



## Treasurers Operating Committee Meeting

October 8, 2008

### Attendance

Ryan Pendleton	Barberton City Schools	Matt Gdovin	NEOnet
Carolyn Weglewski	Buckeye Local Schools	Deb Carroll	NEOnet
John Wheadon	Copley-Fairlawn City Schools	Paulette Gansel	NEOnet
Kathryn Sines	Cuyahoga Falls City Schools	Denise Marrali	NEOnet
Barb Meyer	Cuyahoga Falls City Schools	Connie Enders	NEOnet
Roy Swartz	Green Local Schools		
Debbie Krutz	Kent City Schools		
David Osborne	Manchester Local Schools		
John Streett	Medina County Career Center		
Michelle McNeely	Medina County ESC		
Chris Wright	Nordonia Hills City Schools		
Eydie Snowberger	Portage Lakes Career Center		
Dave Forrest	Revere Local Schools		
Brenda Brack	Richmond Heights Local Schools		
Jeff Hostetler	Tallmadge City Schools		
Marty Aho	Twinsburg City Schools		

### Issues Discussed

#### **Welcome**

Dave Forrest, Treasurer at Revere Local Schools opened the meeting with a reminder that the Treasurers Operating Committee had a seat on the MRSC Board and was represented by himself as Chairmen and Debbie Krutz, Kent City Schools is Co-Chairman.

Discussion followed.

#### **NEOnet Update**

- **Board of Directors Update**
  - **Meeting Reminders** – The next NEOnet Assembly will be held on November 3, 2008 at 10:00 at the Summit County ESC. All are welcomed to attend.
  - **New Employees** – NEOnet has hired three new employees.
    - Cyrus Elder – Technology Specialist
    - Connie Enders – Fiscal Support Specialist
    - Jean Steele – Library Support Specialist

- **Generator** – The Board approved the purchase of a generator system from Speelman Electric and installation will take about 3 months.
- **EMIS Connection Meeting** – Two meetings were held in September to assist school districts in creating a procedural plan to effectively and accurately report Staff EMIS information.
- **MRSC Bylaws & Policies** – The MRSC has hired NEOLA to draft the bylaws and policies. A draft will be available at the November Assembly Meeting.
- **NEOnet Strategic Planning** – The goal for this quarter is to implement the help desk, create a client and non-client communication plan and upgrade the technology infrastructure.
- **Facilities** – The installation of heating/cooling system has begun with a drop ceiling and lighting to follow later.

**Communication Plan** – The Communication Plan Draft was presented to the Treasurers. This draft will be presented at the November Assembly Meeting. As part of this communication plan a new website is in development, phones have been updated, and a social networking site will be developed similar to the old DEC notes. Much discussion followed the overview of draft. Among the topics discussed were:

- Monitoring the social network (wiki)
- Maintenance and upkeep of the social network
- Authorized users for the social network
- Organizations and conferences linked in the plan

Treasurers were asked to review the plan and share concerns, corrections or improvements.

- **NEOnet / MRSC Data Retention Plan** – A draft of the NEOnet / MRSC Data Retention Plan was handed out at the meeting. The law firm of Kimball – Carry was retained to review this plan.
- **FY09 Fees** – The fee for Document Management Services has been added to the NEOnet Fee Schedule. All invoices have been sent to the district except for VOIP Services and some ISP billing.
- **MRSC Treasurer** – Dr. Ed Holland, Superintendent Cuyahoga Falls City Schools is the Interim Fiscal Officer for the MRSC. The MRSC will post the treasurer position in the newspaper in January with a hire date of June/July.
- **Email Archiving** – NEOnet will be offering to the district email archiving service. Under this service, NEOnet will store email for 2 years and delete the data and / or put on a DVD. The fee for this service will depend on how many districts enter into an agreement. Please contact Matt Gdovin if your district is interested.

### Reflections Update

As of November 1, 2008 all districts must be converted to Reflections V14. Password changes are still an issue for some users. Directions for setting up Secure Shell / Reflections V14 were handed out. The fiscal staff will review the password concerns as well as any other concerns that need to be addressed. Procedures will be published for any concerns or updates to Reflection V14 usage.

### EMIS Updates

- **Positions Codes** – Many position codes are being eliminated and replaced with a more general code. All teacher position codes effective with Period K reporting will now be 230 and must have an assignment area. One job per position code/assignment area needs to be reported. A single position code may still have three fund sources, but only one assignment area per position code.

The report reflecting any changes or errors created during the conversion can be found in the district's common directory Template Forms/Spreadsheets that can be used to aid the districts in collection of proper staff EMIS information are posted on the NEOnet homepage, **Extended Days** – Extended Day Contracts must be reported consistently for all employees within the district. **Non Extended Day** -Supplemental jobs are only reported in June.

- **Z – Ids** – The state will now assign non-certified personal with state IDs/Z-IDs The Z-ID is district based and unique for each employee in the district.
- **USPSWeb EMIS screen** – Just reminder that data entered in USPSWeb EMIS entry screen will update EMIS and Payroll. Users may need additional security to view or modify
  - DEMSCN in EMIS is equivalent to the BIOSCN in USPS.
  - POSCN in EMIS is equivalent to the JOBSCN in USPS.
- **Year End Period (N & H)** – There will be changes to these reporting periods.
  - Period H – 4502
  - Period N – End of Year staff
  - The changes are not out yet.

### Discussion Topics

- **SSWAT**
  - Unique password different from Reflections
  - Access is located on the NEOnet Homepage under Fiscal Services
  - Data is a day behind
  - Capable of producing Excel spreadsheets
- **5 – Year Forecast**
  - The deadline for processing the five-year forecast is 10/31/2008.
  - First processing is Friday, 10/17/2008.
  - Process as often as you need with the final 5 –Year Forecast sent to NEOnet by NOON no later than 10/30/2008.
  - Notes and Assumptions may be sent directly to [karla.manter@ode.state.oh.us](mailto:karla.manter@ode.state.oh.us) if you prefer to have your notes in PDF formatting.
- **Concealing Employees**
  - The program MASSTOP replaces WIPEOUT.
  - To find an employee in USPS that has been concealed go to the BIOSCN and change the flag from Y to N to find them.
- **Employee IDs** – have not been required by State Software for the September release. It is anticipated the December release will require the implementation of Employee IDs.

### Scheduled Meetings

- **Treasurer Operating Committee Meeting dates**
  - November 19, 2008
  - January 14, 2009
  - March 18, 2009
  - May 20, 2009
- **Fiscal Roundtables**
  - USAS – October 15, 2008 from 8:30 – 11:30
  - USPS – October 16, 2008 from 8:30 – 11:30

### Next Treasurers' Meeting

The next Treasurers Operating Committee meeting is scheduled for November 19, 2008 at noon. Please email the fiscal services department at [fiscal\\_services@neonet.org](mailto:fiscal_services@neonet.org) if you plan on attending or have topics you would like to discuss.