

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 16, 2012 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Mike Sobul, Brad Hall, Brenda Keller representing Glenna Plaisted, Lew Sidwell, Judy Stahl-Reynolds, Rowena Kyle representing Jim Hudson, Kim Moyer, Rick Jones and Jon Bowers.

Ellen Towner arrived at 9:10. Jenny Vanover arrived at 9:15. Ryan Smith arrived at 9:26. Mindy Sturm, Melody Hewitt and Mary Knicely were also in attendance.

Mike Hankinson, Lottie Ransbottom, Jeff Anderson and Jack McDonald could not attend.

- 12-006 It was moved by Ben Streby and seconded by Brad Hall to approve the minutes of the December 9, 2011 meeting. A vote of approval was taken.

The committee welcomed Judy Stahl-Reynolds, Treasurer of Mount Vernon City Schools and Mike Sobul, Treasurer of Granville Exempted Village Schools.

Melody distributed an updated list of the contact information for the LACA Treasurers. The microfiche for calendar year end payroll reports was also distributed.

State Software

Calendar Year End Closing

Melody stated that the calendar year end closing went very well. LACA will be sending the W2 and 1099 information to federal, state and some city governments. A CD containing the individual W2's was distributed to each district. Next year LACA hopes to combine the W2's with the calendar year end payroll CD.

Printing of W2s

Melody asked if districts would like LACA to continue printing W2s. After a discussion, it was decided that LACA would continue to provide printed W2s to each district. The W2 on the Kiosk would be used if the employee lost or need extra copies of their W2.

USPS and USAS Configuration Screens

Melody reviewed the USPS and USAS Data Configuration Screens. She focused on the new and important flags.

EMIS

Mary gave an EMIS update. October reporting has been extended to a date between March 16-28, probably leaning toward the later date. All of the reports that we normally receive will be generated in some format. Some of the reports will be combined, or modified. ODE is actively working on the reports and will be sending them out within

the next few weeks. The CTE reports will continue to be generated 3-4 weeks after October reporting closes so that all overrides can be applied. A new manifest will be available for the mandatory resubmission of the 5 Year Forecast starting April 1. Instructions will be sent out again at that time.

SAC Meeting

A SAC meeting has been scheduled for February 28th. If you have any items that you would like Melody to bring to the SAC Committee, you can email her. If there are any changes that you or your staff would like to see in State Software, this is the time to bring it to the committee for discussion.

Current Fiscal Projects

Employee Kiosk

The Kiosk/AESOP interface should be tested this month. Southwest Licking or Licking Heights will be one of the districts testing the interface.

Requisition Approval Manager (RAM)

Chad demonstrated RAM and some of the new features that have been added. Mike Sobul discussed how they setup their workflows and how they were using RAM. Licking Heights will be starting in March. Southwest Licking asked to be put on the list for training.

USAS-R

The 3rd Milestone has been released. The goal for this release is to create a district and load information into the new district.

Governing Board Update

Jon Bowers shared that Governing Board had approved moving from DataServ to MCPC for VOIP support. The change enables LACA to provide much more competitive pricing on VOIP services. Currently, East Muskingum has committed for next year, and five additional districts have expressed interest. LACA will be offering wireless internet access as an e-rate eligible service this fall, which will be an economic alternative to buying and building a wireless network.

The LACA Governing Board approved opting not to participating in the preliminary Clout project being led by the MCOECN. LACA maintains the ability to participate in the project if it is deemed to be a cost-effective solution. The updated FY13 budget projections reflect a worse-case scenario of flat rates, with no increases. A five percent decrease in fees is predicted if a new district joins.

The Data Security Policy was updated to reflect that two weeks of back-ups of the LACA databases be retained. Previously, that was four weeks. The change was made as a cost savings measure. After researching with staff, it was determined that we have never had

to go back further than two weeks. LACA's email system has been updated to Exchange 2010. Districts can be migrated overnight, we just need to schedule it with the technology coordinator. Districts were encouraged to consider their bandwidth needs for next year if they are planning any wireless projects, one-to-one initiatives or BYOD projects.

Jon Bowers also shared that LACA is working with the LC-ESC and Newark City Schools on a potential shared service project. The Governing Board has created a Facility Subcommittee that is involved in the project.

Unfinished Business

Upcoming Meetings and Trainings

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

Kiosk Roundtable/AESOP Interface

USAS Roundtable

Safari Training – February 24th please register in SINC

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

New Business

Poll District

Rick Jones asked if districts were still using Minute Books. Most people responded that they were using copy paper and three ring binders.

Jenny Vanover asked what position code others were using for Treasurer's office staff. She did not feel that clerk was the correct choice. Most agreed that 501 Bookkeeper was a better choice.

Ultimate Edge

Mark Showalter will be demonstrating their new Ultimate Edge laser printing software.

Next Meeting

The next meeting will be April 12th.

12-007 It was moved by Mike Sobul and seconded by Ben Streby to adjourn the meeting at 10:30 am.

Reported by,

Melody Hewitt
Fiscal Coordinator