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LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 15, 1999, convening at 9:08 a.m.

The following members answered present to the roll call: Sue Ward, Shirley Dupps, Ellen Towner, Lew Sidwell, Brian Wilson, Jack McDonald, Charlotte Porter, Vicki Oyer, Carol Reed, and Sandy Mercer. Rita Squires represented Southwest Licking. Lynn Hoffer, Melody Hewitt and Mary Knicely were also present for the meeting. Representatives from Granville, Heath, Tri-Valley and West Muskingum were not able to attend.

The members of the Fiscal Advisory Committee welcomed Brian Wilson as the new treasurer of Newark City Schools. He is replacing JoAnn Little.

Estelle Diehl, Area 0 Area Coordinator did a presentation on the SF3 and the SF3 Flow Report.

- 99-014 It was moved by Shirley Dupps and seconded by Charlotte Porter to approve the minutes of the February 17, 1999, meeting. A vote of approval was taken.

Microfiche for January and February were distributed to each district. The authorization forms to submit SERS information were distributed and signed by the Treasurers. These forms will need to be signed on an annual basis in July. Certificates of Attendance and updates to the Treasurer Packet were distributed. It was requested that all documents in the Treasurer Packet be dated.

LACA is considering burning CD's as part of the year end process, in addition to printing reports and creating microfiche. Mary Knicely demonstrated the process of finding, reading, and printing reports from these CD's.

Melody Hewitt presented the State Software release highlights. She also demonstrated two new programs, ACTSCN and HSTSCN. ACTSCN is a new program that will replace ACCEDT. ACCEDT will no longer be available in six months. It was strongly noted by members of the Fiscal Advisory Committee on their dissatisfaction with the future removal plans of ACCEDT. Melody also reviewed USASEC and the new fields that are associated with ACTSCN and HSTSCN.

Mary Knicely presented an update of EMIS. There will be a state meeting on April 26th at Pickerington High School. Mary passed out FY2000 EMIS Guides. There was a discussion on problems with the 5 Year Forecast. If you submitted your forecast using Ken Papay's Spreadsheet, there may be a problem with some of the totals. If you used SSDT's version of the spreadsheet, there may be a problem with the way some of the negative numbers were handled. If there is a problem with your spreadsheet, you should get a letter telling you to resubmit. If you receive one of these letters, you should contact Mary to resubmit your forecast.

Check reconciliation with PNB is in place. If you are interested in using AUTOREC or PAYREC, through PNB or another bank, let Melody know. Park National is now encouraging the schools to submit direct deposit via modem using software called ProCom Plus. The districts would need a PC with a modem and a phone jack. Park National is looking into an 800 number for the districts to dial. If you are interested, let Melody know.

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We now have district archive information online for accounting and payroll FY96, FY97, and FY98, and for payroll calendar year end 1998, 1997, 1996, through the CHGYR menu option.

Sandy received an e-mail from Jim Daubenmire regarding the SM1. Districts can resubmit a corrected SM1, but Mr. Daubenmire is not sure why the auditor's office is requiring the schools to do so. Sandy will follow up with him.

Districts only need to license Reflection software for workstations used by administrative users that log onto to LACA for accounting, payroll, EMIS, SIS, and MULTILIS. Excelsior Gradebook (upload/download) workstations previously needed the software but LACA has recently completed a web interface that eliminates the need for Reflection. Maintenance is due on all reflection licenses. Sandy will be sending an Email to all districts with the cost. You are to respond only if you DO NOT wish maintenance.

Other items included a brief discussion on the Y2K progress. Sandy questioned the Treasurers about setting up a committee to send letters to vendors and inviting service providers to attend upcoming meetings to present updates on their services.

Sandy presented an update on E-Rate. All checks need to be receipted into the 588 fund. LACA filed for existing data circuits paid by LACA, a new core router at LACA, new network routers for the schools that will include the ability to pilot voice over IP, hardware maintenance and some internal connections (switches) for the schools. The monies from 1998 will go toward the purchase of the new core router. Monies approved from 1999 will go toward replacing Xyplex equipment and upgrading additional building routers.

LACA is testing a new web based email. You can find this at webmail@laca.org. It is user friendly.

Sandy presented an update on Public Communication monies. A spreadsheet showing each district's balance beginning FY96 was distributed. With future monies, LACA is looking at paying all data circuit lines.

The Governing Board and Advisory Committee updates included the welcoming of Tri-Valley as a member district. FY00 budget projections show no additional increases to fees. LACA is looking into changing network fees in the future. The LACATech committee is looking into Internet content filtering at LACA. Agreed upon standards would need to be set by the group. The LACATech committee has recommended doing away with LACANET because of staff time, the availability of ISP's, the liability involved, and the cost involved. Theresa Kucsma is interested in a joint project with other districts and ASK. Tri-Valley and LCESC stated they were interested in participating.

New business included the request for LACA to hold New Contract training sessions. These will be held on May 14th and June 3rd. SchoolNet is also planning to hold Novice administrator training on productivity software at no cost Aug 4-5, 1999, at LACA.

The next Fiscal Advisory Meeting will be held on May 20th and will include fiscal year end accounting and payroll procedures and June 30, EMIS Staff reporting procedures.

99-015 It was moved by Ellen Towner and seconded by Shirley Dupps to adjourn the meeting at 12:55 p.m.

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Reported by,

Sandra Mercer
LACA Director