

Training

LACA believes in an ongoing training program for our users and for the LACA staff. We have regularly scheduled meetings for each of our committees to keep them abreast of LACA projects, software changes, and new programs.

The Fiscal Advisory Committee meets at least once a quarter usually on the fourth Thursday of the month.

Fiscal

The State Software Development Team releases a software update each quarter. LACA includes an update of the release highlights during their scheduled meetings. We also hold quarterly roundtables with the payroll and quarterly roundtables for the accounting users. These sessions usually follow shortly after the quarterly software releases. LACA always holds training sessions after the release of a new program or major rewrite of an existing program.

At calendar year end and fiscal year end, LACA holds special training sessions to review the closing procedures.

LACA personnel will also conduct training sessions for individual districts, if necessary. If a district wishes to change a procedure, such as posting requisitions at the building level, LACA personnel will conduct training sessions for district personnel either at LACA or at the district. When a district hires new personnel, LACA will meet with the new employee for individual training. LACA has a series of three training sessions for payroll personnel called Payroll 101. LACA also has a training session for new accounting personnel called Accounting 101. These are mandatory for all new district personnel.

LACA also conducts on going training for some packages. These sessions are held at times that are convenient for and desired by the districts.

LACA staff is also available at all times, via help desk, phone or email to answer any question that the district's employees may have.

Education Management Information System

LACA holds monthly EMIS Coordinator meetings on the fourth Thursday of each month. When a district hires new personnel, LACA will meet with the new employee for individual training, either at LACA or at the district. LACA staff is also available at all times to answer any question that the district employee may have.