

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 12, 2015 convening at 9:10 a.m.

The following members answered present to the roll call: Ben Streby, Tina Washka for Mike Sobul, Brad Hall, Trent Montgomery, Glenna Plaisted, Judy Forney, Jeff Anderson, Britt Lewis, Kim Moyer, Julie Taylor and Jon Bowers.

Rob Ogg, Lottie Fisher, Tammy Woods, Nicholas Roberts, Lew Sidwell, Dave Chambers, Tonya Mickley, Ryan Smith, and Richard Jones could not attend.

Rowena Kyle, Kari Snyder, Melody Hewitt and Mary Myers were also in attendance.

- 15-008 It was moved by Glenna Plaisted and seconded by Ben Streby to approve the minutes of the December 5, 2014 meeting. A vote of approval was taken.

### **State Software**

#### *Email Salary Notices*

Kari discussed the ability to send Salary Notices by mail. This is a very easy process and will save the district time and money. LACA will review this process during the New Contract/Salary Notice workshop on June 12. Districts that attend this workshop can leave with their Salary notices sent.

#### *Employee Compensation and Retirement*

Kari reviewed the types of employee compensation that are not subject to retirement. LACA has noticed a number of districts that were withholding retirement on income that is excluded for retirement purposes. This will cause problems when the employee retires.

#### *State Software Security and Control*

Melody did a presentation of programs that are used to limit the access of users. The presentation included LAMA, USASEC, USASDW, and Bear.

#### *New Contract and Employees First Workday*

Mary discussed the relationship to the employee's first workday in their contract to the first pay of their new contract. There are some districts that have their building secretaries and administration working the end of July but their first pay of the new contract is the second pay of August. This is causing them to work a month before they are paid on their new contract. This should be reviewed in each district.

#### *EMIS Update*

Mary gave an EMIS update. EMIS has finally opened the first Staff/Course collection. The supplemental contracts are to be reported when they are hired, not just at the end of the year. ODE looks at the contract differently than how districts have always reported or

looked at supplemental contracts. According to ODE, if your district non-renews the supplemental contracts at the end of the year, those should be reported with a separation date and reason. If they are issued that contract again, the position start date should be updated because it is looked upon as a new contract. If the contract was not non-renewed, but just reissued, then the position start date can remain when the person started that position. It was suggested that the Athletic Director help to get the employees to return contracts and employment information so that the jobs can be created and reported when they are hired instead of when they are paid.

### **Current Fiscal Projects**

#### *Requisition Approval Manager (RAM)*

Chad has been cleaning up the bugs in the new RAM. If you have any problems, please send them to ram@laca.org.

#### *Employee Kiosk*

Forty districts state wide are using the Kiosk/AESOP interface. If you are interested, please call AESOP and get on their list.

The Time Card Entry module of the Kiosk is now in the pilot stage. LACA will let you know when this is available state wide.

### **Governing Board Update**

The January Governing Board Meeting was cancelled due to a light agenda. However, there are some significant updates for the Board and Fiscal Advisory Committee related to Erate.

First, districts no longer have to have a board approved contract before they can proceed with the Erate process, filing a 471. If the district has an evaluation matrix for the quotes, they can memorialize their decision with a signed letter to the vendor (hopefully LACA) and submit their 471, which is a notification to USAC that they have chosen their vendor. The contract can then be approved at the next school board meeting.

The second order from the FCC that was released in December required additional changes to the LACA contract and processes, which have delayed the issuing of contracts. We are now prepared to issue contracts. LACA will now have to invoice districts semi-annually in order to expedite the process for recovering funds from Erate. This means LACA will issue invoices in November and early May for internet, wireless and VOIP phone services.

Finally, we have included the ability to make modification to services mid-year and not have to rebid the service on the following Erate cycle. The increase in service is not eligible for the balance of that contract year, but can be added to the funding request for the following year.

We will be proposing a Strategic planning session for LACA during the next LACA Board meeting. Various new opportunities arise for LACA and district input is needed in determining what new services LACA should pursue. Jon is currently evaluating two consultants. We will likely seek volunteers from the districts, including superintendents, treasurers, technology staff and others who can share insight and input. Jon will share more information as the project progresses.

Thank you to all for condolences sent to Jerry.

Technology Services: LACA has been asked to provide contracted technology services to schools. We are currently determining the services (skills) needed and the demand level.

LACA Service Contracts will be approved in March. Currently, it is estimated that a 1% increase will be necessary over each subsequent year to maintain the cash balance.

### **Unfinished Business**

#### *WorxTime*

All of LACA's districts are part of the MEC cog. If you are interested in this product you will get the 45 cent rate.

#### *Cherwell*

The LACA Fiscal Team has started using the Cherwell help desk. Users are asked to email all questions to [fiscal@laca.org](mailto:fiscal@laca.org). These emails will start the help desk tickets. LACA's response will come as an email from OECN Support. You can then respond to that email.

You still have the option to call if you would like to discuss your problem or question.

#### *Civil Rights Reporting*

Many districts have received requests for Civil Rights reporting. Most of the information is student-related, but there are some staff related items. SSDT has written a report that can be run out of Fiscal Year 2014 data called CRDC. Do a CHGYR to FY14, then run CRDC for fiscal 2014 and you will get the report.

#### *Treasurer's Retreat*

Julie and Jon have been working on the treasurer's retreat. It was decided the retreat will be August 27 and 28. Jon is checking with The Amish Door for rates and availability.

### **New Business**

#### *Edge and Emailing Purchase Orders*

Kari discussed the ability to email purchase orders using the Edge software. Newark City Schools and Southwest Licking Local are using this feature to some extent. If you are interested, call Mark Showalter at Edge.

Bonefish

The committee has requested that Melody arrange for a representative from Bonefish demonstrate their product at a future meeting.

Meetings Scheduled

Accounting 101 – February 18<sup>th</sup>

Requisition and RAM Training – February 24<sup>th</sup>

Next Meeting

The rest of this year's meetings will be April 24, and June 11.

15-009 It was moved by Glenna Plaisted and seconded by Brad Hall to adjourn the meeting at 10:28 a.m.

Reported by,

Melody Hewitt  
Fiscal Coordinator