

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 10, 2015 convening at 9:15 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Tina Washka for Mike Sobul, Brad Hall, Tammy Woods, Trent Montgomery, Lew Sidwell, Judy Forney, Jeff Anderson, Tonya Mickley, Rowena Kyle for Britt Lewis, Ryan Smith, Kim Moyer, Mindy Sturm for Rick Jones, Julie Taylor and Mary Myers for Jon Bowers.

Robert Ogg, Glenna Plaisted, Nick Roberts and Dave Chambers could not attend.

Karl Zarins (Granville Intern), Kari Snyder, Melody Hewitt and Mary Myers were also in attendance.

- 15-011 It was moved by Ben Streby and seconded by Brad Hall to approve the minutes of the April 24, 2015 meeting. A vote of approval was taken.

State Software

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Mary and Melody reviewed the Fiscal Year End Accounting procedures. There was little change from last year.

VALACT Release

Mary reviewed a change that was made to the VALACT program. The recent change requires that an OPU that was associated with a building IRN be attached to any of the accounts that are associated with instruction or building expenses. The message is a warning, but districts are encouraged to look at their errors and change the OPU if they want the expense associated with a specific building rather than prorated across the district in the financial report card.

Surcharge

Kari reviewed how the SERS Surcharge is figured.

SERS Per Pay Reporting

The SERS Per Pay Reporting has been postponed. SERS is still making some changes. They hope to be ready by the end of the calendar year. LACA will keep you informed.

Email Salary Notices

Kari reminded districts that salary notices can be sent by email. For assistance, please contact LACA.

EMIS Update

The FY14 Graduate reporting period is still open until July 2. Districts need to verify they have reported all SAT, ACT, and AP test results and College Credit earned for students who graduated that year. This data is part of the Prepare for Success measure for the report card. The FY15 First Staff collection is scheduled to close June 19. It may remain open pending the release of the HQT reports. The FY15 period H Financial reporting period will be opening soon and is scheduled to close September 30. Because of that, there will be only one financial reporting period without any supplemental collection period. The Capital Assets data must be submitted before the close of the period on September 30.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There are currently 12 ITCs and 70 districts using RAM, including 15 LACA districts.

Employee Kiosk

The Time Clock Entry module of the Kiosk is in the pilot phase. State Support has confirmed that it should be ready by the beginning of school. LACA will keep you updated.

Governing Board Update

Because an unprecedented number of e-rate contracts were received following the approval of the FY16 budget, the board asked Jon to update the budget to reflect the additional revenue and expenses for FY16. The effect of the added projects will push LACA into a more secure financial position and LACA will continue to keep fees at the current level. Currently, LACA fees are roughly the same as they were in FY07. The board did approve a grant that will fund equipment to help protect the LACA network from outside attacks as well as the purchase of a new network core router. The planned outage for June 18th was announced last week in a message from Chad.

The board renewed membership in the OME-RESA purchasing cooperative to secure pricing for supplies and grade labels. The board also approved a Technical Services Support Contract to provide technical services to schools who are seeking additional technical services to help with district projects. The estimated cost is \$400 per day for this service. Charles Gillogly will be the first LACA Technical Services Support Coordinator. Two schools have contracted for this service so far.

Mary Kay Andrews (Lakewood Supt) and Kevin Snyder (Lancaster Supt Representative) have both agreed to service on the LACA Personnel Committee. Jon provided updates on DataMap, a data analysis module in DASL, and VirtualClassroom, a learning management system in DASL as well as Registration Gateway, an on-line student registration application that enables parents to register their children for school.

The next Board meeting is the Treasurer and Superintendent Combined meeting scheduled for August 13th at 9:00 am. Jon has been asked if treasurers may attend LACA Board Meetings. Treasurers and/ or tech coordinators are welcome to attend the meetings. District is critical to LACA being focused on serving schools.

Unfinished Business

WorxTime

Lisa Stevens from American Fidelity has offered to come to LACA and provide training on the import/export process for the WorxTime program. There was interest shown by participating districts in scheduling Lisa to present. LACA will contact Lisa and set a date.

Mindy stated that Southwest Licking had signed with WorxTime.

Microfiche

There have been questions about the need for creating microfiche. A committee was created to research and present a recommendation to the committee. The members of the committee are Judy Forney, Kim Moyer, Kari Snyder and Melody Hewitt.

Treasurer's Retreat

Julie stated that 18 people had signed up for the retreat. You have until August 7th to book a room.

If you have any topics that you would like to see, please contact Julie.

New Business

HR Gateway

There has been some interest expressed by LACA districts in a product called HR Gateway. This company is the same one that publishes Registration Gateway that we are starting to use for parents to register their students online. This product allows the application and all employment papers including deductions to be entered online and pulled into payroll. We were in a conference call with HR Gateway and SSDT to talk about interfacing their data with State Software USPS payroll software. There is an interface possible, but it is not available at this time. They are talking with SSDT on how to do the interface. HR Gateway will not be in a position to work on this interface until the fall.

Meetings Scheduled

June 12, 8 am – New Contract and Salary Notice Workshop

June 12, 12 pm – Afford Workshop

Next Meeting

The next meeting will be August 13. This will be the combined Governing Board and Fiscal Advisory Committee meeting.

15-011 It was moved by Lottie Fisher and seconded by Ben Streby to adjourn the meeting at 10:26 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator