

MCOECN Board of Trustees

*Friday March 29, 2019, beginning at 9:30 a.m. at the Ashland City
Schools Administration Building: 1407 Claremont Avenue,
Ashland, Ohio 44805*

Board Meeting Agenda

I. Call to Order – 9:30 A.M.

Welcome and overview of the Agenda by Geoff Andrews – CEO.

II. MC Strategic Plan Goals and Measures

- a. **Support and Empower ITCs to Serve their Constituencies**
- b. **MC Partnerships across OECN, ODE, providing indirect benefits**

III. Generation Yes Project Update

IV. Legislative Advocacy

V. HR Wellness Conversation

VI. Policy Discussion / Board Goals for FY 20 / Formation of Committees

VII. Approval of Minutes (Action Item)

- a. Recommend approval of the minutes of the regular meeting on 1/24/19.

VIII. Regular Business (Action Item)

- a. Recommend approval of the financial reports as presented for 1/31/2019 and 2/28/19 (bank reconciliation, financial summary, financial detail).
- b. Recommend approval of the job description for the position of Instruction and Education Training Analyst (attached).
- c. Recommend approval of the following new or revised board policies (summary and copies included in agenda packet):
 1. Policy 4122 Non-Discrimination and Equal Employment Opportunity
 2. Policy 4123 Section 504/ADA Prohibition against Disability Discrimination In Employment
 3. Policy 4231 Outside Activities of Staff
 4. Policy 4362 Anti-Harrassment
 5. Policy 6325 Procurement – Federal Grants/Funds

- 6. Policy 6423 Use of Credit Cards
- 7. Policy 6835 Audit Committee

- d. Recommend approval of the following employment actions:
 - a. Resignation of Jean Banks, INFOhio Technical Services Support Team Specialist, effective 6/30/2019.
 - b. Approval of Amy Caliendo, Part-Time Executive Administrative Assistant, March 26, 2018 through June 30, 2020, \$25 per hour (Paid from the General Fund).
- e. Recommend approval of the Fiscal Year 2020 General Fund Budget, to be recommended to Membership:

Estimated Beginning Balance:	\$4,900,000
Revenue Estimates:	
Interest Income	\$ 122,500
Membership	\$ 229,500
MCOECN Services	\$ 1,025,000
Product/Services Resale – ISP	\$ 1,375,000
Product/Services Resale – Other	\$ 680,000
Grant/Program Management	\$ 637,000
Direct Commission Revenue	\$ 80,000
Other Revenue	<u>\$ 25,000</u>
Total Projected Revenue:	\$ 4,174,000
Expense Estimates:	
Salaries	\$1,058,681
Fringe Benefits	\$ 317,306
Purchased/Contracted Services	\$ 900,000
Supplies	\$ 140,000
Purchased for Resale – ISP	\$1,075,000
Purchased for Resale – Other	\$ 612,000
Equipment - General	\$ 50,000
Equipment – Data Center Operation	\$ 175,000
Other	<u>\$ 45,000</u>
Total Projected Expenses:	\$4,372,987
Revenue Over/(Under) Expenses:	\$ (198,987)
Estimated Ending Balance:	\$4,701,013

- f. Recommend approval the Fiscal Year 2020 Membership Fee of \$12,750 for full members and \$6,500 for associate members, to be recommended to Membership.

- g. Approve the Fiscal Year 2020 Kiosk Fee per ITC as follows:
\$7500 per ITC, plus \$1.15 per staff user and an additional .50 for AESOP users. This is a reduction in fees due to increased user base (In FY 2019 fees were \$7500 per ITC plus \$1.39 per staff user). Individual ITC calculations in the attached packet.
- h. Recommend approval of the updated INFOhio product and services fee for Instructional Integration Training at the rate of \$1,000 for full days and \$700 for half day.

IX. Adjournment