

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 20, 2014 convening at 9:06 a.m.

The following members answered present to the roll call: Deanna Lybarger for Ben Streby, Robert Ogg, Lottie Fisher, Mike Sobul, Brad Hall, Ellen Towner, Glenna Plaisted, Jenny Vanover for Peg Betts, Lynette Telek for Judy Stahl-Reynolds, Patti Stocker for Jeff Anderson, Tonya Mickley, Ryan Smith, Kim Moyer, Julie Taylor and Jon Bowers.

Lew Sidwell arrived at 9:15. Britt Lewis and Rick Jones could not attend.

Melody Hewitt and Mary Myers were also in attendance.

- 14-008 It was moved by Mike Sobul and seconded by Brad Hall to approve the minutes of the December 6, 2013 meeting. A vote of approval was taken.

State Software

Eliminated Functions and Receipt Codes

A number of function and receipt codes have been removed by the Ohio Department of Education and the Auditor of State. Melody reminded everyone to run the VALACT program to determine what codes need to be changed before closing fiscal year end.

Account Change

A new spreadsheet feature has been added to Account Change. You now have the ability to create a spreadsheet of old and new accounts and load it into your files using the Account Change program. Melody created a document you can use to create the spreadsheet.

USAS-R

Melody did a demonstration of the new USAS program. She reviewed the options that are available and discussed features that required feed back to the State Software Development team.

Mike Sobul asked if anyone had seen the Tyler software package. Some districts in the northern portion of the state are looking at this package. LACA is to make arrangements for a Tyler representative to attend a Fiscal Advisory Meeting and discuss their product.

EMIS Update

October EMIS is complete. The March CTE Follow-Up reporting is underway. The next fiscal reporting period is the mandatory resubmission of the 5 Year Forecast due between April 1-May 31. Mary will send out instructions closer to that time on how to import the data into the EMISFFE and export it to upload to the data collector. With the

Financial Report Card coming out this year, yearend financial reporting will be due earlier and in two parts. The first part including all transaction and account data will close prior to the end of July. The second part that includes the legal proceedings, Federal accounts information, cash reconciliation, and capital assets will be due closer to the end of September.

STRS and SERS Membership Determination

Melody discussed the document distributed by STRS and SERS that discusses membership determination. Melody recommended that districts pay particular attention to their Tech Coordinators. Even if their Tech Coordinators have a teaching certificate, they should be paying into SERS.

Julie Taylor attended a Hot Topics Seminar that had presenters from STRS and SERS. Julie will email the handouts and a copy of her notes to all districts.

Park National Bank ACH Compatibility Requirements

Melody distributed an email from Park National Bank that listed programs that are *not* supported by their ACH program. If your Tech Coordinator is planning on updated your board office, make sure they do not install these programs on your board office computers.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Chad is currently working a rewrite of RAM. This rewrite will allow him to incorporate features that have been requested. One feature is the Document Approval feature.

Chad is about 50% done with the re-write.

Employee Kiosk

We have had no update on the Kiosk. We are currently waiting on times associated with enhancement requests. The James Group is still working on the Time Sheet Entry program. It should be ready for beta testing soon.

Governing Board Update

At the January governing board meeting, Nelson McCray resigned as LACA Chairperson. Mark Neal, superintendent of Tri-Valley Schools, vice chairperson, was elected as the new chairperson and Trevor Thomas, Heath City Schools' superintendent, was elected as vice-chairperson. We thank Nelson for his many years of services as LACA chairperson.

Jon Bowers explained that numerous ITCs have been the targets of DOS (denial of service) attacks. The tremendous internet consumption of schools draws the attention of hackers. We are working both with our schools and with the state to have strategies in place to address this when an attack starts.

Timelines for the conversion of Medina have been put in place and we have built directory structures. We are beginning to test student data. We have also been in contact by Johnstown schools seeking membership at LACA. This will be discussed at our next governing board meeting.

Jon has received several calls about adjustments to fees for the second billing. Back up services get recalculated at the end of the calendar year to adjust for volume increases. Since a large portion of the fee is actually pass-through for the off-site storage, the mid-year adjustment is necessary. For next year, we will notify the district before invoicing of the increase.

For FY15, fees are expected to remain the same. DASL licensing fees and commodity internet fees are increasing at greater rates than had been originally budgeted. The increased costs associated with DASL will fund additional development. The increasing commodity internet is simply due to greater internet usage. For FY14, we have nearly doubled our internet consumption. We are currently limited to the size of our network connection to the state. The K-12 Network second half subsidy should flow in early March. LACA has currently received only 1/3 of schools' e-rate funding for FY14. The reluctance of USAC to pay ITCs for services delivered to schools is having a financial impact on LACA. For the coming year, LACA would like to return to invoicing the district the full amount and allowing the district to get reimbursed from USAC, which does not appear to be a problem. The last day to post a 470 (like an RFQ) is February 26th. This is the first step necessary to seek e-rate funding for new or increased services.

Our search for a fiscal support staff has not resulted in a large enough pool of candidates, so we will conduct a new search.

Unfinished Business

Melody contacted the Ohio Historical Society to schedule a time for them to present. There will be a fee for them to present. It was decided we would not have them present.

New Business

Next Meeting

The next meeting will be April 17th.

14-009 It was moved by Mike Sobul and seconded by Lew Sidwell to adjourn the meeting at 10:30 am.

Reported by,

Melody Hewitt
Fiscal Coordinator