

January 28, 2010

TO: LOCSD Board of Directors
FROM: Sandi Woods, Administrative Supervisor
SUBJECT: Agenda Item 4.A3 – 02/04/2010 Board Meeting
District Administration Department Report for January 2010

The Administration Department Report will give an update of recent changes within the LOCSD Administrative Department for the Board of Directors and the General Public.

Board of Director Office Hours

Office hours will resume in early 2010.

Records Retention Schedule Update

Dan has reviewed, edited and forwarded the Records Retention System Plan to Jon Seitz for legal review. We plan to bring it before the Board for approval at the March Board of Directors meeting.

Main Server Upgrade

The District's current main operating server is an outdated 2000 model. The District's Sage MIP Accounting System as well as the Sage ABRA Human Resources and Payroll System announced upgrades this past month that the District's old 2000 model server is not compatible with. I have outlined the cost for the Main Server Upgrade in the Agenda Consent Item 5G.

2009 Year-End

All 2009 calendar payroll year-end work has been completed and the W-2's were mailed prior to the January 31st deadline.

Farewell Thank You to Mitch Cooney

I would like to personally thank Mitch Cooney for his commitment to public service and the LOCSD Administrative Staff this past year. Mitch's managerial guidance has been exemplary and with obvious dedication to the employees as well as the Board of Directors and the general public. His dedication comes from the heart and we in the Administrative Department wish him well in all his future endeavors.

RECOMMENDATION

Staff encourages each Director to ask any questions they may have with regard to the aforementioned report or any other related item that may or may not have been listed separately as an agenda item.

