

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 18, 2016 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Mike Sobul, Brad Hall, Zach Niblick, Trent Montgomery, Brenda Keller for Glenna Plaisted, Patti Stocker for Jeff Anderson, Tonya Mickley, Kim Moyer, Mindy Sturm for Rick Jones, Julie Taylor and Jon Bowers.

Ryan Smith arrived at 9:12.

Lottie Fisher, Nick Roberts, Lew Sidwell, Dave Chambers, Judy Forney, and Britt Lewis could not attend.

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

16-008 It was moved by Ben Streby and seconded by Mike Sobul to approve the minutes of the December 4, 2015 meeting. A vote of approval was taken.

Miscellaneous

LACA Services by District Spreadsheet

A spreadsheet of LACA services by district was included in the document packet. Treasurers were asked to review the services used by their district, update the form, and return to Melody.

There was a brief discussion regarding purchase order and check printing software. Melody stated that she talked with Edge and they are in the process of updating their software to work with new State Software. Edge did say that there may be an additional cost for the new software.

Melody asked if districts are using OhioCheckbook.com to please make a note on the spreadsheet.

There was a brief discussion on Equipment Inventory Software and what districts are currently using. If anyone in your district is currently using something other than State Software, please email Melody.

W2 and 1099 Issues

Mary apologized for the delay in getting the hard copy of the W2s to the districts. Several issues contributed including using a new vendor through EDGE and no documentation as to what fields needed to be added in the district header data. The previous software pulled the header information from the file, but this one did not. On the first run, the district's State ID was omitted from the forms. LACA was able to get

more forms, fix the file and get the corrected copies printed and to the districts prior to the January 31 deadline. LACA also made sure the copies were available on the Kiosk.

A second issue reported was forms destroyed in the mail. One district reported several forms were returned that had been ripped in half down the perforation. The post office couldn't determine the recipient's address, so they sent the one half back to the return address of the district.

Let LACA know if you had that issue or any other issues with the W2s.

State Software

USAS/USPS Redesign

Kari gave an update on the State Software Redesign. She discussed the projected timeline, which includes district orientation and testing of the new software through the end of March. SSDT would like districts to report what incomplete or missing features are required before they could use the Redesign software as a replacement for Classic USAS/USPS. The Redesign is intended to reproduce the capabilities (the "What") of USAS/USPS but with different processes (the "How"). A Candidate Release is planned for summer 2016 so districts can pilot the new software.

Many differences between Classic USAS/USPS and the Redesign were reviewed. The Redesign allows much district customization through custom fields, customizable business rules, and a custom report engine. The Redesign is web-based and all reports are produced in the user's browser. Districts should verify that their check printing software will accept PDF or XML files for printing. The Redesign allows multiple posting periods to be open at once and requires all transactions to be dated during an open posting period. Changes in USAS to Appropriation Accounts, Vendors, Requisitions, Purchase Orders, Payables, and Disbursements were also explained. In USPS, the separation of Position, Compensation, and Payroll Accounts will allow more flexibility with purge timing for new contracts. Many aspects of payroll are not complete; including a mass add option for attendance and a generic import for loading/updating data. Specific imports will be created based on feedback.

Kari encouraged treasurers and their staff to attend a USAS or USPS Redesign demo listed on the LACA website to learn more.

EMIS Update

The Five Year Forecast Optional collection is now available. There have been a few districts ask when that was available because their forecast changed since the initial submission and they needed to have the corrected version submitted to ODE prior to the mandatory resubmission period. The Mandatory Resubmission period will open April 1 – May 31. Most FY15 reporting periods are now closed, but there are still a few to open including OTELA, Preschool assessments and the Graduate reporting period. The FY16 Student and Staff/Course collections are well under way. Districts need to verify the reports when they are released to make sure that all data is entered correctly. The Invalid

Certification will be on the first Staff/Course collection that is scheduled to close in April. Those reports have not been released yet, but need to be verified when they are.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Melody stated that there should not be any problems with RAM working with the USAS Redesign software.

Kiosk

The Kiosk Development Team stated there is currently one district that is using the Time Card Entry program. They are working with 2 additional districts.

Melody did an in-depth review of the Leave Module configuration and reports.

Governing Board Update

Jon Bowers explained that the Governing Board had approved the FY17 budget, which included freezing rates at the FY16 rates. The Board also approved the hiring of up to two network coordinators to support the transitions taking place as Jeff Davis resigns from LACA.

Districts were reminded that this is the e-rate season when they can post 470s (RFPs) for new services.

The LACA website will be contracted with eSchoolView. With this agreement, LACA districts will be entitled to a 30% discount. Districts need to inquire when they receive their next invoice from eSchoolView.

Unfinished Business

Microfiche

Jon Bowers explained that only two districts had responded to the inquiry about school record retention policies. It is important if LACA is going to discontinue the use of microfiche that districts remove referenced to microfiche in their records retention policies. Jon will follow up with districts over the next two months.

New Business

Treasurer's Retreat

Julie suggested that we look at Roscoe Village for our next Treasurer's Retreat. She will be checking on availability at the hotels for September 15 and 16 or August 25 and 26. If you have any suggestions for topics, please email Julie.

Meetings Scheduled

March 8 – USAS Redesign

March 10 – USPS Redesign

March 16 - USPS Roundtable

Next Meeting

The FY16 meeting schedule will be April 21st, and June 9th. Please mark your calendars.

We were asked to change the June 9th meeting. We can change it to June 3rd or June 10th. Please let me know as soon as possible if either of these dates are *not* good for you.

16-009 It was moved by Brad Hall and seconded by Mike Sobul to adjourn the meeting at 11:03 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator