

f-20000315-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held March 15, 2000, convening at 9:10 a.m.

The following members answered present to the roll call: Judy McCord representing Granville, Shirley Dupps, Ellen Towner, Brian Wilson, Jack McDonald, Charlotte Porter, Rick Jones, Max Maley, Sue Ward, and Sandy Mercer. Rita Squires, Melody Hewitt and Mary Knicely were also in attendance. Representatives from Heath, Lakewood, Maysville, West Muskingum, and Licking Heights could not attend.

00-005 It was moved by Shirley Dupps and seconded by Jack McDonald to approve the minutes of the December 10, 1999, meeting. A vote of approval was taken.

Microfiche for November, December, January and Calendar Year End Payroll were distributed to each district. Updates to the New Treasurers Packet, Reflections Licensing Use Agreements, and Certificates of Attendance were distributed. A discussion followed regarding when LACA would provide Certificates of Attendance for training that is held at LACA. It was decided that LACA would only provide certificates if LACA or a local treasurer provided the instruction. Outside agencies would be responsible for providing their own certificates. A copy of Excelsior Licensing Use Agreements along with a list of current district users were distributed. The need to balance the number of users with the number of licenses purchased was discussed. It was decided that all software license agreements would be distributed at the LACATech meetings. The treasurers are to be informed when the distribution occurs.

The March Release of State Software will be installed on March 28th. Melody Hewitt discussed some of the major enhancements that will be included in this release. It was noted POPROC will not be included with this release. There will be a meeting on April 7th that will cover the Payroll updates including the use of the new Magic Screen.

A discussion followed on the need for the Seven Year Adjustment. Some districts will be doing the adjustment with the first pay of the teachers contract for FY01, September 3, 2000.

A discussion followed regarding adding additional text to the P0 form file. It was decided that the district that requested the additional lines could handle this at the local level and no update to the form file was needed.

The ODE update included a discussion of the 5 Year Forecast. Any updates to the 5 Year Forecast need to be sent to the State before June 30th. A discussion followed on the possibility of having Ernie Strawser and Stacy Overly present a session on how they are currently using the 5 Year Forecast in their districts. Jack McDonald will follow-up with them. A discussion followed on the future of the SM1 and SM2.

A request was made to establish a SiteScape Forum Team of LACA's Treasurers. LACA will set up the connectivity and notify the districts with procedures when ready for use. It was also decided that in the month between Fiscal Advisory Meetings, the treasurers will meet for lunch to discuss topics that are unrelated to LACA. Sue Ward and JoLynn Torbert will arrange the first luncheon to be held on April 25th at Dammons.

f-20000315-min

Sandra Mercer presented the Governing Board/Advisory Committee Update. It included an update of the Director of Operations search. Round one of the interviews will be completed on Thursday the 23rd. Finalists will then be selected and round 2 interviews will be conducted. FY01 fee proposals were distributed and discussed. ONENet was also discussed. Sandy reminded everyone that all phone circuit bills are to be transferred to LACA for payment as of July 1, 2000. This does not include your long distance phone bills. ONENet is also providing for an upgrade to at least a T1 to each building. There is also a provision for \$6,000 per building in hardware for ATM.

Sandy also provided an update on the OSU/COTC grant for remediation, technical and professional development. Sandy reminded everyone that they need to send in their Bear forms to receive their Round 2 E-rate money and we are waiting on Round 3.

Unfinished business included an update on the Data Retention policy. A copy of the Data Retention Policy from Pickerington Local Schools was distributed and discussed. It was decided that this is now a district issue. The Hitman issue was discussed and Sandy will research the need for a motion and will report at the next meeting. Jack McDonald will be providing MS Access training to anyone who would like to attend on April 25th at 9:30. This will be followed by lunch at Dammon's and further training in the afternoon for those who wish to return to LACA. An Email will be sent as a reminder and for registration. The need to make updates to the districts User and Reference manuals will be dealt with on a district by district basis. Districts are to let Melody know if they would like updates. Melody provided an update on Equipment Inventory programs. RCI was not a viable option. SSDT does plan on updating their inventory program in the next year. Sandy discussed a personnel program that was demonstrated some time ago at the Licking County ESC by Medina County Schools. Ellen Towner is to contact Medina to arrange another demo.

New Business included a discussion of upcoming training sessions that are being offered. Mary Knicey has scheduled Staff EMIS for April 13th at 9am. A complete list of all training that is scheduled will be Emailed to the districts. Estelle Diehl has requested a time to present updates on the SF3. Vicki Oyer is to talk with Estelle and find out what exactly she has in mind.

The next Fiscal Advisory Meeting will be scheduled for sometime after the May 2000 State Software Release and will include Fiscal Year End Closing Procedures.

00-006 It was moved by Charlotte Porter and seconded by Shirley Dupps to adjourn the meeting at 11:50 a.m.

Reported by,

Sandra Mercer
LACA Director