

f-19990930-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held September 30, 1999, convening at 9:05 a.m.

The following members answered present to the roll call: Brett Griffith, Brad Hall, Sue Ward, Doran Hammett, Shirley Dupps, Ellen Towner, Lynn Hoffer representing Newark, Jack McDonald, Charlotte Porter, Rick Jones, Vicki Oyer and Sandy Mercer. Rita Squires, Dottie Zimmerman, Judy McCord, Melody Hewitt and Mary Knicely were also present. Representatives from Maysville, Tri-Valley, and West Muskingum could not attend.

The members of the Fiscal Advisory Committee welcomed Doran Hammett, Treasurer at Lakewood Local Schools, and Rick Jones, Treasurer at Southwest Licking Local Schools.

- 99-019 It was moved by Charlotte Porter and seconded by Jack McDonald to approve the minutes of the May 27, 1999, meeting. A vote of approval was taken.

Microfiche for May, June, July and Fiscal Year End Accounting and Payroll were distributed to each district. CY98, FY99, and EMIS 98 tapes were distributed. Updates to the New Treasurers Packet, Software Licensing Use Agreements, Mutual Aid Agreements, and District Contracts were also distributed. The new Staff User Security form that was distributed with the New Treasurer's Packet was discussed. Districts will need to discard any forms that they have, photocopy the new form and begin to use it.

Melody Hewitt reviewed the September '99 Release Highlights. It was noted that ACCEDT has been moved to a new "Obsolete" Menu. This program will remain in this menu until such time as it is found to corrupt your files. POPROC will not be release after the December '99 release of the software. Users that are currently using this program will need to contact Melody to set up training on POSCN.

Mary Knicely distributed and reviewed documentation on Staff EMIS reporting. EMIS June/July reporting was also discussed. LACA is currently holding EMIS/SIS workshops for building secretaries on all early release days. These workshops are 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. If your district is interested in holding a workshop contact Mary.

Melody distributed information that she received at an ODE workshop regarding the 5 year forecast. It was decided that LACA would set up a two hour workshop on the 5 year forecast. You will be notified via Email when a date and time has been selected. ODE has stated that by FY01 the SM1, SM2, and the 5 year forecast will be linked and will interact with USAS accounts, so that data will look alike on these documents.

Melody demonstrated Forum. This is a program offered by the OECN to replace DECNotes which has been discontinued. To post a job opening, you can continue to use the Vacancy program or send an Email to JOBS-L@listserv.oecn.k12.oh.us.

A copy of a letter from the Ohio Historical Society was distributed regarding CD/microfiche. They do not recognize CD as a permanent record. Districts will still need to use microfiche. A discussion

followed as to when we should purge records. It was decided to keep one year working on 18-24 months for reporting purposes.

A discussion followed on a data retention policy for all districts and LACA. It was decided that all districts that currently have a data retention policy will send a copy of their policy to LACA as a starting point.

Sandy Mercer presented a Governing Board update. Scott Tate resigned from the Communications Coordinator position as of Sept 11, and Lonny Claypool has been hired into the newly approved Network Coordinator position as of Oct 11, 1999. LACA is currently reviewing the organizational chart for replacement of Scott's position. LACA is also working on an correspondence to the districts to clarify service areas and who you should contact for help. Sandy briefly discussed LACA's retreat and reminded everyone of the Governing Board retreat on October 14. A brief update followed on ONENet and the OSU-N/COTC grant. Sandy is also working with the SchoolNet office to arrange a meeting with each district to discuss SchoolNet funds that need to be spent. The WebSense Internet content filtering went into effect on October 1. This will effect every PC in every building unless requested for bypass by the Superintendent.

- 99-020 Shirley Dupps nominated the following slate of officers: Vicki Oyer, Chairman; Sue Ward, Vice Chairman; Brad Hall, Governing Board Representative; Brett Griffith, LACATech Representative. Charlotte Porter seconded the motion. A vote followed: Dupps-aye, C. Porter-aye, Griffith-aye, Hall-aye, Ward-aye, Hammett-aye, Towner-aye, Sidwell-absent, Hoffer for Wilson-aye, McDonald-aye, Jones-aye, Maley-absent, Miller-absent, Oyer-aye.

Unfinished business included the request for a LACA Staff Fiscal distribution list. This will be developed as soon as possible. LACA will also check into setting up a training session on FileMaker Pro. We will contact you with the date and time of this session.

New Business included a discussion of Hitman parameters. It was decided that a committee would be formed to research and return with a recommendation. Shirley Dupps, Charlotte Porter and Ellen Towner will serve on the committee. Sandy distributed a letter from the MCOECN-VAR to be used by the district with any purchases made directly from Compaq to benefit services provided by the OECN.

- 99-021 Shirley Dupps made a motion that OHUSAS be retained. Charlotte Porter seconded the motion. A vote followed: Dupps-aye, Porter-aye, Griffith-aye, Hall-aye, Ward-aye, Hammett-aye, Towner-aye, Sidwell-absent, Hoffer for Wilson-aye, McDonald-aye, Jones-aye, Maley-absent, Miller-absent, Oyer-aye. LACA was directed to send a copy of this motion to the state Treasurers' distribution list and the following individuals: Jim Daubenmiere, John Fernbaugh, Ernie Strawser, Duane Baker, and Dave Smith.

The next Fiscal Advisory Meeting is scheduled for December 10, 1999, at 9:00 a.m.

- 99-022 It was moved by Jack McDonald and seconded by Charlotte Porter to adjourn the meeting at 11:50 a.m.

Reported by,

Sandra Mercer

LACA Director

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