching Grant from ODE in the amount of \$35,000.00 to offset cost to do internet caching of at least 500GB on primary connection to Ohio K-12 Network.

9) Acceptance of an OC-3 grant from ODE in the amount of \$25,000.00 to offset cost of migrating from an OC-3 connection to a GB Ethernet connection to Ohio K-12 Network.

10) Retain legal council for MVECA, effective July 1, 2007.

11) MVECA membership in Comp Management group rating for Workers Compensation

12) Membership in the Ohio Rural Water Association.

13) Lease of 4,758 square feet of office space at \$5.69 per square foot in the annual amount of \$27,073 with the Greene County ESC, to begin July 1, 2007.

Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-03: EXECUTIVE SESSION

0706-03.1 The Chairperson requested the Board of Directors adjourn to Executive Session to discuss personnel matters. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried. The Board of Directors entered into Executive Session at 10:26 a.m. and returned to regular session at 10:29 a.m.

0706-04: OTHER ACTION ITEMS

0706-04.1 The Chairperson requested to accept, with regrets, the resignation of Angie Crandall as Executive Director effective July 31, 2007. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-04.2 The Chairperson requested the approval of the Interim Executive Director Support of Angie Crandall effective August 1, 2007 on a per diem basis at a daily rate of \$353.85, or \$44.23 hourly for actual days/hours worked for a maximum of six (6) months not to exceed \$46,000.00. Rick Broderick moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

0706-04.3 The Chairperson requested to approve the FY08 administrative salary for the Director of Operations at 5 ½ % in the annual amount of \$ 94,111.00, with 4% SERS board pickup, effective July 1, 2007. Dave Baits moved to approve, Ben Teeters seconded, all members voted “yea”, motion carried.

Communication

MVECA Executive Report

1. Laptop purchase

Eight laptops will be purchased to allow staff to conduct individual trainings in other rooms at MVECA, given that the training room has been filled almost everyday during the last months of school. This will allow us to continue to conduct one-on-one training sessions with districts at our current facility, alleviating the need to rent other space for training sessions. Laptops will also be used at board meetings for board members to navigate/view documents, to alleviate the need for making paper copies prior to meetings – a cost savings.

2. Cell phone plan update

At the last board meeting a question was asked about cell phone plans. MVECA currently has one cell phone plan in which the 2 employees, Thomas Davis and Travis Putney share the minutes. The plan runs about \$120 per month.

3. Phone system/long distance code update

At the last board meeting, an inquiry was made regarding the possibility of assigning long distance codes to staff to better track and identify the source of long distance calls, and appropriately assign costs to each service area. It is too costly to update the current phone system – as the software currently in use does not support that capability. An inquiry is being made to MVECA long distance carriers to assess the feasibility and cost of obtaining these reports on a monthly basis.

4. Instructional Technology Advisory Group update

The agenda of the first meeting was shared. Several districts shared ideas and practices proven to be successful within their districts. Recommendations for new MVECA service offerings are expected to come from this group.

5. School Sales Tax

Medina County Commissioners passed a .5% school sales tax for permanent improvements, including information technology upgrades, amongst other items. One issue with this approach is that in order for a district to obtain their share of the funds generated by the tax, students have to attend a building in Medina County. Districts cannot receive funds for students within a district that are educated in a building that is physically located in another county.

If MVECA members were interested in doing this, it would be done on a county by county basis, by approaching the County Commissioners. Another alternative to the sales tax, is that MVECA districts could propose a joint levy on property taxes.

0706-05: TRANSITIONAL ITEMS

0706-05.1 The Chairperson requested to elect the following officers for the FY08 Board of Directors:

Keith Brown, Chairperson

Phil Warner, Vice Chairperson

Ben Teeters, Recording Secretary

Dave Baits moved to accept the slate of officers, Dave Bollheimer seconded, all members voted “yea”, motion carried.

Board Committees for FY08

The Board Committees for FY08 are as follows:

Financial

Dave Baits

Ben Teeters

Personnel

Rick Broderick

Keith Brown

New Business Development

Dave Bollheimer

Members not present will be contacted to confirm committee placement.

0706-06: OTHER

The next regularly scheduled meeting will be Thursday, September 20, 2007 at 8:30 a.m. A special meeting will be held on July 10, 2007 at 10:30.

0705-07: ADJORNMENT

0705-07.1 The Chairperson requested that the June 21, 2007 meeting of the MVECA Board of Directors be adjourned. Dave Baits moved to adjourn, Dave Bollheimer seconded, all members voted “yea”, motion carried. Meeting adjourned at 10:50 a.m.