

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 12, 2012 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Ransbottom, Mike Sobul, Brad Hall, Glenna Plaisted, Julie Taylor, Ellen Towner, Lynette Telek representing Judy Stahl-Reynolds, Patti Stocker representing Jeff Anderson, Jack McDonald, Rowena Kyle representing Britt Lewis, Interim, Mindy Sturm representing Rick Jones and Jon Bowers.

Lew Sidwell arrived at 9:13. Melody Hewitt and Mary Knicely were also in attendance.

Christine White, Interim, Jenny Vanover, Ryan Smith, and Kim Moyer could not attend.

12-008 It was moved by Brad Hall and seconded by Ben Streby to approve the minutes of the February 16, 2012 meeting. A vote of approval was taken.

The committee welcomed Julie Taylor, Treasurer, Lancaster City Schools.

### **State Software**

#### *SAC Committee*

The Software Advisory Committee met February 28<sup>th</sup>. We discussed the rewrite of State Software. Milestone #3 was released and is in the testing phase. ITC's should be getting the first Milestone release for USPS-R shortly.

The new USAS-R software will be holding more information in their live files than the current USAS Software. It was decided that LACA will not purge accounting or payroll data at fiscal yearend 2012.

#### *State Software Release Highlights.*

A new report has been added to USAS. It is called CASH\_ACCT. This report will contain one line per Fund/SCC combination.

Changes have been made to USAS to create a security profile for each user. The profile will be based on the USAS Security Screen profile. If your district does not currently use the USASEC screen, you may want to start adding a record for your district employees that use the USAS software.

SSDT has created a new payroll archive directory for reports with the employees true social security number that will not be web based. You will not see them on BeAR or be able to access the reports. These reports would be copied to your calendar year end CD. After discussion, it was decided not implement the new archive directory and leave all of the reports created by the CD programs on BeAR.

Two new USUPLOAD options have been added, the Date Master file and Date Detail file. The Date Master File load options will allow districts to create specific date information that the district would like to track. The Date Detail File will allow the district to enter specific date information for individual users.

#### Fiscal Year End Pre-Closing Steps

Melody reviewed the pre-closing steps that districts can start working on now.

#### USAS Security Screen

Melody reviewed the USASEC screen and explained how districts can enter user's information into the screens.

Patti stocker asked if it was possible to create a report from LAMA listing all user access information. After checking with Chad, he stated it is not possible at this time but he could create a report in LAMA if it would be helpful to districts.

#### Track Requisition Amounts

Melody reviewed all of the fields in the data configuration screen that effected requisitions.

#### EMIS

Mary gave an update on EMIS. October EMIS is still in process. ODE is looking at extending the end date of October reporting to May 3. The mandatory 5 Year Forecast resubmission manifest is available in the Data Collector. Instructions were included in the packet to detail how to submit the 5 Year Forecast. Treasurers can call LACA and Mary will assist them in submitting their data.

### **Current Fiscal Projects**

#### Employee Kiosk

Melody and Jon attended a Kiosk Advisory and Release meeting on April 11<sup>th</sup>. The next Kiosk Release is scheduled for April 21<sup>st</sup>. Melody will email the release notes after the release has been installed.

The James Group is still working with AESOP on the interface.

The James Group is also working on a time sheet entry program. The first release is to be before the beginning of the 2012-2013 school year.

#### Requisition Approval Manager (RAM)

There are four districts currently using RAM. If you are interested, please contact Melody or Chad.

## **Governing Board Update**

The LACA Governing Board approved the membership of Lancaster City Schools at the March 8<sup>th</sup> meeting. Lancaster Schools will be the seventeenth member district of LACA. Each service area is now planning the conversion of Lancaster's services. Fiscal and EMIS services will be moved over prior to end-of-year so that closing can be done at LACA. Student services will be converted over prior to June 30, too. The network move will be completed the third week of June.

Fees were preliminarily approved at the Board meeting, reflecting a 5% reduction of core service fees for FY13. Fees were reduced by 6% in FY12.

The Board approved the Personnel Committee recommendation to implement a 100% merit-based compensation for all LACA staff. The system will be based on a performance scale of 1 to 5, with performance of "3" being average. Performance rated between 3 and 4 will be awarded a (corresponding portion of a) merit step, as well as performance between 4 and 5.

All schools were awarded their e-rate funding for FY12. All schools have met their e-rate application timelines for FY13, too. Schools should now be in the audit process of their funding requests. All inquiries regarding LACA services should be forwarded to Jon Bowers. LACA will provide assistance with the preparation of responses.

The core upgrade was mostly completed, but one piece of equipment was not properly engineered, so one more brief outage will be required. The entire LACA core is now capable of supporting 10 gb. The Governor announced a few weeks back that Oarnet would be upgraded to 100 gb. LACA's network is now fully capable of supporting and participating in this upgrade.

The conversion of all users from Exchange 2007 to Exchange 2010 is now complete. This work was done to save costs and simplify our mail system.

A number of districts are looking into 3<sup>rd</sup>-Party applications for time-saving measures:

- Registration Gateway – [www.registrationgateway.com](http://www.registrationgateway.com)
- eSchool View - ??
- IdentiMetrics – [www.identimetrics.com](http://www.identimetrics.com)

Talks are proceeding with Newark City Schools about the potential of renting a portion of Roosevelt School Building for LACA. This would be a partnership between LACA, Licking County ESC and Newark City Schools, enabling each to share computer labs, conference and meeting rooms. Jeff Anderson, treasurer of Newark Schools submitted an LFIG grant application to fund the design of the new facilities.

## **Unfinished Business**

### *Upcoming Meetings and Trainings*

USPS Roundtable and Kiosk Roundtable – April 16<sup>th</sup>

Staff EMIS and New Contract/Salary Notice Workshop – April 26<sup>th</sup>

USAS Roundtable – May 3<sup>rd</sup>

USPS Roundtable/FYE Close and Closing and STRS Workshop – June 7<sup>th</sup>  
Fiscal Advisory Meeting and Fiscal Year End Close – June 14<sup>th</sup>

**New Business**

*Poll District*

Ben Streby asked if other districts did background checks on new employees or if they relied on ODE to do the search. Most districts stated they did their own background checks.

*LACA Survey*

The annual LACA Survey will be going out April 23<sup>rd</sup>. Please respond to the survey. LACA uses the survey results to improve LACA support.

*LACA Staff Retreat*

The annual LACA Retreat is scheduled for Friday April 20<sup>th</sup>. The Licking County ESC will be taking any emergency calls. Thank you Ellen.

*Next Meeting*

The next meeting will be June 14<sup>th</sup>.

12-009 It was moved by Ellen Towner and seconded by Jack McDonald to adjourn the meeting at 10:20 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator