

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 21, 2006 convening at 9:15 a.m.

The following members answered present to the roll call: Bret Griffith, Brad Hall, Tammy Woods, Cory Thompson, Ellen Towner, Jenny Vanover, Lew Sidwell, Jack McDonald, Rick Jones, Julie Taylor, Glenna Plaisted, and Sandy Mercer. Eugene Foust, Max Maley and Tammy Miller could not attend. Nancy Sinclair, Patti Stocker, Mindy Sturm, Melody Hewitt and Mary Knicely were also in attendance.

06-014 It was moved by Rick Jones and seconded by Brad Hall to approve the minutes of the February 22, 2006 meeting. A vote of approval was taken.

Melody presented a brief review of the March State Software release. Melody also reviewed the changes that were made to USASWeb with the release of V2.0.

Melody presented a list of things that district's can do now in preparation for Fiscal Year end closing. Mary reviewed the steps needed to complete the Expenditure Flow Model.

Mary reminded everyone that their 5 Year Forecast must be resubmitted by May 31st. She also reminded everyone that their sign off sheets must be sent to ODE and that March reporting of EMIS will be resubmitted.

Melody distributed the results of the Fiscal Survey. She thanked everyone that took the time to complete the survey.

A discussion followed on placing Month End Closing reports on the web for Board Members to review and print before coming to Board Meetings. Newark is currently doing this with very good results.

Jeff Davis presented a demonstration of using DASL to do your student billing. Information would be extracted from DASL and imported into USAS by using the STUFEEES program.

Sandy presented an update on our current fiscal projects. The following is a summary:

- Disaster Recovery Plan
 - The second committee, district office is destroyed, did not have an update.
 - The third committee, LACA is destroyed, has drafted 22 steps to better prepare for a disaster. They plan to work on one a month.
 - The ITC Store Server has been purchased and is in place for daily backups. LACA will check on MCOECN/ITC status next week.
 - LACA is still waiting on the hardware for the FTP site.
- Time Card System
 - The Governing Board approved a pilot and LACA pricing at the March meeting. LACA is in the process of confirming the pilot districts. South

West Licking and Licking Heights have expressed interest. The pilot should begin July 2006.

- SSdT's Human Resource Project
 - Proto-types should be released by the end of the month with working versions by July.

Sandy presented the Governing Board Update. There will be a reduction in the fiber pricing on the ISP Contracts. The original price was \$995.00. It will be reduced to \$850.00 per month. LACA is in the process of adjusting the contracts (Schedule 1) and will send out new/revised contracts for those districts affected when the new fiber circuits are in place.

LACA's TFN (state fiber network) connection will be going through Time Warner. LACA is in the process of signing the contract.

The increase to the SLA for FY07 will be 6%. The final budget and contracts will be approved at the May 11th Governing Board Meeting. LACA will send out the new contracts. Please have them approved by your Board of Education and send them back to LACA by June 30th.

LACA will be proposing a new policy defining LACA's service area to the Governing Board in May.

Chad reviewed LAMA, LACA's Account Management Application, and replacement for the paper Staff User Security Form. He reminded districts that all termination requests now need to come through LAMA. This way, LACA has a log for the auditors. Districts will also start to use the new quarterly review process on LAMA before the end of June. This will replace the old weekly listing that districts receive via email. It was agreed the Treasurer (or designee) would be the LAMA Audit contact for each district.

The next Fiscal Advisory Meeting will be held on June 15, 2006, at 9:00 am.

06-015 It was moved by Lew Sidwell and seconded by Cory Thompson to adjourn the meeting at 11:05 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator

