



**Treasurers Operating Committee Meeting
July 14, 2009**

Attendance

Ryan Pendleton	Barberton City Schools	Matthew Gdovin	NEOnet
Carolyn Weglewski	Buckeye Local Schools	Marie Schenkel	MRSC
Mary Workman	Cloverleaf Local Schools	Paulette Gansel	NEOnet
John Wheadon	Copley-Fairlawn City Schools	Connie Enders	NEOnet
Kathryn Sines	Cuyahoga Falls City Schools	Denise Marrali	NEOnet
Kristy Stoicoiu	Green Local Schools		
Debbie Krutz	Kent City Schools		
Jennifer Rucker	Manchester Local Schools		
Michelle Seckman	Maplewood Career Center		
Chris Adams	Mogadore Local Schools		
Chris Wright	Nordonia Hills City Schools		
Stephanie Hagenbush	Norton City Schools		
Dave Crowley	Parma City Schools		
Sondi Clevenger	Summit County ESC		
Jeff Hostetler	Tallmadge City Schools		

Welcome:

- The minutes from the March 18, 2009 and May 20, 2009 Treasurers Operating Committee meetings were approved and are posted on the NEOnet website.

NEOnet Updates:

- The FY10 NEOnet fee letter was sent on August 24, 2009. The FY10 fee schedule included two new services;
 - Email Archiving - \$2,800 per year
 - Special Services Education Software (SSEM) - \$0.60 per ADM/yr.
- A copy of the current NEOnet Organizational Chart was distributed at the meeting. Three employees have left NEOnet and three new positions were created. Copies of the job descriptions for two vacant positions were given out at the meeting. Below is the status of these positions:
 - Database and Application Support Specialist (new)– Jose Pagan starts July 21, 2009
 - Fiscal Software Support Specialist (vacant)– Teresa Bichsel starts July 21, 2009
 - Administrative Assistant – (new) - Open
 - Second Fiscal Software Support Specialist (new) – Open

- NEOnet is in the final year of our three year finance plan and it is time to begin preparing our next three year plan. The finance committee, who is responsible for writing the plan, will be expanded to include at least 24 members and will be split into three sub-committees; budget, facility and technology.
 - The budget sub-committee is responsible for reviewing the FY11, FY12, and FY13 appropriations, consortium fees (revenue), and contracts. This committee will also analyze the compensation and benefit packages for the consortium staff.
 - The facility sub-committee is responsible for resolving our long-term facility needs and determining how to best utilize a capital investment from cash carryover.
 - The technology sub-committee is responsible for evaluating our current network and hardware infrastructure and presenting a three year technology plan. This includes analyzing the overall technical operations of the consortium including the assessment of current resources and processes, the fiber network and disaster recovery plan.

The finance committee will present the final recommendations to the Board of Directors and General Assembly at the May 3, 2010 Assembly meeting to take effect July 1, 2010. The finance committee will begin with a kick-off meeting which will be scheduled for late September. Future meeting dates and project milestones will be discussed at the kick-off meeting.

Discussion Topics:

- **Future Training Needs** - The Fiscal department will begin holding monthly “Open Labs” to assist users with fiscal support questions. The Fiscal department will provide a FY10 training schedule at the September Treasurers Operating committee meeting. Basic, intermediate, and advanced Excel training will also be included in this schedule.
- **Authorization Forms**
A new authorization form for each user with their individual privileges will be sent out to the Treasurers for both user and Treasurer Signature. The Superintendent signature will only be required for no fiscal related access. If an account is inactive for over 180 days, the account will be “Disused”. A list of “Disused” accounts will be sent to the Treasurer for review. These accounts will be deleted after 90 days unless written confirmation is provided by the Treasurer.
- **Email Archiving** – Districts interested in participating in this service should contact Matthew Gdovin at 330-926-3902 or Gdovin@neonet.org. The participation fee is \$2,800 per year.
- **Projects:**
 - **OnBase Document Management** – Districts interested in finding out more about this solution and getting historical data into an electronic format should contact Cyrus Elder at elder@neonet.org . A demonstration of the software will be provided at the September Treasurers Operating committee meeting.
 - **Employee Kiosk** – A brief demonstration, project and implementation plan will be provided at the September Treasurers Operating Committee meeting.
 - **E-Procurement** – The project plan will be presented at the November Treasurers Operating committee meeting.

Scheduled Meetings:

Treasurer Operating Committee Meeting FY 2009-2010

- Wednesday, September 23, 2009
- Wednesday, November 18, 2009
- Wednesday, January 20, 2010
- Wednesday, March 10, 2010
- Wednesday, May 19, 2010

USPS Roundtable Discussions

- October 15, 2009 from 9:00 – 11:00
- February 19, 2010 from 9:00 – 11:00
- May 27, 2010 from 9:00 – 11:00

USAS Roundtable Discussions

- October 14, 2009 from 9:00 – 11:00
- February 17, 2010 from 9:00 – 11:00
- May 26, 2010 from 9:00 – 11:00

Calendar Year End Meetings

- **USPS** - December 4, 2009 from 9:00 – Noon
- **USAS** - December 11, 2009 from 9:00 - Noon

Next Treasurers' Meeting

The next Treasurers Operating Committee meeting is scheduled for September 23, 2009 at noon. Please email the fiscal services department at fiscal@neonet.org if you plan on attending or have topics you would like to discuss.