LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held May 27, 1999, convening at 9:05 a.m.

The following members answered present to the roll call: Brad Hall, Sue Ward, Shirley Dupps, Ellen Towner, Lew Sidwell, Brian Wilson, Jack McDonald, Charlotte Porter, Brett Griffith, Max Maley, Carol Reed, and Sandy Mercer. Linda Porter represented West Muskingum Local School District. Chris Ciraky, Cathy Holmes, Regina Dennis, Lillette Holdren, Jody Anderson, Velma Ransburgh, Rita Squires, Cathy Donahue, Melody Hewitt and Mary Knicely were also present for the meeting.   Judy McCord arrived at 9:10.

The members of the Fiscal Advisory Committee welcomed Max Maley the Treasurer from Tri-Valley. Tri-Valley came on line May 21, 1999.

99-016   It was moved by Jack McDonald and seconded by Shirley Dupps to approve the minutes of the April 15, 1999, meeting. A vote of approval was taken.

Microfiche for March and April and SERS Authorization forms were distributed to each district.

Melody Hewitt reviewed fiscal year end closing procedures for accounting, payroll and equipment inventory. Mary Knicely reviewed EMIS June Staff Reporting procedures. Sandy Mercer discussed the option of putting fiscal year-end reports on CD's as well as (or instead of) hard copy. LACA will need to work out a time schedule for burning the CDs and there will also be a minimal cost for the procedure. Sandy also discussed a purge-through date. Since we are now keeping prior years files on the system, each district will need to decide if they want to purge through June 1998 or June 1999.

Melody Hewitt went over the May '99 Release Highlights and three new programs. RETIRE is a new program that will be coming out in the middle of July to replace RETREG. This change was prompted by a request from SERS. VENCHG is a new program that will allow you to change and merge vendors. SSDT is in the process of adding the ability to do change orders. They are in the early stages of writing this program and are asking for suggestions.

Newark City is now transmitting their direct deposit directly to Park National Bank. Reflection software does work. The only thing that a district will need is a modem and a phone line.

Melody invited all of the treasurers and their staff to visit the Treasurers link on LACA's home page (http://www.laca.org/). It has been updated to include an online version of the New Treasurer's Packet, links to State Software (including checklists, documentation and links to online Users and Reference Guides), and other links to resources of interest.

Sandy presented an update on the SM1/SM2/5-Year Forecast. Sandy has talked with Jim Daubenmire. He stated that the Office of School Management Assistance (OSMA) claims that Treasurers want the SM1/SM2/5-Year Forecast to be at the same reporting levels immediately for FY00. IMS has stated this won't/can't happen that fast. The OSMA and Auditor's Office both agree that when changes/conditions occur the district should have to resubmit the SM1. IMS believes this should only happen in rare circumstances when changes occur that are based upon some standard set of guidelines. Jim Daubenmire suggested that

Treasurers become proactive on this issue with the regular meetings occurring between OSMA, OASBO and the State Auditor's Office. Discussion followed.

Sandy discussed the new changes/updates to ACTSCN. Discussion followed regarding the benefits/disadvantages of ACTSCN vs ACCEDT. Shirley
99-017   Dupps moved that ACCEDT be retained. Max Maley seconded the motion. A vote followed: Dupps-aye, Maley-aye, McCord for Kennedy-aye, Hall-aye, Ward-aye, Towner-aye, Sidwell-aye, Wilson-aye, McDonald-aye, C. Porter-aye, Griffith-aye, L. Porter for Miller-aye, Oyer-absent, Reed-aye. LACA was directed to send a copy of this motion to the state Treasurers' distribution list and the following individuals: Jim Daubenmire, John Fernbaugh, Ernie Strawser, Duane Baker, and Dave Smith.

Melody presented information on the electronic filing of the Consolidated Local Plan. Discussion followed. Several districts are planning to file electronically. A question was presented on charging the grant with associated indirect costs. It was stated that the indirect costs must be written into the grant.

Other items included an update on LACA's Y2K plan. LACA is working on their Y2K Disclosure Statement. The Governing Board has decided that there is no need for legal review of the statement. LACA will be placing their Disclosure Statement and their Contingency Plan Spreadsheet on their home page. LACA has tested their Distaster Recovery plan. This was a very important step in Y2K compliance. The Mutual Aid Agreement was updated to include Tri-Valley and signed by all the treasurers that were present.

Sandy presented an update on the E-rate. Each district should set up a 588 fund account to receipt these moneys. Legal is telling us that these moneys should be used to pay for Telco charges. Each district needs to have a plan on how they will use these moneys because the state may begin tracking them. LACA will be receiving approximately $50,000 for 1998 E-rate. This money will be sent to the districts, and they will receipt this into their 588 account and cut a check back to LACA. This money was approved by the LACA Board to buy a core router at LACA.

A printer maintenace agreement for DEC and HP printers must be signed by August 31, 1999. Melody will be E-mailing or faxing each district a list of all printers that will be covered by these agreements. Please review this list carefully, check the serial numbers, mark Y or N to coverage, sign and return the form to Melody as soon as possible.

ITSCO will be conducting School Net Novice Administrator Training at LACA in August. Sandy distributed sign up sheets for anyone interested in this training.

Sandy presented a Governing Board and Advisory Committee update. The LACATech Committee is checking into Internet content filtering solutions. Standards will need to be established. The possible removal of LACANet was also presented. Local ISP's are now available in all areas. They are very inexpensive and easier to use. It is felt that the money that is currently spent on LACANet would be better spent on Internet content filtering.

LACA has been talking with AEP and OSU-Newark about a joint plan for fiber connectivity that would include video capabilities. LACA has also set up a committee to look into Curriculum development. The four priorities of this committee will be 1) standards based

curriculum development 2) analyze data to make "good/informed" decisions 3) raise proficiency test scores and 4) staff development. The committee will be looking into grant money available for this purpose.

LACA is planning to hold EMIS/SIS workshops for the building secretaries on all early release days. These workshops will be designed to streamline data entry, build data accuracy and ownership, explain proper input and use of data, explain how the data impacts state and local reporting, and train on the use of available software tools.

Three districts have currently signed annual Technical LAN Support Agreement with LACA for FY00. They are the JVS, Granville and West Muskingum.

Unfinished business included the request for LACA to create a local e-mail distribution list for the fiscal LACA staff, and discussion of future contracting with Carol Reed for the development of a district/LACA data retention policy.

The next Fiscal Advisory Meeting is scheduled for September 23, 1999, at 9:00 a.m.

99-018   It was moved by Ellen Towner and seconded by Charlotte Porter to adjourn the meeting at 12:55 p.m.

Reported by,

Sandra Mercer
LACA Director