Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 21, 2011 convening at 9:22 a.m.

The following members answered present to the roll call: Ben Streby, Judy McCord representing Peg Betts, Glenna Plaisted, Patti Stocker representing Jeff Anderson, Jack McDonald, Jim Hudson, Ryan Smith, Kim Moyer and Jon Bowers. Ellen Towner arrived at 9:30. Brenda Keller, Melody Hewitt and Mary Knicely were also in attendance. Mike Hankinson, Lottie Ransbottom, Brad Hall, Lew Sidwell, Barb Donohue, Jenny Vanover, and Rick Jones could not attend.

11-010   It was moved by Glenna Plaisted and seconded by Ben Streby to approve the minutes of the February 17, 2011 meeting. A vote of approval was taken.

Melody distributed an updated copy of the Fiscal Advisory Committee Member list. Please review your information and let me know if your information is not correct.

Jon stated that he needed a couple of signatures on the Mutual Aide Agreement. Once he gets the signatures, he will be sending the new Mutual Aide Agreement to each district.

State Software

State Software Release
Melody reviewed the March State Software Release notes. The notes can be found on LACA's homepage/Fiscal Staff.

State Software Migration Update
Melody reviewed the progress on the State Software migration. The data module for USAS-R is 90% done. They are now working on the new business rules for USAS. The data module for USPS-R is 60% done. USPS is more complex than USAS. SSDT is writing the conversion/import as they complete each module. Their goal is for 100% of all relevant data to import.

A milestone release of USAS-R will be released this fall. ITC's and districts are to test the release and give feed back to SSDT. SSDT will make the updates and release a new milestone.

Once they have incorporated all of the relevant suggestions, they will release a "candidate" version. Certain ITC's will have districts that convert to the candidate version and test/use the new software.

Once it is determined that the candidate version is stable, SSDT will release the production version of the software. ITC's will begin to convert their districts. LACA has not decided on a conversion schedule.

SSDT will set a drop dead date for the conversion once the production version is released.

EMIS Update

Mary reminded everyone that this week was the last opportunity to report the CTE March Follow-Up data to EMIS. She also reminded them of the Staff EMIS meeting April 28 in the afternoon and the student-related Yearend EMIS meetings on May 10 to be held at C-Tec Adult Ed conference room.

Instructions for the mandatory resubmission of the 5 Year Forecast were distributed. The instructions included the instructions from ODE on posting the assumptions as a PDF document. The final opportunity to submit the 5 Year Forecast during the mandatory resubmission period is May 26.

There will be data measurers on the period H EFM financial data for the first time this year. They will be comparing receipts to money from ODE and expenditures to receipts and cash. The first check of the data measures will be August 12 with two out of compliance weeks starting in September.

Sick Leave Advance

Melody reviewed the requirement of advancing sick leave to district staff members. This is part of the Ohio Revised Code. A copy of sections from the Ohio Revised Code and Ohio School Law were distributed.

Melody reviewed the setup that is required in State Software to make the software work correctly.

A discussion followed. The committee requested that LACA request an update to State Software. The committee would like the software to once a year advance the 5 days as stated in law. They would like the 5 days to be reset each year.

PASS Training

Mary distributed copies of the PASS form and the ADM calculations. She explained that the ADM on the PASS form is a year in arrears, so it is very important for the EMIS Coordinator to verify the enrollment numbers while the October reporting period is open.

USASDW Review

Melody reviewed the options and search capabilities available in USASDW. District employee can be given access to USASDW with the account restrictions from the USAS Secure Screen. This is an option in LAMA.

Current Fiscal Projects

Time Card

Patti gave a brief update on their Timeware progress. Newark did a live import from Timeware into USPS. The import was done over Spring Break and did not go well.

Employee Kiosk
LACA is currently keeping detail pay information in USPS for 12 months. Since a number of districts are going strictly in the Employee Kiosk for pay slips, there have been a few employees that have needed pay slip information older than 12 months. A request was made to keep USPS detail pay information for at least two years. After discussion, it was decided to keep detail pay information for 24 months working on 36 months and purge at calendar year end.

11-011   It was moved by Ryan Smith and seconded by Ben Streby to keep detailed pay information for 24 months, building on 36 months, and purge information at calendar year end. A vote of approval was taken.

Melody distributed spread sheets showing the cost of sending paper direct deposit notices and using paper leave forms.

Melody presented an update on the Employee Kiosk from OEDSA. SSDT is moving the Kiosk to its own server. This should resolve the slowness issue. AESOP is still working on the integration with the Kiosk. This will be a two-way integration. AESOP should be done with their part by summer. The Kiosk developers will then work on their part. We are hoping that the integration will be ready when school starts.

Governing Board

Jon Bowers provided an update from the March 10 LACA Governing Board Meeting. Crooksville EVSD was approved as a new LACA member, bring LACA membership to 16 school districts. An agreement with the Midland Theater was also approved to provide connectivity and support for delivering live performances to our schools. Information about upcoming performances will be distributed through LACATech and video lead teachers. Three Tiers of hosted servers were approved: 1 gb/1 processer at $500/year; 2 gb/2 processor at $900/year; and 4 gb/4 processor at $1,200 per year. This service is entirely voluntary but districts considering the purchase of a server are strongly encouraged to consider this offering when making their purchase decision.

The email archiving fee was changed from $7.50 per mailbox/year to $4.00 per mailbox/year due to a new MCOECN agreement. Schools can opt to have any number of mailboxes archived. The eDiscovery interface is very user friendly. Currently, it is anticipated that LACA fees will be 4% lower for FY12 and there will be a 0% change for FY13. The final budget and fee structure will be approved at the May 12 board meeting.

All Erate submissions were completed on time and we are now responding to inquiries regarding submissions. Schools are encouraged to forward all inquiries to LACA to prepare your response. LACA has been asked to investigate the group purchase of Alert Now, an emergency alert system. In response to this inquiry TRZ Communication has

also offered consortium pricing for LACA schools. Following the Alert Now presentation at the LACATech meeting on May 5, LACA will likely try to negotiate consortium pricing for both products for LACA schools.

Unfinished Business

OnBase
MEC was unable to present. Jon will continue to try and schedule this presentation.

Reel Tape Destruction
LACA has all of the needed signatures. Jon is working with Shred It to shred the tapes.

Upcoming Meetings and Trainings
April 28 – New Contract Workshop 9:00 am
April 28 – Staff EMIS 1:00 pm
May 20 – Payroll Roundtable/Fiscal Year End Closing 9:00 am
May 20 – Payroll Fiscal Year End Closing Workshop 12:00 pm

New Business

LACA Retreat
LACA has scheduled its annual retreat for May 27st.

District Poll
Jon Bowers explained that the survey results are important in developing LACA's CIP and asked that the survey be completed by all school staff.

Next Meeting
The next meeting will be June 9th.

11-012   It was moved by Glenna Plaisted and seconded by Jim Hudson to adjourn the meeting at 11:20 am.

Reported by,

Melody Hewitt
Fiscal Coordinator