

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 20, 2011 convening at 10:22 a.m.

The following members answered present to the roll call: Lottie Ransbottom, Judy McCord representing Mike Sobul, Brad Hall, Ellen Towner, Brenda Keller representing Glenna Plaisted, Lynette Telek representing Barb Donohue, Patti Stocker representing Jeff Anderson, Jack McDonald, Jim Hudson, Kim Moyer, Jenny Vanover, Mindy Sturm representing Rick Jones and Jeff Davis representing Jon Bowers Ben Streby arrived at 10:30. Sophie Dickson, Kathy Rose, Rosie Rambo, Rowena Kyle, Monica Pryor, Kari Snyder, Cathy Donahue, Tina Washka, Melody Hewitt and Mary Knicely were also in attendance. Lew Sidwell and Ryan Smith could not attend.

- 12-006 It was moved by Brad Hall and seconded by Jack McDonald to approve the minutes of the October 20, 2011 meeting. A vote of approval was taken.

State Software

Calendar Year End Closing

Melody reviewed the calendar year end closing procedures. They are the same as last year.

LACA will no longer be backing up district's files onto 8mm tapes. Starting with calendar year end backups, we will be using DVDs.

Sign Off for W2 and 1099 Transmission

Melody passed around a W2 Tape Authorization form to be signed by a representative of each school district. This form gives LACA permission to submit W2 and 1099 information.

December USPS Release

Melody reviewed the December State Software Release highlights. This release covered the new Sick Leave Accumulation Tracking and Employer Sponsored Health Insurance updates.

EMIS

EMIS is in full swing using the Data Collector. The 5 Year Forecast has been submitted using that method and October is in process. The data submission goals have been modified to reflect the delay in releasing reports. It is possible that reporting will be extended beyond the January 25 current deadline.

Current Fiscal Projects

Employee Kiosk

The AESOP/Kiosk interface is still in the development process. They hope to release it in January.

The District Administrator roll has been added to LAMA. This will make the Kiosk consistent with the rest of LACA programs.

Requisition Approval Manager (RAM)

The RAM Administrator roll has been added to LAMA. This will make RAM consistent with the rest of LACA programs.

Granville has indicated that they would like to start using RAM after the first of the year. LACA will notify all districts when the training has been scheduled.

USAS-R

The second Milestone Release of USAS-R was released. It consisted of creating a database and loading information into the database. LACA created the database and attempted to load information into the database. The load crashed. The database contained blank invoice dates. A number of ITC's encountered this problem. SSDT is to fix this problem.

Governing Board Update

Jeff Davis presented the governing board update.

Jon presented the FY12 Budget. We have about \$1,541,000 cash with \$1,167,000 – unencumbered, which is about \$100,000 ahead of where we were last November. The 5-year cash projection still shows LACA having a cash reserve of \$273,000 in 2016. The LACA Data Security Policy was amended to align with procedures in LAMA. We also added RAM Admin and Kiosk District Admin roles to LAMA so that they can be tracked just as other applications. We also addressed smart phones and shortened the duration of time for holding SQL backups. Historically, we have never needed to go back two weeks in backups to recover a file. We typically go back 3 to 4 days at the most. This does not affect how long we hold email or financial data, only student data. LACA will be working on the language regarding mobile phones and smart phones. The GB thought it needed to be clarified.

Jeff, Chad and Jon have been serving on Work Groups as the MCOECN has drafted a shared service model for all ITC's to buy into a hosted data center proposal. Jon Bowers made the recommendation and the governing board approved the recommendation that LACA not participate in the next level of discussions that required each ITC to invest \$10,000 to hire an additional consultant to finalize the proposal and budget. Not participating does NOT preclude LACA for joining the project once it is finalized, but the board felt that an additional \$10,000 would not in any way improve the quality of the

decision. The primary concerns revolve around the belief that LACA would not have control over the development and choice of technology, and that a significant part of LACA's budget would also be out of control.

Jon presented the preliminary FY13 Budget. Current projections indicate a 0% change in fees for FY13 and FY14. LACA's FY10 to FY11 financial audit report came back with no citing's or comments, so the board opted to waive the post conference. The final draft of the audit report will be posted on the LACA website under the Superintendents' page of the website.

Districts were encouraged to monitor their bandwidth utilization and file for e-rate funding for next year if they anticipate a bandwidth increase within the next school year. Important e-rate deadlines to remember are the last day to file a 470, which is February 21; and March 20, which is the last day to file a 471, which indicates your vendor choice. Please remember that superintendents should NOT sign LACA's internet and VOIP service agreements. They should be signed by the school board president and treasurer.

Unfinished Business

Upcoming Meetings and Trainings

LACA will be offering the following meetings in the next few months:

Kiosk Roundtable/AESOP Interface

USPS Calendar Year End Workshop – December 15th

Safari Training

You will be notified when the dates have been set. If there are additional trainings you would like, please call Melody.

New Business

January 2nd Coverage

January 2nd is the recognized holiday for the New Year's holiday. LACA will be officially closed that day. There are a couple of districts that will be open January 2nd, so there will be three people working at LACA that day. Fiscal services will not be covered.

Ultimate Edge

The Ultimate Edge software has the ability to print from USASWeb and has the ability to auto email purchase orders to vendors.

LACA will be contacting Edge and scheduling a presentation for our next meeting.

District Poll

Jenny Vanover discussed some problems that Licking Heights was having with their time clock located in the bus garage. She is to discuss this with Dave Stein and Timeware.

Jim Hudson stated that he was having issues with the access approval process in LAMA. He does not think the Superintendent should be required to approve fiscal access. He will discuss this further with Melody and Mary.

Next Meeting

The next meeting will be February 16th.

12-005 It was moved by Brad Hall and seconded by Jack McDonald to adjourn the meeting at 11:15 am.

Reported by,

Melody Hewitt
Fiscal Coordinator