

Distribution Lists

Distribution lists are groups of email addresses that have been set up to make the sending of email easier for the user. There are distribution list setup at the state and local levels. Below are some of the distribution lists that you may find helpful.

Help Desk

LACA, along with all 22 ITC's, is required to use the state help desk (CAUnicenter). Help desk tickets are entered by clicking on the Help Desk icon on the Fiscal Staff page. The help desk tickets will be used to build a knowledge base of the most common issues that users face.

When posted a help desk ticket, you should pick the request area of LACA.FISCAL. These requests will be email to Melody Hewitt, Mary Knicely, and Sandy Mercer.

LACA Staff Distribution Lists

LACA has setup local distribution lists that can be used to email questions that need immediate attention. We established these distribution lists so your questions or problems will receive attention in a timely manner even if one of our employees is out of the office. These emails will be sent to a group of people that can help you with your problem. Below are our staff distribution lists and the people that will receive your email message.

- Fiscal related questions
FISCAL@LACA.ORG
Melody Hewitt, Mary Knicely, Sandy Mercer, Jon Bowers
- EMIS related questions
EMIS@LACA.ORG
Mary Knicely, Melody Hewitt, Linda Haynes, Jerry Eby, Sandy Mercer
- Library Services related questions
LIBRARY@LACA.ORG
Trish Baker, Bobbie Warthman, Sandy Mercer
- Network related questions
NETWORK@LACA.ORG
Joey Alexander, David Stein, Chad Carson, Jerry Eby, Bobbie Warthman, Sandy Mercer
- Data For Student Learning related questions
DSL@LACA.ORG
Jeff Davis, Jerry Eby, Mary Knicely, Linda Haynes, Meghan McLeish, Elizabeth Faulkner, Sandy Mercer

- DASL Related questions
DASL@LACA.ORG
Jeff Davis, Jerry Eby, Mary Knicely, Linda Haynes, Meghan McLeish, Elizabeth Faulkner, Sandy Mercer
- Progress Bank and SSEM questions
PROGRESSBOOK@LACA.ORG
Elizabeth Faulkner, Meghan McLeish, Jerry Eby, Sandy Mercer

Committee Distribution Lists

- Governing Board Members
LOCAL_GOVERN_BD
- Fiscal Advisory Committee Members
LOCAL_FISCAL

Other LACA Groups

- Payroll staff in LACA districts
LOCAL_USPS
- Accounting staff in LACA districts
LOCAL_USAS

OECN Distribution Lists

The OECN has set up statewide distribution lists. These lists will send email to all of the individuals through out the state.

These lists send email to individuals in districts that are associated with LACA's ITC.

- All superintendents in LACA's ITC.
MAIL_SUPT_PUB
- All treasurers in LACA's ITC.
MAIL_TREAS

These lists send email to all individuals through out the state attached to the lists. For example, OECN_TREAS will send email to all treasurers in the state.

- All treasures in the State of Ohio.
OECN_TREAS
- All superintendents in the State of Ohio.
OECN_SUPT_PUB

State Contacts

- School Employees Retirement System
 - 45 N. Fourth Street
Columbus, Ohio 43215-3634
1-614-222-5853
- State Teachers Retirement System
 - 275 E. Broad Street
Columbus, Ohio 43215-3771
1-614-227-4050
<http://www.strsoh.org>
- Ohio Department of Jobs and Family Services
 - 145 South Front Street
Columbus, Ohio 43215-1618
Phone 1-614-466-2100
Fax 1-614-466-5025
 - 144 W. Main Street
Newark, Ohio 43055
1-740-345-3402
- Ohio Department of Education
 - 65 South Front Street
Columbus, Ohio 43215
1-614-466-3641
<http://www.ode.ohio.gov>
or from LACA's homepage
- Division of School Finance
 - 65 South Front Street, Room G-20
Columbus, Ohio 43215-4183
 - School Management Assistance Section
Tom Hollern
 - Area Coordinators Office
Estelle Diehl, Patricia Willard
- INFOhio
 - Teresa Fredericka, Executive Director
2455 North Star Road, Suite 1
Columbus, Ohio 43221
1-614-752-2941