Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 16, 2008 convening at 9:10 a.m.

The following members answered present to the roll call: Brad Hall, Cory Thompson, Lew Sidwell, Jack McDonald, Rick Jones, Ryan Smith for Max Maley, Glenna Plaisted, Julie Taylor, and Jon Bowers. Peg Betts, Ellen Towner, Jenny Vanover, Barb Donohue, Felicia Drummey and Tammy Miller could not attend. Mindy Sturm, Patti Stocker, Melody Hewitt, Mary Knicely, and Sandy Mercer were also in attendance.

09-006 It was moved by Jack McDonald and seconded by Glenna Plaisted to approve the minutes of the August 21, 2008 meeting. A vote of approval was taken.

Patricia Williard from ODE reviewed the new ODE web page and answered questions.

State Software

Melody reviewed the changes that are planned for the next release of USAWeb V2.5. The major changes are: the addition of cash and appropriation accounts, a quick entry screen for budget modification (not a replacement for ACTMOD), the ability to add vendors on the fly from invoicing and purchase orders, and voiding of refunds.

The ability to create checks and modify and delete invoices should be on V2.6.

No time table was given for these releases.

SSDT is working on creating a Fiscal Year End CD procedure for Equipment Inventory.

Melody demonstrated how to use Safari/ODBC to extract information from your data files for verification and modification and then use USALOAD or USPLOAD to load that information back into your data files. This can be a time saver for districts.

Mary will be sending EMIS information to ODE on Friday. She will start at 6:30 am. There are still a few problems with getting information from DASL. There were some questions on where the Special Ed FTE field is located and for what purpose it will be used. The Special Ed FTE field can be found on the position screen and the job screen. The field is required for Federal reporting.

Mary reminded everyone that the 5 Year Forecast is due by October 31st.

Current Fiscal Projects

Time Card
Glenna stated that they were moving along with their implementation. Everyone is registered and clocking in and out. They have not set a date for their first import.

A discussion followed on the lack of error reports from the USPImport program. If a record does not get loaded into ATDSCN, it is logged on the error report. If a record does not get loaded from the ATDSCN to UPDCAL_FUT, there is no error report. This has caused problems for Southwest and Licking Heights. Melody will post this in Forum.

Employee Kiosk
Two trainings are to be scheduled. The first training will be for districts that are not currently using the Kiosk. We will be covering all of the Kiosk modules and roles. The following districts have registered for this training: Newark, Licking Heights, and Southwest.

The second training will be a "hands on" training for the automated work flows. We will be working with districts to set up their work flows. The following districts have registered for this training: North Fork, Heath and Southwest.

Melody will send out an email when the exact dates have been set.

DASL Fees
Mary stated that there were still a couple of problems that we are trying to work out. There are also a couple issues with the DASL export.

BeAR
All districts have been converted to BeAR. The access to fiscweb has been removed from the Fiscal Staff web page. There are a couple of programming problems that Chad is working on. He hopes to be done with them by late November.

There was a discussion about the speed when using BeAR. These concerns have been forwarded to Chad.

School District Data Availability Schedule

Sandy did a presentation on school district data that is available at LACA and the retention period for that data. It was decided that all districts would go back and review their data retention policy. Sandy will send an email to the treasurers with a list of items for them to consider and she will seek legal assistance on questions raised at the meeting. A special meeting will be scheduled for a November date to finalize the data available and the retention schedule.

Disable Periods

Mary demonstrated a program that district treasurers can use that will prevent district personnel from logging into web based programs. This can be used when backup and closing procedures need to be run. The program will not knock people off that have already logged in, but it will stop people from logging in.

Documentation will be created and emailed to each treasurer.

Governing Board

Jon distributed a copy of LACA's 5 Year Projection. This is just a preliminary document. The final copy will be approved in March.

LACA Tech and the governing board approved the changing of all LACA passwords to complex passwords. These passwords would need to contain at least eight characters, one upper case, one lower case, one number and one special character. LACA will notify all users well in advance of this change.

Jeff Davis has been promoted to Student Services Manager. He will be taking over Sandy's duties in the student services area of DASL, Progress Book, and SSEM.

LACA's Acceptable Use Policy and Public Records Policy and Retention Schedule have been added to LACA's web page.

Unfinished Business

Document Management/OnBase
It was decided that LACA would hold off on site visits to OnBase districts until there is more information. The MCOENC-TSG is looking into some additional products for the digital imaging of paper documents. If districts decide to request a quote, they should make sure that they provide a sample of all types of media, not just paper copies. Jon will keep the committee informed.

Point of Sale
LACA is keeping a list of the different Point of Sale produces (Esber, Business Data System, Pay School, Lunch Box). If you are using a different produce, please let Melody know. We are not working on an interface with any of the products at this time.

Disaster Recovery DSL Line
LACA decided it would be better to use a "real" PC for our disaster recovery station. Joey is working on this.   Jon has talked with ABS and Edge; there should not be any problems installing both programs on the machine.

Common Remitter
Districts are creating excel spread sheets to send the needed information to ING.

Mary has installed a set of reports that were created by SEOVEC to create the information needed to send to Gatekeeper. Mindy stated that the process is still not working. Mary is to check into this.

SAS70 Audit
A link to LACA's audit was forwarded to each Treasurer.

Combined Superintendent/Treasurer Meeting
It was decided to keep the combined meeting in August.

New Business

ODE Training
Vicky Oyer has offered to hold training on District Staffing at LACA. She will be contacting Melody to set a date and book a lab.

Julie Taylor stated that she will contact the Licking County Auditors Office to schedule a time for them to meet with the Licking County Treasurers. This meeting will be held at LACA. Julie will contact everyone with the date.

Next Meeting
The next meeting will be December 12. The Payroll Closing portion will begin at 8:30. The Fiscal Advisory Meeting will begin at 10:00. The Christmas luncheon and gift exchange will be begin around at 12:00.

09-007   It was moved by Glenna Plaisted and seconded by Brad Hall to adjourn the meeting at 11:45 am.

Reported by,

Melody Hewitt
Fiscal Coordinator