

MCOECN Board of Trustees

*Thursday August 18, 2016 beginning at 12 p.m. at the offices of the
MCOECN 8050 North High Street, Suite 150, Columbus, Ohio 43235*

Board Meeting Agenda

- I. Call to Order/Welcome New Board of Trustees Members
- II. MCOECN Organizational Items
 - a. Election of Chairperson
 - b. Election of Vice-Chairperson
 - c. Notification of Meeting Dates

Recommend approval of meeting notifications, including the specific date, time, and location of all regularly scheduled meetings, and the specific date, time, location, and purpose of all special meetings will be posted on the web site of the Management Council of the Ohio Education Computer Network and in the MCOECN office located at 8050 N. High Street, Suite 150, Columbus, Ohio.
 - d. Investment of Funds

Recommend the Board of Trustees authorize the CFO to invest funds and allocate interest income as follows:

 1. Interest on MCOECN funds not related to an Enterprise fund or INFOhio fund is to be credited to the MCOECN General Fund (001-0001), unless otherwise required by funding contract.
 2. Interest on INFOhio Local fund 020-9191 will be credited to 020-9191.
 3. Interest on Special Projects fund 020-9199 will be credited to fund 020-9199.
 - e. Standing Resolutions for Spending Authority

Recommend the Board of Trustees approve the following:

 1. In conjunction with the CFO, authorize the CEO of the MCOECN to approve appropriation increases, decreases and modifications between meetings of the Board of Trustees with all approval granted being presented to the Board of Trustees at its next scheduled meeting for ratification.
 2. Recommend appointing the CEO as purchasing agent over all funds of the MCOECN and authorize the CEO to delegate this authority to Senior Staff within their respective program areas.
 3. Recommend establishing no limit on purchasing authority for an individual purchase order so long as encumbrances made are within appropriations established by the Board of Trustees.
 - f. Authority in Absence

Recommend authorizing the CFO to act in the capacity of the CEO in the CEO's absence or incapacity until such time as the Board of Trustees shall meet to appoint a temporary or permanent replacement.

g. Meetings and Travel

Recommend authorizing the CEO to approve meeting attendance, travel requests, and reimbursements as deemed appropriate for employees and consultants of the MCOECN and authorize the CEO to delegate this authority to Senior Staff within their program area.

h. Margins and Agreements

Recommend authorizing the MCOECN CEO to establish product margins for products and services of the MCOECN; and authorize the CEO to enter into reseller agreements with vendors and/or services agreements with customers on behalf of the MCOECN.

i. Grants and Projects Authorization

Recommend authorizing the CEO to designate Senior Staff members as administrator of external projects and grants; and that the CEO can authorize these officers to prepare, or cause to be prepared, proposals for grants and external projects deemed by the CEO to be in the best interests of the MCOECN.

j. Public Records Officers

Recommend appointing the CFO as the MCOECN Public Records Officer.

III. Approval of Minutes

- a. Recommend approval of the minutes from the Board of Trustees meeting on 6/16/16.

IV. Action Items

- a. Recommend approval of the financial reports as presented for 6/30/2016 and 7/31/2016 (bank reconciliation, financial summary, financial detail).
- b. Recommend approval of the following job descriptions:
1. Project Specialist (job description included in board packet)
 2. Technical Services Delivery Specialist (job description in board packet)
- c. Recommend approval of the following employment contracts:
1. Christine Daugherty, Customer Service Associate, July 1, 2016 through June 30, 2017, \$61,500.00 annual salary (Paid from KRA-ELA Grant Fund).
 2. Karissa Donavan, Customer Service Associate, August 1, 2016 through June 30, 2017, \$42,758.40 for 240 work days (Paid from KRA-ELA Grant Fund).
 3. David Stubblebine, Customer Service Associate, September 1, 2016 through June 30, 2017, \$45,311.77 for 217 work days (Paid from KRA-ELA Grant Fund).
 4. Christina Tomazinis, Customer Service Consultant, August 1, 2016 through June 30, 2017, \$60,000 for 240 work days (Paid from ELSRPD Grant).
 5. Melissa Higgs-Horwell, INFOhio Elearning Specialist, additional 50 hours

paid from the INFOhio Local Fund (020-9191) at her current hourly rate.

d. Recommend approval of the appropriation modifications made to ensure closing fiscal year 2016 in the black:

1. Kiosk Fund (020-9197)
 - Purchased Services: Increase: \$2,669.56
 - Supplies: Decrease: \$2,669.56
 - (Total Change of \$0.00)
2. INFOhio I Grant Fund (499-9610)
 - Salaries: Increase: \$4,428.77
 - Fringe Benefits: Increase: \$1,223.74
 - Purchased Services: Increase: \$44,277.97
 - Supplies: Decrease: \$49,930.48
 - (Total Change of \$0.00)
3. KRA/ELA Grant Fund (499-9625)
 - Salaries: Increase: \$1,791.19
 - Fringe Benefits: Increase: \$243.18
 - Purchased Services: Decrease: \$2,034.37
 - (Total Change of \$0.00)

e. Recommend accepting the FY 17 INFOhio Grant (499-9710) from The Ohio Department of Education in the amount of \$1,443,572 and appropriating this amount as follows:

Salaries:	\$948,684
Fringe Benefits:	\$268,301
Purchased Services:	\$196,587
Supplies:	\$15,000
Equipment:	\$15,000

f. Recommend accepting the FY 17 Internet Safety Training Grant (499-9711) from the Ohio Department of Education in the amount of \$355,250 and appropriating this amount as Purchased Services.

g. Recommend accepting the E-Rate Support Services Grant (499-9712) from The Ohio Department of Education in the amount of \$23,755 and appropriating this amount as Purchased Services.

h. Recommend accepting the FY 17 Service Desk Grant (499-9720) from The Ohio Department of Education in the amount of \$570,000 and appropriating this amount as follows:

Salaries:	\$228,530
Fringe Benefits:	\$70,755
Purchased Services:	\$263,715
Supplies:	\$3,000
Equipment:	\$4,000

i. Recommend accepting the FY 17 KRA-ELA Service Support Grant (499-9621) from The Ohio Department of Education in the amount of \$580,500

and appropriating this amount as follows:

Salaries:	\$307,493
Fringe Benefits:	\$105,907
Purchased Services:	\$156,150
Supplies:	\$5,000
Equipment:	\$6,000

- j. Recommend accepting the FY 17 Disaster Recovery Grant (499-9722) from The Ohio Department of Education in the amount of \$419,582 and appropriating this amount as follows:

Purchased Services:	\$318,582
Supplies:	\$35,000
Capital Outlay:	\$65,000
Other:	\$1,000

- k. Recommend accepting the FY 17 ISP Subsidy Grant (499-9723) from The Ohio Department of Education in the amount of \$355,000 and appropriating this amount as Purchased Services.

- l. Recommend accepting the FY 17 ITC Site Review Grant (499-9724) from The Ohio Department of Education in the amount of \$34,805 and appropriating this amount as Purchased Services.

- m. Recommend accepting the Early Learning and School Readiness Professional Development (ELSRPD) Grant (499-9725) in the amount of \$102,200 and appropriating this amount as follows:

Salaries:	\$72,800
Fringe Benefits:	\$18,200
Purchased Services:	\$11,200

- n. Recommend approval of a consulting services agreement with Sam Whitaker for Fiscal Year 2017 in the amount of \$6,000.

- o. Recommend approval of a consulting services agreement with David Rhoades for Fiscal Year 2017 in the amount of \$57 per hour, plus travel expenses.

V. CEO Report – Geoff Andrews

VI. Board Discussion Items (If needed)

VII. Executive Session (If needed)

- a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an MCOECN Employee.

VIII. Adjournment