

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 16, 2006 convening at 9:10 a.m.

The following members answered present to the roll call: Judy McCord for Bret Griffith, Brad Hall, Tammy Woods, Cory Thompson, Ellen Towner, Jenny Vanover, Jack McDonald, Eugene Foust, Mindy Sturm for Rick Jones, Max Maley, Patti Stocker for Julie Taylor, Glenna Plaisted, and Sandy Mercer. Lou Sidwell and Tammy Miller could not attend. Becky Lindsey, Lynette Telek, Kathy Montgomery, Melody Hewitt and Mary Knicely were also in attendance. Rick Jones arrived at 9:30.

06-016 It was moved by Jack McDonald and seconded by Cory Thompson to approve the minutes of the April 21, 2006 meeting. A vote of approval was taken.

Melody distributed Printer Maintenance Agreements, Fiscal Authority Change Forms and SERS Tape Authorization forms for signatures.

Melody presented a review of the State Software Release Highlights, Fiscal Year End Account closing, and Fiscal Year End Equipment Inventory Closing. Melody also demonstrated the process of using an Excel spreadsheet or USPSWeb to enter your payroll exceptions.

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

- Disaster Recovery Plan
  - The second committee, district office is destroyed.
    - An FTP site has been created for districts to store documents that are necessary to complete a payroll in case of a disaster.
      - A Fiscal FTP Directory Form is to be completed that list people from the district that will need an FTP site.
    - ABS software has been loaded on a PC at LACA. LACA will need to test this software with a district.
    - Edge has not responded about providing software.
  - The third committee, LACA is destroyed, has drafted 22 steps to better prepare for a disaster. They plan to work on one a month.
    - LACA has defined all vendors/providers and has sent an email list to TCCSA. LACA will update this list on a monthly basis.
- Time Card System
  - Licking Heights and Southwest Licking have agreed to be our pilot districts. The kick off meeting is scheduled for June 19<sup>th</sup>. Evaluations will be sent to each district in November. The Governing Board will decide in December if more districts will start in January 2007.
- SSST's Human Resource Project
  - Melody demonstrated the employee kiosk proto-types that are available. We are to receive working versions in July.

Sandy presented the Governing Board Update. The combined Superintendent/Treasurer's meeting will be held on August 10<sup>th</sup>. Please get your LACA Service Level Agreements to LACA by July 1<sup>st</sup>. The Board has approved a new Non-Member service assessment fee. It will be \$25,000 for FY07 and require a three year contract. All current non-members are grandfathered in. This applies as long as current services are continued. LACA will continue state support for special education for FY07 to 15 ITCs. LACA will be sending an email next week to review accounts for audit purposes. Please follow the instructions and complete as soon as possible. A new User Security Form (not requiring the Treasurer's signature unless it is for a fiscal user) will become effective in July.

Mount Vernon's conversion for EMIS/Fiscal was completed April 24<sup>th</sup>. Library was completed June 14<sup>th</sup>. Network will be completed June 16 – 17<sup>th</sup>. SIS will be completed June 26<sup>th</sup>.

A fiber upgrade schedule has gone out to the tech coordinators. Seventeen buildings will be done by around June 30<sup>th</sup>. These are Time Warner buildings. Twenty three buildings will be done by mid-November. These are in the Adelphia area. LACA should be on the state fiber network by September 30<sup>th</sup>. The new state ISP (Qwest) change should be completed by June 30<sup>th</sup>.

Tri-Valley should go live on DASL July 13<sup>th</sup>. Approximately 70 districts are live state wide. Our district conversion schedule is at [www.laca.org](http://www.laca.org), select DASL under "Service Start Pages". New DASL printer requirements were distributed to superintendents and tech-coordinators. You will need to be prepared for this expenditure.

A spreadsheet reflecting the actual amount of additional K-12 Network funds each district will receive from LACA prior to June 30, 2006, was distributed. These funds are for FY06 ITC Internet Access plus DS3 costs LACA receives from the state and passes onto the districts. Districts will either receipt these funds into the 451 fund or do a reduction of expenditure to the ISP charged account.

The next Fiscal Advisory Meeting will be held on September 14 – 15, 2006, at Deer Creek Lodge. This is the annual Treasurer's retreat.

06-017 It was moved by Jack McDonald and seconded by Brad Hall to adjourn the meeting at 10:30 pm.

Reported by,

Melody Hewitt  
Fiscal Coordinator

