Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 17, 2014 convening at 9:06 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Tina Waska for Mike Sobul, Brad Hall, Ellen Towner, Glenna Plaisted, Jenny Vanover for Peg Betts, Judy Stahl-Reynolds, Jeff Anderson, Tonya Mickley, Ryan Smith, Mindy Sturm for Rick Jones, Julie Taylor and Jon Bowers.

Lottie Fisher, Lew Sidwell, Britt Lewis and Kim Moyer could not attend.

Patti Stocker, Melody Hewitt and Mary Myers were also in attendance.

14-010 It was moved by Ellen Towner and seconded by Glenna Plaisted to approve the minutes of the February 20, 2014 meeting. A vote of approval was taken.

State Software

Release Highlights
Melody reviewed the March Release Highlights of State Software. New options have been added to the Retire menu. These options are SERSHIRE, STRSHIRE, and STRSHSEND. These options will allow districts to meet the requirement of electronic submission of new employees starting July 1st.

District employees are encouraged to carefully read the USPS Release Highlights.

STRS Rate Increase
Melody reminded everyone that the employee portion of STRS will be increasing to 12 % starting with any new earnings after July1st. Districts are to handle this increase to same way that they did last year. It is important to be consistent.

Fiscal Year End Things to do Now
Melody distributed and reviewed items that districts can start doing now to get ready for fiscal year end.

Understanding Why's in USAS
Melody reviewed a power point furnished by State Software that reviewed processes in State Software and why they needed to be done a specific way.

Purging Data
There was a discussion regarding how long to keep data in districts live files. District's data was last purged in June of 2009.

It was decided not to purge data at this time. The change year data bases will not be available when districts are moved to USAS-R.

EMIS Update
 The mandatory 5 Year Forecast Resubmission period is now open until May 31. Mary went over the instructions to import and export the data into the EMISFFE and upload the exported data to the Data Collector.   If districts have issues or questions, they can contact LACA and Mary, Mel or Michaelene will be able to assist them.

Mary briefly discussed some of the EMIS processing changes for FY15. She stated that ODE is going to be doing regional meetings at each ITC in May and LACA is the first one on May 14 with David Ehle probably attending and presenting. The regular monthly EMIS Coordinator's meeting has been rescheduled to that date and are welcome to bring a person from the district with them to hear ODE's presentation.

The FY14 Yearend Checklist trainings for student and staff will both be presented at this week's EMIS Coordinator's meeting and will be videotaped. Once the recording is complete after the meeting, Mary will send the staff recording to the payroll and specific Staff EMIS people along with the checklist. The student checklist will be sent to the EMIS Coordinators along with that video for them to distribute.

Current Fiscal Projects

Requisition Approval Manager (RAM)
Chad demonstrated the new Document Approval module that will be part of RAM. The new version of RAM should be ready in a few months.

Employee Kiosk
Jon Bowers updated treasurers on the Employee Kiosk. A Timecard module is being completed; it will be tested thoroughly when development is complete, then the integration of the other modules will be tested. This newest version is being developed in Apex V.2. The application will be migrated to the MCOECN cloud when it is completed.

OnBase
Three districts are currently using OnBase.   Jon is talking with a 4th district.

Governing Board Update
At the last LACA Governing Board Meeting, a cash balance policy was approved that provides guidance in budgeting. The underlying concept is that three months operating expenses need to remain in the 5 year projection.

K-12 Network funding for this year has been approved and should have flowed this month. The total per year is $1,800 per instructional building, paid in two $900 installments. The funding request process has been simplified to eliminate the possibility of errors.

All schools successfully submitted their funding requests for next year. E-rate eligible services through LACA total over $1.7m for next year. For the current year, LACA has only received e-rate funding totaling $560k of $975K. Schools should forward PIA inquiries regarding LACA services to Jon Bowers for assistance.

The Johnstown BOE has approved a resolution to move services to LACA and the LACA governing board has approved their membership with LACA. We are currently working through details to secure their school data.

We are currently working with Windstream to double our bandwidth to the state network. The state has also approved Horizon to provide LACA with a 10 GB circuit to the state. We are reviewing the proposed contract and will proceed as quickly as possible. When connected, LACA will have three separate connections to the state network with three separate physical paths and entry points to the state network.

The FCC is looking at Ohio to provide last mile (between ITC and school building) to every school building and library in Ohio at a minimum of 100 mb.   Currently, almost all LACA buildings have the ability to be increased to 100 mb. The proposal means covering the cost of construction, not on-going costs. If a district anticipates a construction project, please let Jon Bowers know.

Fees for FY15 are anticipated to remain the same except for email archiving that would increase from $4 per mail box to $6. Back up fees' are expected to decrease. LACA checks back up sizes two times per year in June and December. In the January invoice, the backup fees are adjusted to reflect current back up consumption as backups tend to grow throughout the year. We will notify you if your invoiced amount will increase.
A demo of the Tyler Munis fiscal package will be presented starting at 1:00 today. The MCOECN (ITCs) is working with OASBO to develop a plan that would enable schools to buy Munis at a group rate. The idea is that the package will be offered through and supported by ITCs. More information will be distributed as it is available.

Information on the Innovation in Education conference was also shared. LACA is collaborating with ITSCO to host a 2-day professional development event for teachers this summer.

Unfinished Business

Upcoming Meetings and Training
New Contract and Salary Notices Training – May 16th, 9:00
USPS Roundtable and Fiscal Year End Closing – June 5th, 9:00
FYE Closing and STRS Advance Workshop – June 5th, 1:00
Fiscal Advisory Meeting/Year End Closing – June 12th, 9:00
Staff EMIS will be part of the Year End Closing Meeting with EMIS Coordinators.

New Business

Up Coming Presentation
Melody asked if anyone was interested to seeing presentations from "Explain My Benefits" or Online Board Documents. It was decided not to schedule presentations.

Melody will call SERS and schedule a time for them to present.

Next Meeting
The next meeting will be June 12th. This meeting in include fiscal year end closing information

14-011   It was moved by Ben Streby and seconded by Glenna Plaisted to adjourn the meeting at 10:40 am.

Reported by,

Melody Hewitt
Fiscal Coordinator