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LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held May 25, 2000 convening at 9:00 a.m.

The following members answered present to the roll call: Brad Hall, Glenna Plaisted, Shirley Dupps, Sheryl Johnson representing Licking County ESC, Lou Sidwell, Charlotte Porter, Rick Jones, Max Maley, Vicki Oyer and Sandy Mercer. Brian Wilson arrived at 9:10, Sue Ward at 9:35, and Brett Griffith at 9:35. Rita Squires, Cathy Donahue, Melody Hewitt, Mary Knicey and Rod Griffin were also in attendance. Representatives from North Fork and West Muskingum were unable to attend.

00-007 It was moved by Shirley Dupps and seconded by Brad Hall to approve the minutes of the March 15, 2000, meeting. A vote of approval was taken.

Sandy introduced Rod Griffin, LACA's Director of Operations, and Glenna Plaisted, Treasurer at Lakewood Local School District.

Microfiche for February, March, and April were distributed to each district. Updates to the New Treasurers Packet, Certificates of Attendance, Printer Maintenance Agreements, and SERS Authorization Forms were distributed. The Printer Maintenance Agreements should be reviewed, any corrections made, signed, and returned to LACA. The SERS Authorization forms should be signed and returned to LACA.

Melody Hewitt discussed an enhancement to the POSCN program that allows a user to post purchase orders to a future month or year. This program creates a batch file that you then need to post, using AUTOPOST, when you are in that future period. A discussion followed on the application of this program. Melody reminded everyone of the Fiscal Year End Closing meeting on June 8th. Sandy Mercer mentioned that SWOCA will be raising their per transmission charge for direct deposits to \$20 effective July 1, 2000.

Melody reminded everyone that the SM1/SM2 will no longer be required in FY01. The program will be available for use by the district, but it will no longer be submitted to ODE.

Sandy Mercer presented an update of the Governing Board/Advisory Committees. The ONENet connectivity money that has been flowing back to the districts to pay for data circuit costs, will now be kept by LACA and LACA will pay for all data related circuits effective July 1, 2000. Sandy reminded everyone that if by chance the ONENet money would dry up, this cost would need to be reappropriated at the district level. A spreadsheet of current costs by district was distributed. Sandy also discussed the flow of ERate money that will hopefully be coming to LACA before the end of the fiscal year. This money is to be used by LACA to purchase network upgrades and network equipment. Sandy announced that the State Auditor's office may put requirements on how ERate money can be spent. Districts need to make sure that ERate money is receipted into the correct fund.

Sandy reminded everyone that LACA Contracts have gone out to each district and they need to be signed and returned. A discussion followed on the new Tech Support Contracts. There are now three Tech Support Contracts. Level I is an hourly contract for \$50 per hour. Level II is an annual contract for 8 hours of support per month. Level III is an annual contract for 60 hours of support per

month. Districts interested in Tech Support should sign the appropriate contract and return it to LACA. Sandy mentioned an IVDL grant that LACA will be pursuing. Any district interested in participating with LACA in the grant will need to contact LACA by May 31, 2000. Sandy presented an update on the Data for Student Learning project that has been formed at the state level and asked for volunteers to serve on the User Advisory committee. This committee has been formed to research how different software is used for data collection, retrieval, and analysis. Brian Wilson volunteered.

Unfinished business included an update on the formation of a SiteScape forum to be used by LACA's Treasurers. This forum will be created before the next meeting and will be demonstrated at that time. Vicki Oyer will call Estelle Diehl and schedule her for the September 28st Fiscal Meeting.

00-008 A discussion followed on HITMAN parameters. Brian Wilson made a motion to set the HITMAN parameters at:

Prime: M-F 6:30 am to 6:00 pm  
S-S 8:00 am to 5:00 pm  
First warning at 60 minutes  
Second warning at 90 minutes  
Hit at 120 minutes

Non-Prime: M-F 6:00 pm to 6:30 am  
S-S 5:00 pm to 8:00 am  
First warning at 60 minutes  
Second warning at 75 minutes  
Hit at 90 minutes

00-009 Charlotte Porter seconded the motion. A vote of approval was taken. Further discussion followed. Brian Wilson rescinded his motion.

00-010 Charlotte Porter seconded the motion. A vote of approval was taken. Brian Wilson made a motion to set all prime and non-prime HITMAN parameters at the non-prime hours listed above with the ability to have designated people protected from HITMAN during prime hours only. Charlotte Porter seconded the motion. A vote of approval was taken.

There was no new business.

The next Fiscal Advisory Meeting is scheduled for Sept. 28, 2000. The treasurers were also reminded of the yearly combined Superintendent/Treasurer Governing Board meeting scheduled for August 10, 2000.

00-011 It was moved by Charlotte Porter and seconded by Shirley Dupps to adjourn the meeting at 10:30 a.m.

Reported by,

Sandra Mercer  
LACA Director