

Members Present:

Rich Boyes, Marion CSD
Tom Manko, York CSD
Camille Sorenson, EduTech
Bob Smith, Elba CSD
Joe Marinelli, WFL BOCES
Mike Glover, GV BOCES

Members Absent:

Bob Leiby, Manchester-Shortsville CSD
Joe Backer, Letchworth CSD
Tim McElheran, Victor CSD
Gary Hammond, GV BOCES
Jack McCabe, WFL BOCES

Guest:

Chris Saxby, EduTech Budget Coordinator

1. EduTech Budget reporting / GV BOCES format

Camille presented a recommendation from a Committee member to simplify the budget reporting / request for services process. Budgeting reports used by GV BOCES, and to some extent WFL BOCES were presented, and compared to the current EduTech process. After some discussion, it was decided –

To trial -

- *The “BOCES Final Services Commitment Form” and “Services Rates Comparison” reports for the 04 – 05 Budget process*
- *These will be sent out in addition to the current EduTech Request for Services Reports*
- *In addition, we will provide districts an electronic format of EduTech billing information, if they request*

2. EduTech Customer Survey Action Plan / 793 Plan review

Camille presented the Customer Survey Action Plan and noted similarities to the EduTech 793 / Strategic Plan.

The plan focuses on Improved Communications, Improved Customer Service, and Pricing.

Suggestions –

- Contact new superintendents to open communications lines before there are problems
- Similar meeting with new Technology Coordinators
- Tailor communications to be more individualized per district
- Communications skills training for technical staff
- And/or when having a technical team in the district have the lead be an individual with strong communications skills
 - September is a good month to meet with superintendents, July is a bad month

The survey and action will be communicated to all that participated in the survey before the end of the school year and discussed at the Joint Technology Coordinators Group in June.

3. Status of Final Requests

SAA volume through April 2003 is \$4.7M similar to the \$4.5 M through April 2002. 2002 – 2003 Revenue associated with SAA's through April is also equal to 2001-2002 volume. Question – will May – June 2002 SAA volume of \$2.3 million be repeated ? The outcome will impact starting revenue for 2003 – 2004 as well as workload of staff.

Final Requests for Services- As of May 5, 19/47 proposals have been returned. Those returned reflect a reduction of buy in services of \$130,000

Management / financial steps currently in place - Continued freeze on all expenditures, Continue to analyze staffing as it relates to workload

4. Review of Meetings

Camille reviewed agenda items in the 2002 – 2003 meeting year –

- Budget reporting, Customer Service Action Plan / Strategic Plan, Final Requests;
- Customer Survey, Vendor-Cooperative / Dropping Services, Statewide Data Warehouse, Portal,
- Virtual Learning Space, Accelerate Tools / Data Mentor;
- EduTech Budget / Pricing;
- EduTech Budget / Pricing, LAKENet;
- Assessing Current Environment, Budget, Predicting Future Environment

With emphasis on a difficult budget year, budget and finances prevented the committee from tackling items from the June 7, 2002 brainstorming list.

2003 – 2004 Meetings will focus on items from brainstorming list, combination of visionary and operational status.

A survey will be sent out of potential 2003 –2004 meeting dates.