

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 5, 2014 convening at 10:25 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Lottie Fisher, Mike Sobul, Brad Hall, Trent Montgomery, Glenna Plaisted, Dave Chambers, Judy Forney, Jeff Anderson, Tonya Mickley, Britt Lewis, Ryan Smith, Mindy Sturm for Rick Jones, Julie Taylor and Jon Bowers.

Tammy Woods, Lew Sidwell, Nicholas Roberts, and Kim Moyer could not attend.

Jeanne Blankenship, Jill Young, Susan Wright, Robin Krempel, Tricia Gwinn, Stacy Howard, Brenda Keller, Rowena Kyle, Tina Washka, Donna Fouch, Lynette Telek, Monica Pryor, Holly Orr, Dawn Ball, Patti Stocker, Sophie Dickson, Debbie Creasy, Kari Snyder, Melody Hewitt and Mary Myers were also in attendance.

- 15-006 It was moved by Mike Sobul and seconded by Ben Streby to approve the minutes of the October 16, 2014 meeting. A vote of approval was taken.

State Software

Sign Off for W2's and 1099's

The W2 Tape Authorization form was passed for district signatures. This form allows LACA to send your W2 and 1099 information to the appropriate entities.

USAS/USPS Update

Melody reviewed the Calendar Year End Closing information. The process has not changed from last year. This year, LACA will be placing district's accounting backup file into their CYE 2014 databases.

December USPS and USAS Release Highlights.

Kari reviewed the USPS and USAS Release Highlights.

The Social Security Administration added a new fatal error for 2014. The W2 submission file will be rejected if an employee's Medicare wages are less than their social security wages.

Kari also reviewed the USPS-R update.

ODE has requested that the following funds be removed, 494, 504, 532.

EMIS Update

All Five Year Forecasts were submitted on time. The first Student Enrollment for Traditional, ESC, and JVSD reporting and the SOES reporting are now open for your EMIS Coordinator to be submitting. Mary reviewed the Staff reporting requirements in the Payroll Roundtable and the EMIS Coordinator's meeting. That reporting should open soon.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Chad has deployed the new version of RAM to all LACA districts. Please let us know if you have any issues.

He is now working on moving non-LACA districts to the new version.

Employee Kiosk

Nothing new has been released on the employee Kiosk.

Governing Board Update

LACA is working with SRC, a Pennsylvania company, to provide on-line student registration that interfaces directly with DASL and ProgressBook through a product called Registration Gateway. Tri-Valley has committed to piloting the project. LACA will be hosting and providing first line support for the project. Advantages of the service include providing on-line registration, digitalization of all required forms and the elimination of manual entry of student information into the student information system.

We are also working with Software Answers, our vendor for DASL and ProgressBook to offer DataMap, a data analysis similar to BFK, and Virtual Classroom, a learning management system that is fully integrated to ProgressBook. The costs for these are \$2.75 and \$2.30, respectively. The virtual classroom is available as a free demonstration right now.

The changes being made in e-rate for next year will require districts to change how districts file for wireless internet. Your existing LACA Wireless Internet contracts will have to be renewed under a new contract, simply forwarding the remaining terms and obligations to a new agreement. Jon Bowers will be contacting all districts with wireless contracts to discuss options that are available. Funding for all phone services is going to be reduced by 20% each year until funding is completely eliminated. Schools may still apply to purchase a new VOIP services, funding will simply be reduced by 20% for next year and an additional 20% in the following year. A number of districts are considering new implementations while the funding continues to exist.

LACA is now able to archive gmail accounts as well as regular LACA email. The product is called Barracuda and costs \$6 per mail box. It can be installed in Outlook so that it simply looks like a tab and you can easily scan and search your email. Archiving negates the auto-delete function that is default on all LACA email accounts. Jon Bowers

recently attended a Sunshine Law training offered by the AOS. Schools are encouraged to review their document retention schedules and should include a category under email for Transitory Communication, to reference daily communication, and specify that it can be deleted immediately. In the past, immediate deletion was permissible, but stating such was not required on the retention schedule. In addition, districts using LACA's email archiving do need to determine how long they will keep their email archives. Maintaining email archives indefinitely is not advisable. LACA will be contacting you to discuss options and procedures.

Jon Bowers mentioned that an alternative credit card payment service, eFunds, is now able to interface with DASL. The service will populate student fees from DASL, then note payment after being paid through their website.

Unfinished Business

Upcoming Meetings and Training

Calendar Year End Closing Workshop – December 10th, Room 200

Treasurer's Retreat

Julie is working on the next Treasurer's Retreat. If you would like to help, please contact Julie.

Cherwell – Help Desk

Cherwell is ready to turn on. We will let you know when it has been deployed.

New Business

Alpha Update

The transition from the old Alpha to the new Alpha went smoothly. If you notice any problems, please let us know.

Civil Rights Reporting

Mary reviewed the Civil Rights Report that is available in USPS for the staff information. She also reviewed a way to get the financial information that is needed to complete the reporting. If you have any problems, please contact LACA.

Email Archiving

Jon discussed email archiving. Districts are encouraged to set a cap on the years that email is archived.

Affordable Care – Worxtime

MEC will be hosting a Worxtime presentation on December 18th. Melody and Kari will be attending. Reservations were booked for 4. If you are interested in attending, please contact Melody or Kari.

Next Meeting

The rest of this year's meetings will be February 12, April 17, and June 11.

15-007 It was moved by Ben Streby and seconded by Glenna Plaisted to adjourn the meeting at 11:15 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator