

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #305 (1999-2000)

April 24, 2000

TO: SCHOOL BOARD
FROM: OFFICE OF THE SUPERINTENDENT
SUBJECT: RENTALS SYSTEM UPDATE

PERTINENT FACTS:

Development of the computerized facilities scheduling system has been a complex and resource intensive process. The development of the new system began in 1995 when the School Board allocated \$100,000.00 to the project; those funds have been expended. The status of critical components as well as timelines for completion of the system follows:

BILLING

Interface between the scheduling system and IFAS has been completed. Audits of facility use information are being conducted prior to issuing invoices to insure the integrity and accuracy of billings.

Invoices for activities scheduled in July, August and September of 1999 have been mailed to community clients. Early in April, letters were mailed to all clients indicating the following timeline for invoicing the activities that are scheduled during the 1999/2000 school year:

<u>Activities Occurring During:</u>	<u>Will Be Invoiced:</u>
October, November, December	May 5
January, February, March	June 5
April, May, June	July 5

Beginning with activities scheduled during July 2000, monthly invoices will be mailed to clients. If any clients fail to pay for usage of school facilities during the 1999/2000 school year, they will be placed in probationary status; permits for the 2000/2001 school year will be issued when all prior year fees

are paid. The scheduling system/IFAS interface provides revenue monitoring that has been unavailable in the past.

INTERNET ACCESS

Building Reports

School access to Building Activities Reports has been made available through the District's Intranet. Scheduled activities for the school and community clients as well as special instructions for the custodian are included in the Report. Access through the Intranet is real time; the information is updated as scheduling is completed.

Access to the Rentals web site for the Operations Department, Senior Highs, Middle Level Schools and Community School Coordinators has been completed; Elementary Schools access is being activated during the week of April 24.

Remote Entry

A major component in the scheduling system design is Remote Entry. Schools as well as community clients will submit requests through the Internet directly into the scheduling system. The ability to manage the ever-increasing number of requests with current staff resources in Community Services is dependent upon this critical component.

Development of Remote Entry, however, is dependent upon required upgrades to the District's web server. The projected timeline for availability is October 2000.

School Site Access

Schools are limited to the Building Activities Report for requested date(s) at this time. They have requested that additional information from the scheduling system be available to them in order to utilize the web site more efficiently. Upgrades to the District's web server will allow for site access to additional scheduling information.

REPORTS

Development of internal reports from system data has begun and primary report capability is expected to be completed by June 2000.

SYSTEM SECURITY

System data will continue to be monitored and programs changed to insure data integrity. System upgrades, “bug” fixes, and program upgrades responsive to time issues will be substantially completed during the summer of 2000.

BC/SS

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