NEWSLETTER

NEOnet
Prompt. Courteous. Knowledgeable.
Support *you* deserve.

FALL 2019

FROM THE EXECUTIVE DIRECTOR

Fall is upon us and that means it is Back to School season! I hope everyone is off to a great start and is ready for another exciting and busy year. As always, NEOnet is honored to be a partner of your school district and hope we can continue to provide the programs and services that you need to meet your technology and professional development needs.

Fall is a season of growth and change, and NEOnet has many exciting updates and developments on the way. As you read about them in this newsletter, we hope you find the information valuable and it answers any questions that you may have.

Some things that may be of note are the new Ad Hoc reporting tools in DASL (Data Analysis for Student Learning), which you can learn more about on page 5; the introduction of a web-based VPN portal in the new Fortigate that allows users to log in and proxy to only certain local resource's webpages (page 16); Student Information EMIS Updates on page 6; and an article on Google Classroom and its eventual syncing with GradeBook on page 11. These are just a small sample of what we have for you! Keep reading for so much more.

We have also added a few new faces to the team and are excited to introduce them to you in this edition. They bring a great deal of skills, experience and passion for technology that they bring with them.

Finally, NEOnet is offering numerous trainings at its headquarters, and we hope you are able to join us and take advantage of the learning opportunities. We have special services administration trainings that will review case management setup, roles and security, any changes to the software and a preview of the Special Services 19.0 refresh. There are also two methods to earn graduate credit through Ashland University. Nearly every week of the school year, NEOnet offers Technology Integration Professional Development sessions. See page 16 for more information.

We have a lot of exciting things going on at NEOnet! Learn more about these and other highlights in this edition of our newsletter. If you have any questions, concerns or want more information about any of our programs or services, please feel free to contact me at 330-926-3902 or gdovin@neonet.org. We hope you have a great start to the new school year!

Without you, there would be no NEOnet!

Matthew Gdovin, Executive Director

Inside this issue:

NEOnet Phone: 330-926-3900

Baker, Michele 601113
Bennett, Roxanna 601133
Claussen, Ben 601125
Clayton, Danielle 601141
Cottrill, Jennifer 601114
Dolis, Mary 601102
Dugan, Tamra 601128
Elder, Cyrus 601116
Fassnacht, Kim 601120
Gdovin, Matt 601100
Hayes, Janet 601112
Heller, Ben 601122
Himes, Noah 601117
Hines, Adam 601145
Hoffman, Michael 601108
Ingersol, Michelle 601136
Karousis, Davis 601139
Johnson, Lillian 601124
Ladich, Bethany 601138
Lyons, Cody 601119
Marrali, Denise 601101
McDonald, Melissa 601412
Nash, Lisa 601121
Neubert, Christina 601103
Niessen, Dan 601160
Peters, Kathy 601107
Prekop, Joe 601134
Ratliff, Cameron 601143
Roberts, Emily 601118
Robertson, Bob 601127
Smith, Jason 601115
Tracy, Tim 601109
Wright, Catherine 601126
Zolla, Chris 601110

NEW EMPLOYEES

ANTHONY SCHULMEISTER

In 2018, Anthony graduated from the University of Akron with a bachelor's degree in organizational supervision and an associate degree in computer networking. Since graduating, and prior to joining NEOnet, Anthony worked as a CyberPatriot coach for the NIHF STEM Middle School for three years. He now assists the Copley-Fairlawn School District as their desktop support specialist and continues his work as a CyberPatriot coach educating students in cyber-security.

ANTHONY DIPANE

Anthony recently joined the NEOnet team in which he assists as a technology coordinator. Drawing from his past experience in the private school sector, Anthony currently provides support to the Maple Heights School District.

ADAM FLEGAL

New to NEOnet, Adam is looking forward to beginning his career in the educational system and is prepared to provide exceptional service to Stow-Monroe Falls Schools as their desktop support specialist. He recently moved to the Akron area and currently spends his time teaching piano lessons and self-defense classes.

ADAM HINES

With 13 years in public education and experience as a classroom teacher in various math and science levels, Adam joins the NEOnet Fiscal Team bringing with him an impressive background in education. In his free time, Adam enjoys being active at the gym, anything outdoors and working on home projects.

JUSTICE JONES

Justice was eight years old when he discovered his passion for technology. He began pursuing this passion by first enrolling in the Information Technology course at Maplewood Career Center. During his junior year, Justice interned for a Northeast Ohio company where he supported teachers and administrators in multiple school districts, including Tuscarawas, Portage, Stark and Summit. In his free time, Justice enjoys gaming and spending time with his golden retriever, friends and family.

MELISSA MCDONALD

Equipped with an extensive and national background in payroll, taxes, HR services and new client onboarding, Missy joins the NEOnet team in the role of fiscal services payroll liaison. Aside from processing district payroll and tax filings, Missy assists in the development of instructional materials and various software procedures, conducts software training programs and assists school district personnel with technical support. Prior to NEOnet, Missy worked for Paychex, Inc. as a senior implementation specialist.

Continued on page 3

NEW EMPLOYEES (CONTINUED)

DARLENE NEEL

Darlene is an EMIS student support specialist for NEOnet. Prior to joining NEOnet's team, Darlene held the role of coordinator on information services/supervisor for Woodridge Local Schools since 1990. As coordinator on information services, she was the administrator for DASL, GradeBook, Special Services, AESOP and Final Forms. Additionally, she was the supervisor of Registration and secretarial staff. Darlene is a certified EMIS professional and has worked with EMIS since its inception at Woodridge.

DARCY SENTOWSKY

Darcy began her teaching career for the Maple Heights City Schools after graduating from Ohio University in 1990 with a Bachelor of Science in elementary education. During her 21 years there, Darcy also earned a master's degree in instructional technology from Kent State University and a master's degree in organizational leadership with principal licensure from Cleveland State University. Darcy then worked as a technology assistant in the Maple Heights City Schools from 2014 to 2018 after being contracted through the ESC of Cuyahoga County. Now, Darcy has been a part of the NEOnet team since 2018 and continues to provide technology support for the Maple Heights City School District.

CHRISTINA NEUBERT

Christina has been looking forward to teaming up with NEOnet as an EMIS support liaison since July of this year. Before lending her expertise to NEOnet, Christina worked in the Student Services Office at Parma City School District as a registrar and department secretary. She completed the EMIS Academy in 2019 and will soon complete her associate degree in business management in the spring of 2020.

JACOB SCHAFER

Jacob recently joined the NEOnet family as a desktop support specialist. Prior to joining the team, he worked simultaneous roles as both an IT specialist and network administrator for the last three years. He is committed to bringing premier services that districts and their students deserve.

FERNANDO WANTON

Fernando's career in IT began his junior year of high school when he began assisting Tallmadge High School as their IT support. After graduating in 2016, Fernando joined the National Guard where he continued his education in the IT field. Fernando plans to attend college and further explore his passion for technology by pursuing a bachelor's degree in computer science with a concentration in cyber security.

FROM THE TECH DIRECTOR

Welcome back to another exciting year of improving education through the use of technology! This summer has been filled with lots of network improvements, both here at NEOnet and at our customer sites. We truly enjoy helping our customers make the most out of their local area networks, as well as providing the much-needed security infrastructure that school districts will need in the upcoming years. We have been busy implementing these solutions all summer long to prepare our customers for a successful upcoming school year. As customers, it's important to understand what NEOnet does on a daily basis to protect and provide this service.

When it comes to Internet service, there are many options available to schools. Each E-Rate year, the costs for Internet seems to be getting lower and lower, but that low price tag you see is not representative of the actual costs involved in providing Internet service to all the students and staff. When you purchase Internet service provider (ISP) services direct from a provider, you then have a whole list of questions that need to be answered. What firewall will we be using and who will install and manage it? Where will we get our content filtering? Are we protected from DDOS attacks? And of course, how much will this cost to not only procure but to maintain?

NEOnet has always provided an end-to-end solution that solves all of these headaches for schools. We manage and monitor the Internet circuit. We provide firewall services and make changes to the firewall as requested. We are there to make sure the school district doesn't request something that will put them at risk. We remove the hassles in ISP and truly make it a utility service for the schools. While this in and of itself is of great value, there are also two additional benefits. The most obvious benefit is the funding tied to connecting to an ITC and, in turn, the K-12 network. This connectivity is required in order to qualify for the state subsidy money of $1,800 per building. In addition, NEOnet has been hard at work ramping up or network to provide Advanced Firewall and DDOS protection to our customers.

We have spent this summer implementing virtual and physical infrastructure that segments our customer traffic and provides next-generation protection for our users. These new technologies help better protect our data, secure our traffic, provide customers insight into their traffic and protect each customer network separately in the event that there is a security issue. The best part is we are providing all of this extra protection and capability, without adding cost to the ISP service.

There are a lot of options for schools when it comes to ISP service, but none of them will provide the level of care and service that NEOnet provides.

We are here to continue servicing our customers with a knowledgeable, courteous, helpful staff that has long been a part of our culture.

We look forward to another successful and exciting year, and we thank you for your continued support.

NEOnet
Prompt. Courteous. Knowledgeable.
Support *you* deserve.

EARN GRADUATE CREDIT BY ATTENDING TECHNOLOGY INTEGRATION PROFESSIONAL DEVELOPMENT AT NEONET

You are eligible to earn graduate credit through Ashland University by attending NEOnet's Technology Integration Professional Development. There are two methods for you to earn Graduate Credit.

METHOD 1:

Five hours of professional development with NEOnet Technology Integration and 30 hours logged in the job-embedded implementation tracker.

Requirements: Attend one or more sessions, totaling five hours with NEOnet Technology Integration. Nearly every week of the school year, NEOnet offers 2.5-hour or 5-hour sessions at the corporate office. You can sign up for any session on the NEOnet website at **training.neonet.org** under the Calendar & Sign Up tab. After attending five hours of Technology Integration Professional Development, you will need to submit a log tracking the implementation of what you have learned. A template for the implementation log will be provided. Submit all assignments to **dniessen@neonet.org.**

METHOD 2:

12.5 hours of Professional Development with NEOnet Technology Integration and Lesson Plan Assignment

Requirements: Attend multiple sessions offered at NEOnet for a total of 12.5 hours within one school year. There are 2.5-hour or 5-hour sessions offered nearly every week of the school year at the NEOnet office. You can sign up for any session on NEOnet's website at **training.neonet.org** under the Calendar & Sign Up tab. After attending enough sessions to meet 12.5 hours of instruction, you will be required to submit a detailed, technology-rich lesson plan that includes prepared classroom materials and activities. A template for the lesson plan assignment will be provided. Submit all assignments to **dniessen@neonet.org.**

Registration: You will be able to register on the day of the session. Details will be provided at that time.

Cost: One Graduate Credit is $180, paid to Ashland University ($4 service charge if paying with a credit card online).

Assignment Due Dates: All assignments will need to be turned in no later than May 29, 2020.

For any other questions regarding earning Graduate Credit, email Dan Niessen, Technology Integration Specialist, at **dniessen@neonet.org.**

NEW FORTIGATE WILL HAVE A VPN PROXY PORTAL

As NEOnet moves forward with its new firewall and security initiatives, we are looking into more ways to better secure districts and our resources. Our new Fortigate will allow for many new redesigns and functions that can accomplish tasks, which will get covered more in the future, but one particularly interesting one is an old idea that has been refreshed for ease of use. As such, the new Fortigate will have a web-based VPN portal that allows users to log in and proxy to only certain local resource's webpages.

Clientless VPN portals have existed in many firewalls, but Fortinet's version, combined with our deployment strategy, will make it much more plausible to have custom settings per district and even per user or usergroup.

For example, many districts have vendors that want to be able to VPN in and access the resources they control, such as HVAC systems. Giving them full VPN access requires them to install and connect with a client, and potentially gives them access to much more than they need. Using this new setup, they would instead simply go to a website, log in with their district username and password, and then be given bookmarks to link directly to the internal resources they need and nothing else.

Clientless VPN portals have existed in many firewalls, but Fortinet's version, combined with our deployment strategy, will make it much more plausible to have custom settings per district and even per user or usergroup. This means external access can be locked down and moderated heavily, while still allowing different staff and access groups the ability to get to exactly what they need quickly and easily without extra fluff. If you are interested in using this different type of VPN, look for it later in the year when our firewall project is completed.

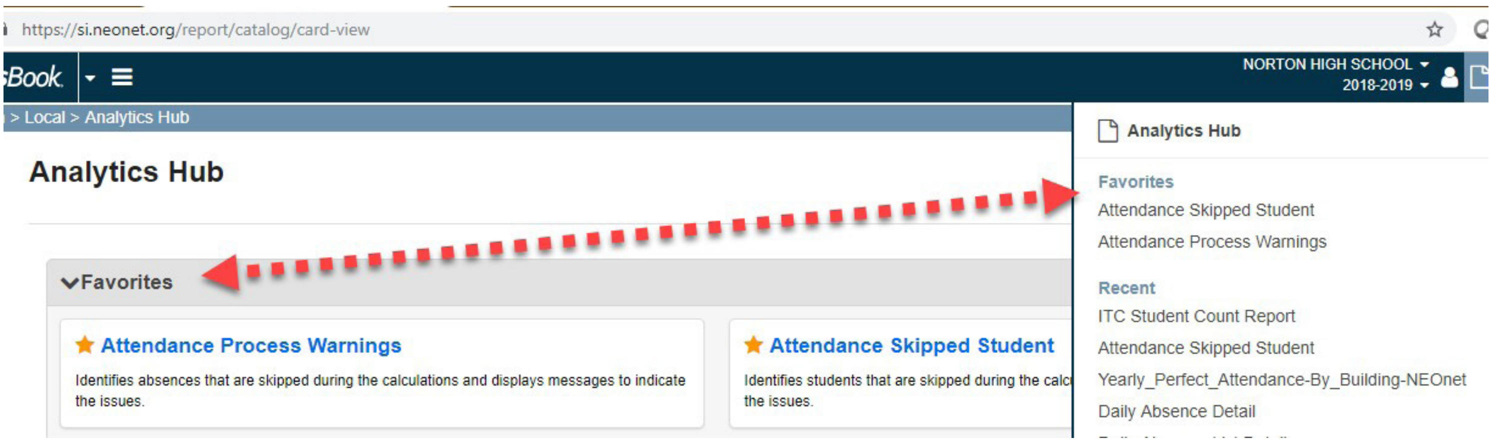
NEW AD HOC REPORTING TOOLS NOW AVAILABLE

Ad Hoc reporting is a great feature in DASL (Data Analysis for Student Learning), and every day, informative, new reports are being created to help your district! With this feature, you will no longer have to wait for software developers to create a canned report in the software, ITCs across the state and your district users can create reports that can be saved and used over and over again.

With the 19.0 summer release for this module, several enhancements and new reports became available.

WHAT'S NEW:

- *Users can now select up to five favorite reports! Once you mark at least one report as a favorite, favorited reports display in the Favorites folder at the top of the Analytics Hub screen and below the Analytics Hub link on the Quick Reports drop-down list.*



- *New noteworthy reports:*
    - o **Students Without Lunches** report lets you generate a list of students who do not have lunch periods scheduled for the school year selected.
    - o **District-Wide Membership in Hours** report, similar to the R500 report in Student Information, provides a summary of student enrollment and absences in hours for the district.
    - o **Student Absence Analysis by Date Range** report, similar to the R309-A and R309-B reports in Student Information, generates a list of selected students and displays their total number of absences for the selected date range.
    - o **Fee Analysis by Fee Code** report lets you view fees filtered by course or general fees and one or more fee codes.
    - o **Special Ed Events** report generates a list of special education events per student for the selected School Year(s) and Date Type(s).

If you or any user in your district needs training on Ad Hoc reports, please sign up for any upcoming Open Lab!

The new R.I.M.P process was introduced in DataMap this previous school year. Over half of our DataMap districts took advantage of this new feature and really embraced it! The R.I.M.P process allows districts to manage which R.I.M.P codes are used by their district, a progress monitoring tool, electronic signatures as well as the ability to import the R.I.M.P codes back to Student Information/DASL to update memberships and Not-On-Track status for EMIS reporting.

Please contact NEOnet if your district is interested in starting the R.I.M.P process or if are interested in a refresher training. We are more than happy to come to your district to train your staff.

STAR ASSESSMENT UPDATE

RENAISSANCE STAR has updated their website and modified their file layout. Currently, the new layout is not supported in DataMap to import using the Provider Website feature. However, instructions are available regarding creating and exporting the file from RENAISSANCE STAR assessment as well as how to modify the file so you may continue to use the Provider Website feature in DataMap. Please go to NEOnet website: Services > DataMap, scroll to Documentation and select Assessment Instructions. If you have any questions or difficulty creating the file or loading the file in DataMap, please contact **studenthelp@neonet.org.**

STUDENT INFORMATION EMIS UPDATES

FY19 Period G Reporting – Processed in the 2018-19 school year. Students are included in the Period G reporting period if they have a graduation date on the FN Graduate tab.

FY19 Period G EMIS Checklist

FY19 Data Review for Report Card Data Part 1 – The review window is currently open and districts will have until Sept. 6 to review and approve the data for the following collections:

Collections included (as applicable):

- *Spring End of Course State Assessment Collection FY19 (2019AGESP)*
- *Spring State Assessment Grades 3-8 Collection FY19 (2019AGNSP)*
- *Fall 3rd Gr ELA and Reading Collection FY19 (2019AGNFL)*
- *End of Year Student Collection (FY19) (2019S3TRD)*
- *SOES End of Year Student Collection (FY19) (2019SBODE)*
- *DPR Growth Assessment Collection (2019AGDFL)*

FY19 CTE March (D) Follow-up Data Review – The review window is currently open and districts will have until Sept. 6 to review and approve the data for the following collections.

Collection included:

- *March Follow-up Collection (FY19) (2019D0000)*

FY20 Period S Retention Collection – Scheduled to open soon. This window includes FN records reported. Fields verified: FD (State Equivalent Grade level) and FN (EMIS Grade Next Year and Retained Status).

FY20 Period S Retention Reporting Checklist

FY20 SCR Collection is open at this time. GI, FS and FL records reported with this window. Student admission and withdrawal data is to be reported within 30 days of the changed event as it could affect funding.

FY20 Period C Calendar Collection is also open at this time.
Reminder: In order for the collection to be accepted, it must include at least one EMIS Exception on each sub-calendar that is being reported.

NOTE! Beginning with the FY20 calendar, the DN Attribute C_CLDRTYPE must now be reported for the district, not for the individual building calendars as reported in prior years. At the present time, the C_CLDRTYPE record receives a fatal error in the data collector but it will not affect funding or any other calendar attributes reported. This is to be updated in a future release.

Continued on page 9

STUDENT INFORMATION EMIS UPDATES (CONTINUED)

FY20 Reporting Requirements - Preschool percent of time value is to be reported with the “true” percent of time.

Preschool percent of time calculation is based on what a full-time preschool student could attend at your district:

Denominator = 6 (hours per day) x 5 (days per week)

Student attending M-W-F AM calculates as follows:
9 (hours per week attended) ÷ 30 (possible hours per week) = .3 or 30% for percent of time field on the FS Standing tab

Funding is not affected, as preschool students are still funded on a head count.

This change will affect the way our calendars are set up for preschool students.

At the present time, the PS sub-calendars should be set up with the following:

- *Daily Start Time & Daily Stop Time*
- *Hours Per Day = Amount of Hours for a full day*
- *Check Ignore Percent of Time in Attendance Calculation*

Be sure to check any days that students on this calendar will not be in session.

Student Profile Bulk Updates – Satellite Student and Immigrant Status added

EZ Query SIS Student Search – Satellite Student has been added to the FS standing selection.

PS COS Assessment Extract – Updated and the reporting deadline has been moved to Aug. 30, 2019.

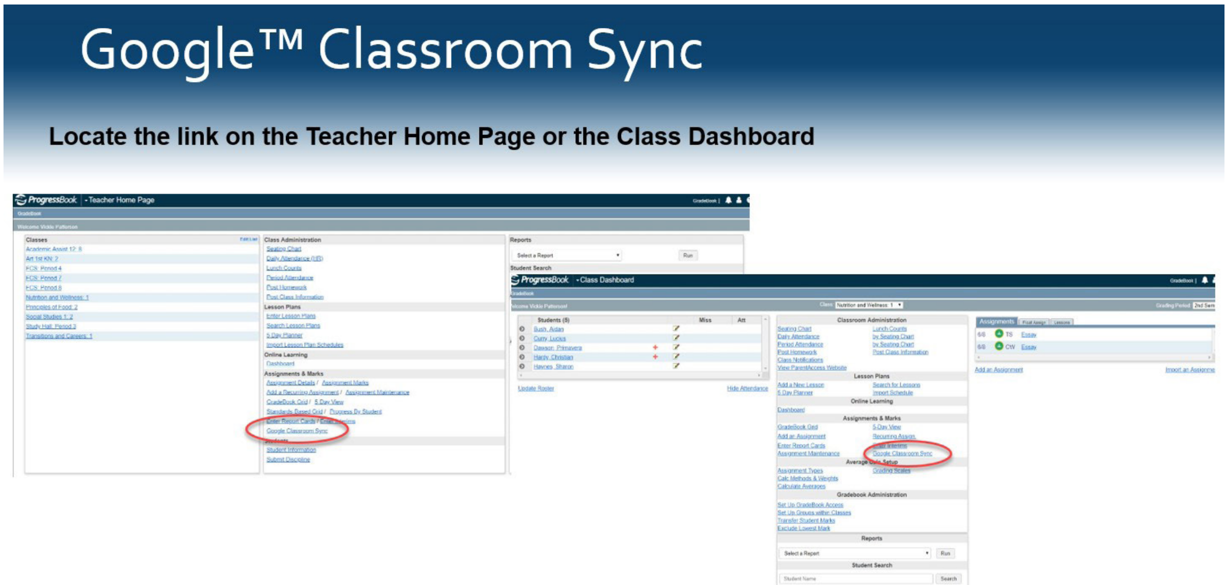
REMINDER:

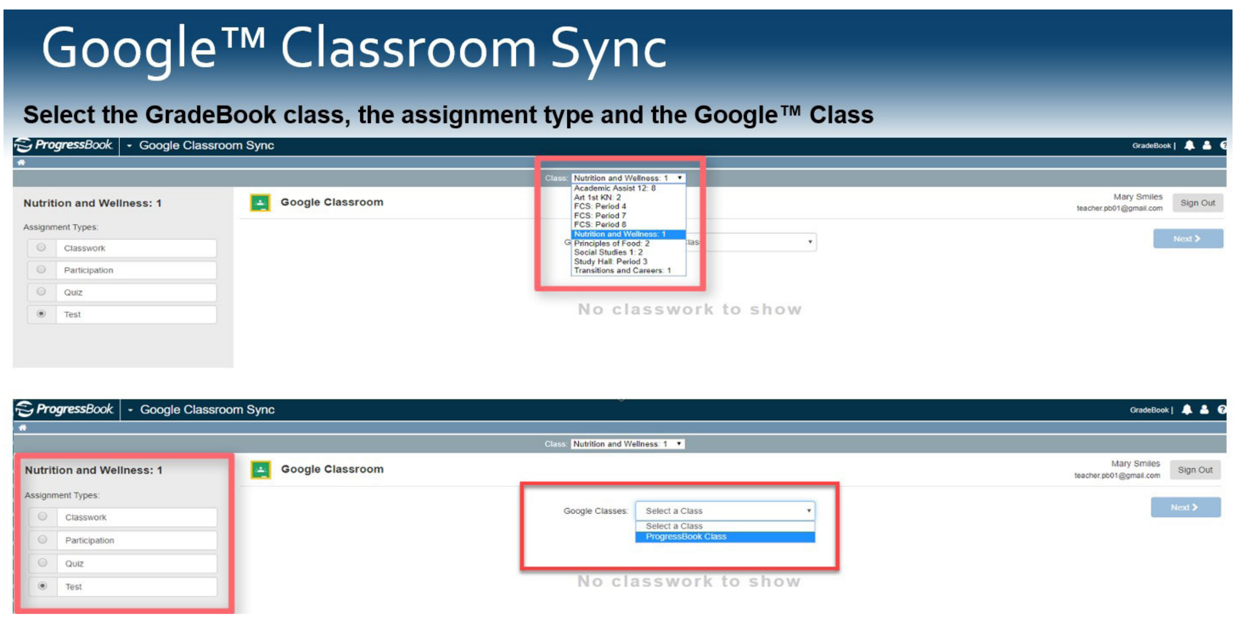
- *2019 Fall OEDSA Conference will be held Wednesday, Sept. 11, 2019 to Friday, Sept. 13, 2019. Registration will be open on Aug. 1, 2019 and will close on Sept. 6, 2019. The conference will be held at:*

  Doubletree Worthington
  175 Hutchinson Ave
  Columbus, OH 43235

GOOGLE CLASSROOM

Next year, Google Classroom will sync with GradeBook. Features include the ability to import created assignments and synced assignment marks from your Google Classroom to GradeBook. More information will be provided as it becomes available. You will not need to be Google authenticated, the match can be by student name in the class.



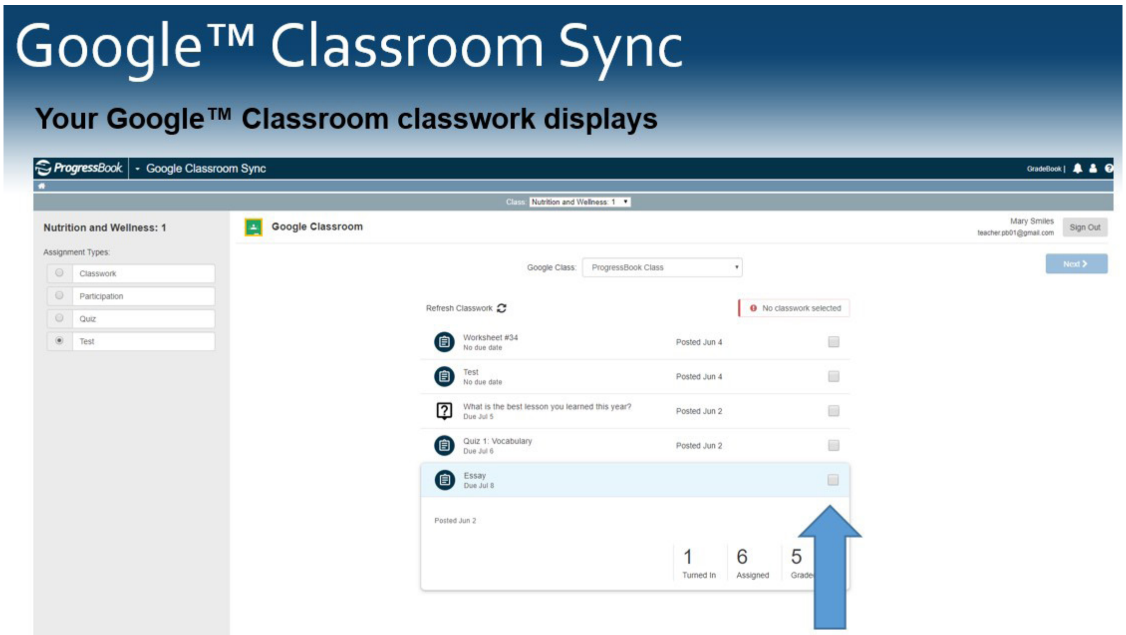


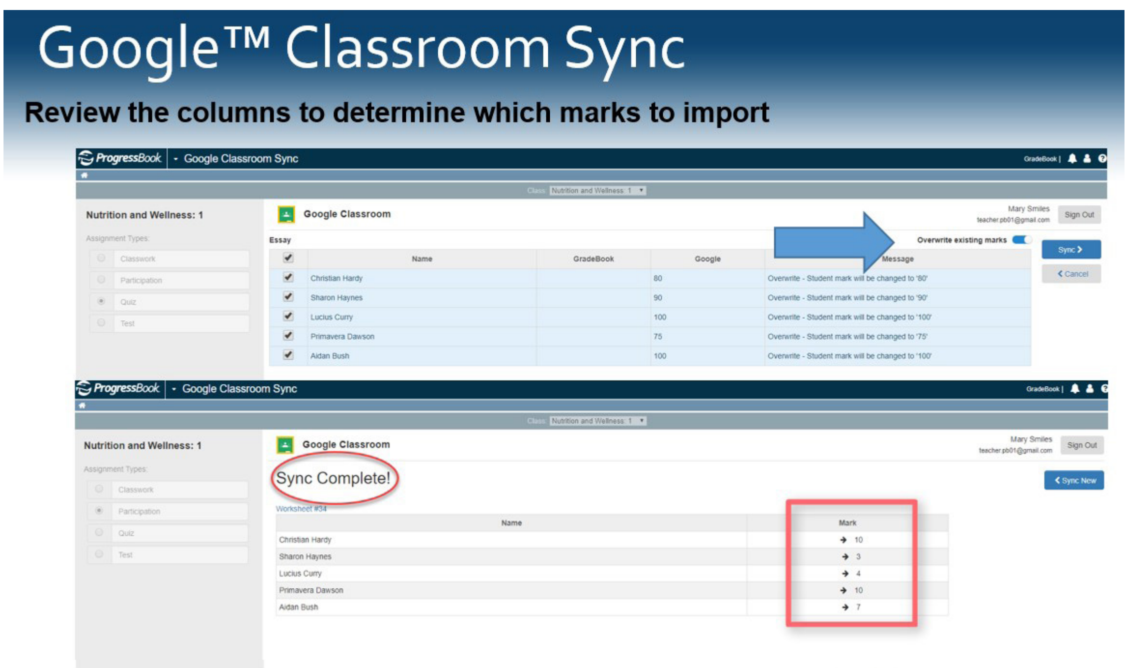
Continued on page 11

GOOGLE CLASSROOM (CONTINUED)

If you would like more information on Google and GradeBook during the 2019-20 school year, please contact Bethany Ladich (**Ladich@NEOnet.org**) or Kathy Peters (**Peters@NEOnet.org**)

NEOnet also offers Technology Integration Services. The Technology Integration Service can help your teachers implement this change as well as other helpful uses for technology in their classrooms. If you would like more information, please contact Dan Niessen (**dneissen@NEOnet.org**).





SPECIAL SERVICES SOFTWARE GETS A REFRESH

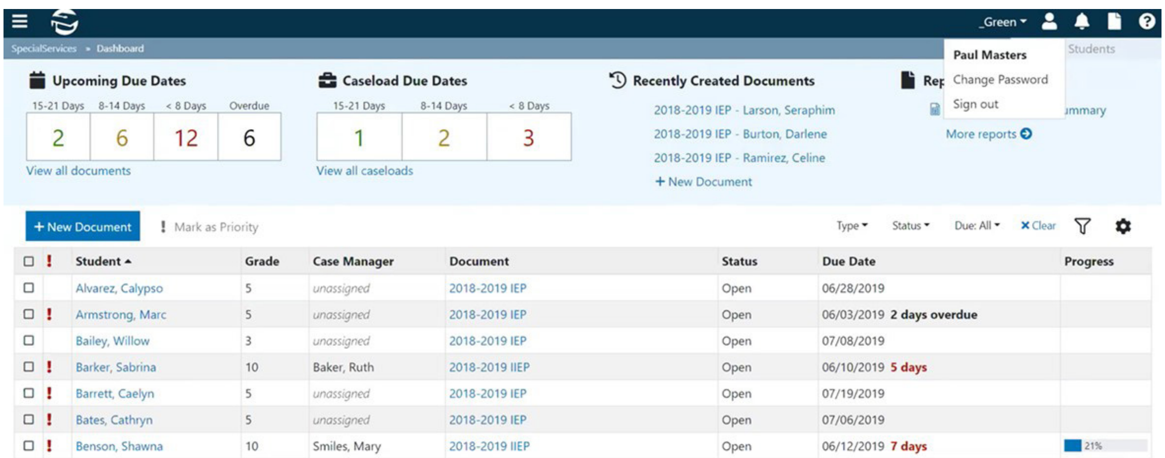
The Special Services (Sps) software is getting a long-awaited refresh this school year. The Special Services 19.0 Refresh will be on the Student Information (DASL) platform, with more refined security, better coordination with the entire suite and better data integration. Coventry Local Schools, Cuyahoga Heights Local Schools and Maplewood Career Center move to the new software in August. Throughout the 2019-2020 school, the remaining districts from Classic Special Services software will migrate over to Sps 19.0.

Here are some of the features that we are looking forward to:

- *New navigation*
- *Improved student profile*
- *Upcoming due dates*
- *Autosave on documents*
- *Locked documents at the field level*
- *Recycle bin with 30 days to bring back deleted items*

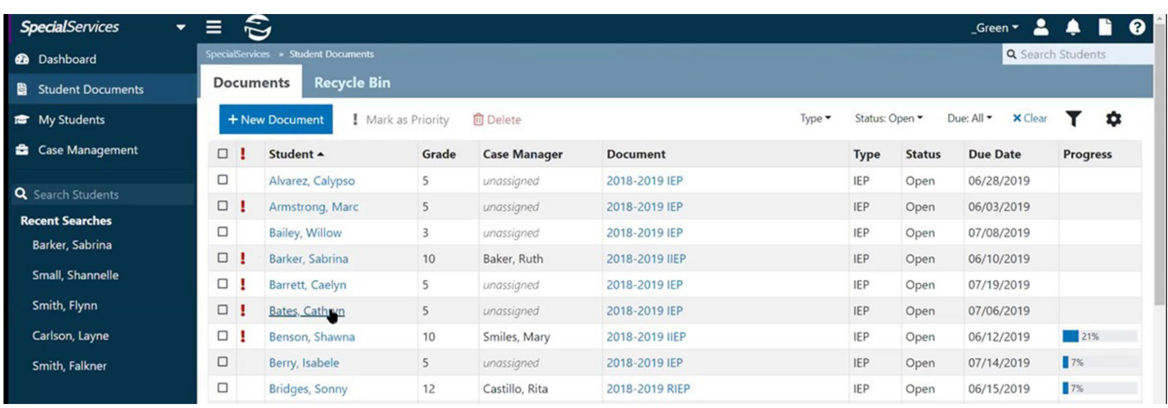
DASHBOARD

The new dashboard will have upcoming due dates, the ability to view both open and closed documents, create new documents, run reports and set preferences.



STUDENT DOCUMENTS

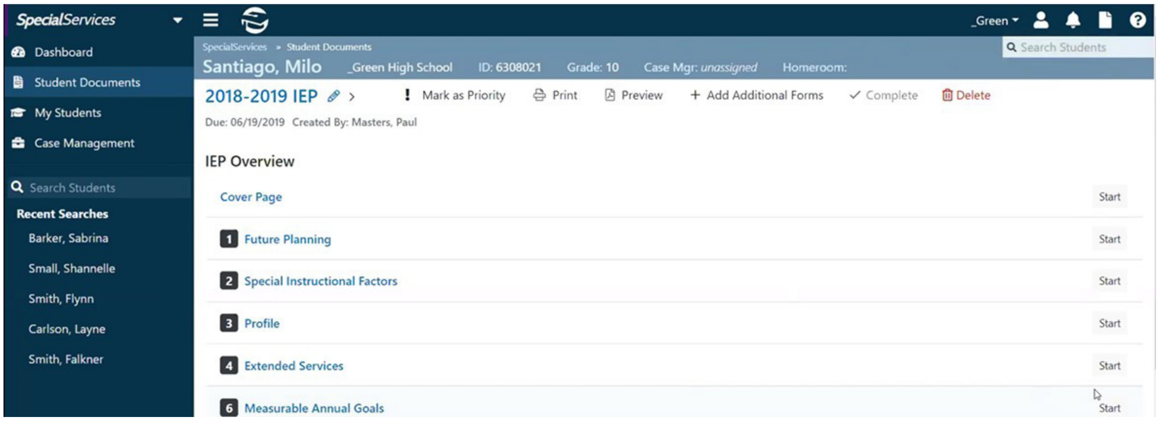
Staff will now have 30 days to recover deleted documents and restore them to the dashboard for open, cosed and individual documents from the Recycle Bin.



Continued on page 13

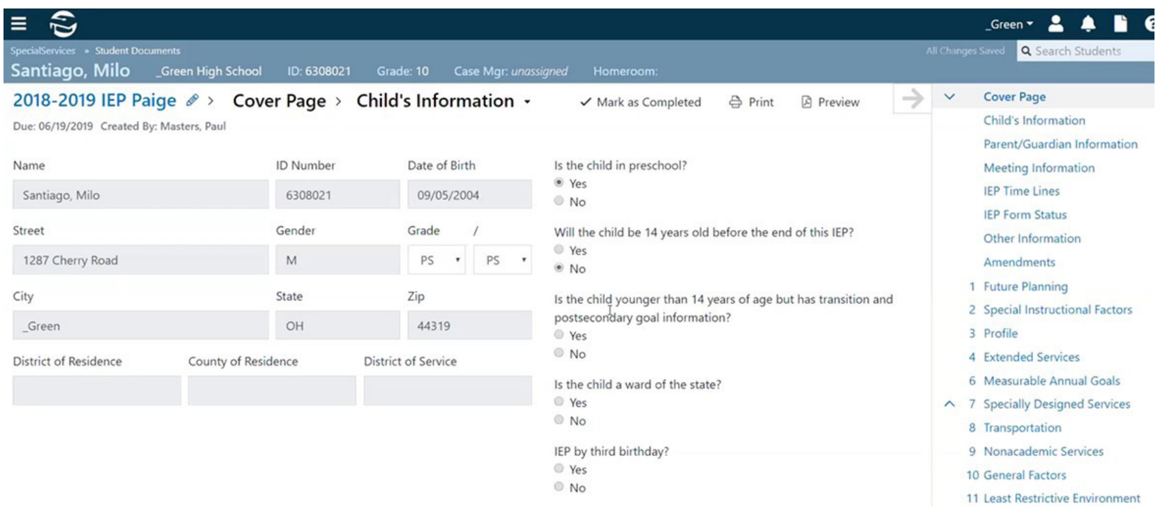
SPECIAL SERVICES SOFTWARE GETS A REFRESH (CONTINUED)

IEPs, ETRs, 504s, Service Plans and WEPs will now be broken down into sections. Sections will lock when a staff member is entering data and will autosave.



QUICK DOCUMENT MENU

This menu to the left will allow staff to move from one section to another.



SPECIAL SERVICES ADMINISTRATION TRAININGS

Friday, August 9, 2019, 9-11 a.m. NEOnet Lab
Monday, August 12, 2019, 1-3 p.m. NEOnet Lab

Agenda

The trainings will review case management setup, roles and security, any changes to the software and a preview of Sps 19.0.

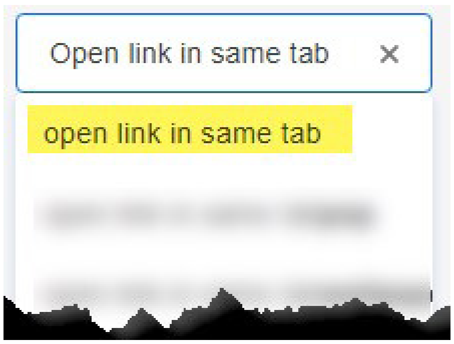
Please sign up on the NEOnet website under Special Services at **[https://portal.neonet.org/content/sps-special-services.](https://portal.neonet.org/content/sps-special-services)**

HOW TO OPEN EFINANCEPLUS WINDOWS IN NEW TABS IN CHROME

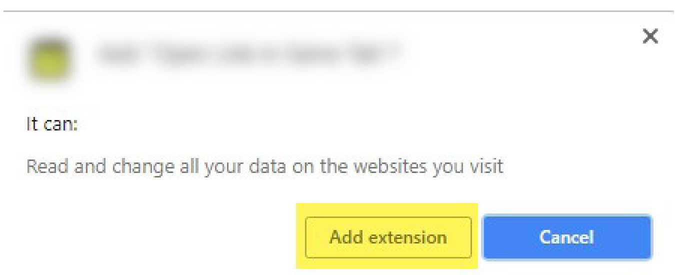
The default option for eFinancePLUS is to open new windows when opening a link. Many users find having several windows of Chrome open at once very confusing. To allow for easier navigation, you can ensure every link is opened in the same window by downloading the appropriate Chrome extension below:

Google Chrome Extension Name: Open Link in same tab, popup as tab

1. *Navigate to* **[https://chrome.google.com.](https://chrome.google.com)**
2. *In the Search Bar, enter "Open Link in Same Tab." Select the first option.*

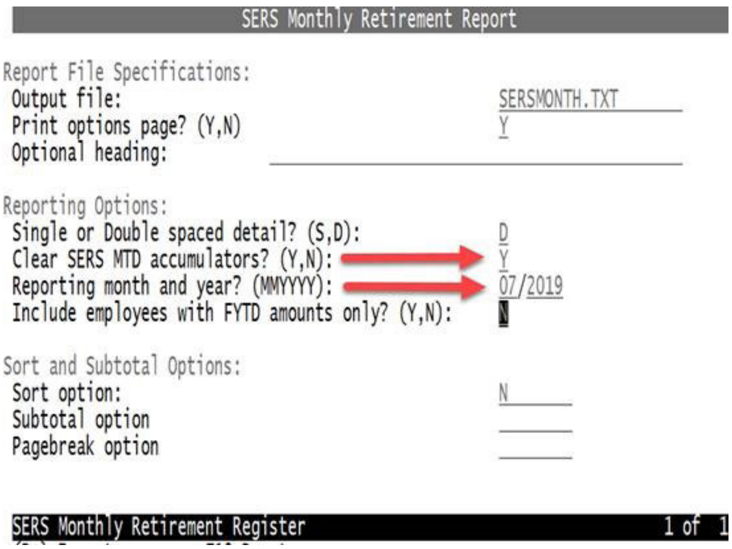


3. *In the next window, click the "+ Add to Chrome" button.*
4. *A new popup will appear, click the "Add extension" button and the extension will be installed.*

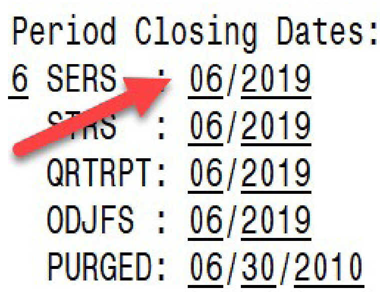


WHY YOU MUST RUN SERSMONTH EVERY MONTH

Running SERSMONTH and clearing the records is of high importance. Every month, you need to clear the SERS MTD accumulators. If you are just running this report, it will not create the monthly records on the CDROM. You must select "Y" to clear SERS MTD accumulators in order for the CDROM reports to create and go out to the CDROM for access.



If you don't know whether you created the tape file, you can go to USPS>USPSDAT>USPCON, and under Period Closing Dates SERS, there should be a month/year file of the previous month for which you are currently processing. Example, if you are in July 2019, SERS closing date should say 06/2019.



If you forget to run the SERSMONTH every month, this will create problems on the CDROM. Your records in the SERS will not be correct. It is important to note that there is no way to undo what could have possibly be written over.

Please add SERSMONTH to your Payroll Checklist if it's not already there!

Continued on page 15

CREATE RECURRENT INVOICES IN EFP BILLING & RECEIPTS

In eFinancePLUS, you can use recurrent templates to create invoices for services that recur over a period of time. The customer, service and invoicing information is stored so it can be retrieved and processed on a regular basis (i.e. monthly, quarterly, annually).

To create a recurrent template, select Billing & Receipts > Miscellaneous Billing > Invoices > Recurrent Templates > Click + to add a new recurrent template.

Enter all of the pertinent information, then click OK to save the template. Once the template has been added, you can edit as needed, prior to generating a batch of invoices. When you generate a batch of recurrent invoices, the batch includes all of the customers with an active status who are within their specific start and end billing dates and have not reached the total number of invoices specified or have not been billed since the day of the month specified in the template.

We recommend that you review the appropriate recurrent template before generating a batch invoice from that template.

If you are an eFP district and would like to create recurrent invoice templates and need assistance, please email **fiscalhelp@neonet.org.**

CREATING/UTILIZING A POSITION TEMPLATE RECORD

In Redesign, you have the ability to create Position Template Records for all different types of positions. You would do this by entering all of the necessary parts of the Position record, such as: Description, Pay Group, Appointment Type, if it's a supplemental position or not, reportable to EMIS or not, etc. Once you have all of the criteria entered, click the "Save As Template" key. This will prompt you to name the template and save it.

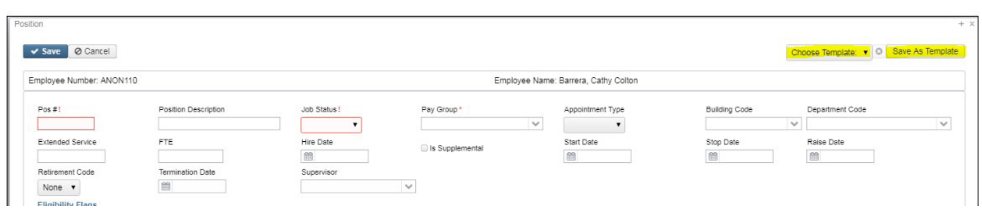
Then when you need to enter a new employee's position, simply use one of the created templates. To do so, click on Choose Template, and it will bring in all of the pertinent criteria so you are only entering specifics for that new position.

Creating a Position Template Record

A Position template record can be created by clicking on the [+ Create] key. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of positions. Once these fields have been populated you can then click on the [Save As Template] key. You will then receive a prompt to [Save Template As / Save]. You will type in the name of your template and then click [✔ Save]. **Then click the X in the top right hand corner to close work screen.**

Utilization of a Position Template Record

To create a new Position record using the Position Templates click [+ Create]. Select the employee you are creating this Position record for. You can then click on [Choose Template:] which will allow you to select from the template(s) you created. The data that was previously stored when you created this template will populate on the Position record you are creating. You can then add the remaining Position data needed and click [✔ Save] to complete the creation of this record. If you do not want this record saved you can click the [⊘ Cancel] key.

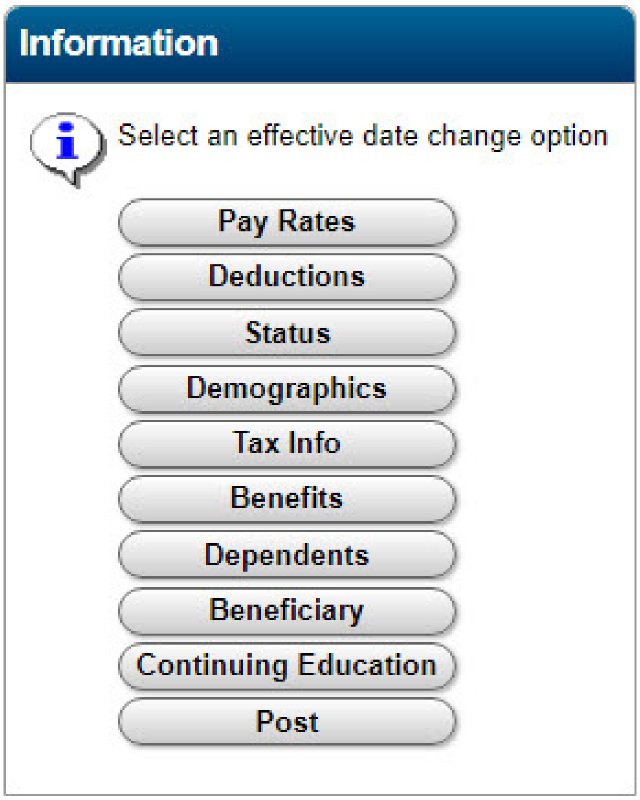


NEOnet
Prompt. Courteous. Knowledgeable. Support *you* deserve.

eFinancePlus allows districts to prepare future changes to the employee file by using the Effective Date Changes module. This module allows changes to employee deductions, pay rates, demographic information, tax information and benefits to be stored and posted as the districts determine.

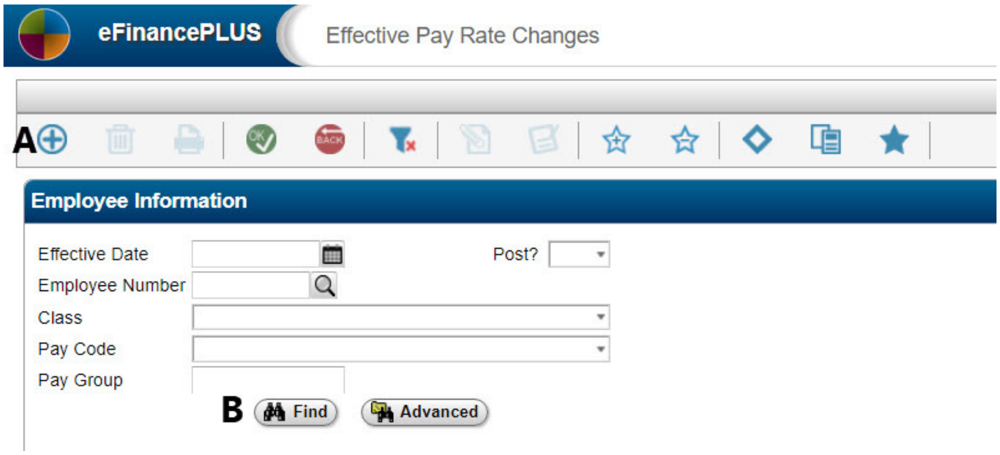
Additionally, if a district allows employees to make certain changes in the Employee Access Center, they can update bank information, deduction information and tax information to be reviewed by the appropriate person at the district and posted to their employee file.

To access the Effective Date Changes, navigate to: Human Resources > Periodic Routines > Periodic Processing > Effective Date Changes

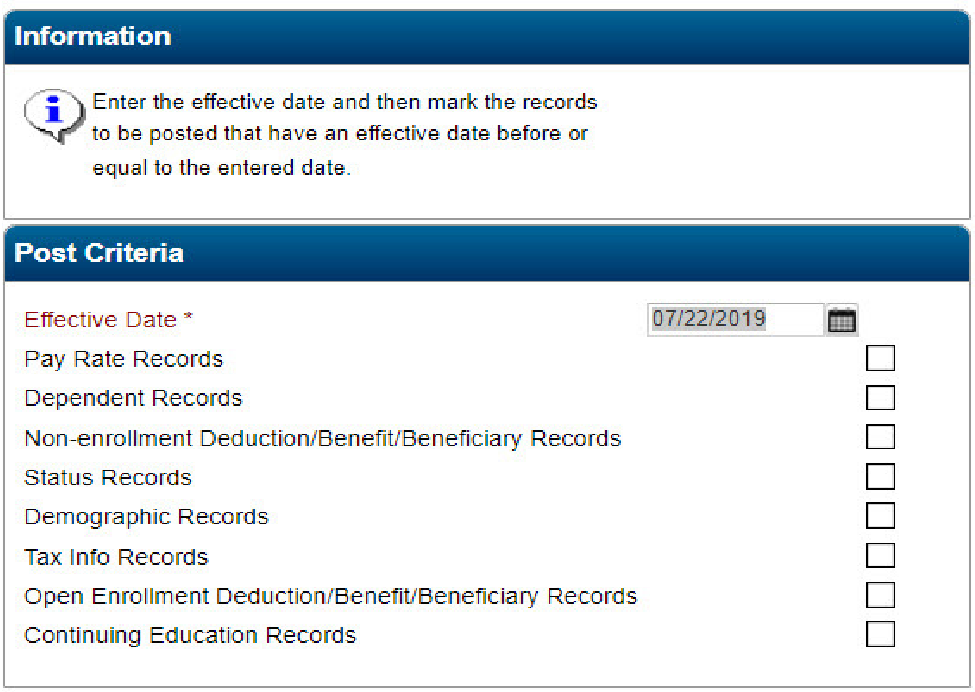


Continued on page 17

To create an effective date change, select the date change option from the list and you will open a webpage resembling other eFinancePlus pages. To add new information, click the sign (letter A below), complete the required fields and click to save the information. To review information that has been updated by employees in the Employee Access Center, click the button (letter B below). Pay particular attention to the 'Effective Date' listed for any entry. WE will use that to post the information later.



When posting any effective date changes, navigate to: Human Resources > Periodic Routines > Periodic Processing > Effective Date Changes and click the 'Post' button at the bottom of the list. Using the checkboxes, select the record type to post and enter in the effective date of the items. Note: The system will post all items dated up to and including the effective date. After clicking , the system posts the changes and generates a report detailing the changes.



BEWARE OF BAD GUYS AT YOUR FRONT DOOR!

Identifying the bad guys trying to break into a network has become much more difficult. In the past, the bad guys used to try breaking by trying to bust through the front door of the network, which is the firewall. As technology has evolved, the front door has become a more difficult way to enter the network.

Instead on trying to break in through the front door, the bad guys are now smarter and have decided to enter through an already unlocked door. The first question that comes to mind is likely “Why would anyone leave an unlocked door in the network?” But the “unlocked door” in a network is the traffic that must be allowed through the firewall. An example of an unlocked door is email traffic. This traffic must be allowed for users to send and receive email.

Unlocked doors shift the responsibility of validating the person trying to enter the network from the edge firewall to the end user. It is now the user’s job to validate who they are letting through the door. This task is more challenging than it sounds because the bad guys that are trying to convince you to open the door may not look like bad guys at first glance.

Take a look at the logo at the top of the page. If you quickly looked at this logo, you may think it is Domino’s pizza. If you take a closer look, you will see it is definitely not Domino’s pizza. This type of deception is how the bad guys are showing up at your front door (your inbox). It is important to be cautious of who you are letting in, because just like any other door, once someone has entered through it, it is much harder to stop them from doing bad things.

Before clicking on any link embedded in an email or opening any attachment, it is important to pay close attention to the email. Spelling errors, grammatical errors or immediate timelines are all good indications that the email is malicious. If something doesn’t seem right, it is often because it is not. Keep the bad guys outside by simply not opening and/or deleting messages you don’t recognize or believe are malicious. The bad guys will continue to show up at your front door. It is up to you, whether you allow them in or not.

THE IMPORTANCE OF SCHOOL LIBRARY INVENTORIES

As the school year starts and library staff begin circulation, one of the most frequent comments from frustrated students looking for a book is, "But the online catalog said it was here!" Reconciling the physical collection and the library database is one of many reasons to complete a library inventory. While the process used to be time intensive with a substantial margin for error, most school libraries today can easily complete an inventory in just a few days.

What is a library inventory?

Today's modern inventory process involves scanning the barcode of every item in the library and comparing it, via reports, to the library database to look for discrepancies. While scanning, staff will discover and be able to correct cataloging errors, labeling errors, status issues and more. After scanning all items, district library and NEOnet staff run reports to update the database so that it accurately reflects the library holdings.

Why are there discrepancies in the database?

Regardless of staff and students' best efforts, most of the issues discovered during inventory are a result of human error. Items often go missing from the collection due to theft or forgetful students neglecting to check out their selections. Additionally, turnover of library staff or new volunteers can result in inconsistent cataloging, labeling and shelving. Regardless of the reason, these discrepancies cost library staff valuable time and energy and make it more difficult to help each student locate their desired book.

What are the benefits of running an inventory?

Above and beyond the obvious benefit of ensuring that staff and students can easily find items, inventory is also imperative to account for usage of public funds and provide a value for catastrophic loss replacement. According to the American Library Association, there is an average of 13,000 books in a school library. With a 2019 average book price of $18.00 (School Library Journal), the average school library collection would be valued at $234,000, not including any electronic resources, ebooks, Makerspace or 1:1 equipment, etc. In the event of a fire, flood or other catastrophic event that could destroy library materials, having an accurate account of every item and the dollar amount paid for those items enables quicker processing for insurance or state/federal funding to replace them.

How often should a library run an inventory?

How often inventory is run is a matter of district preference. Some require that it be completed every year, some have a rotation of one building per year and some decide to do one item group (fiction, nonfiction, biography, reference, etc) per year. When deciding on district policy, consider these items:

1. *How many staff members are available to assist with the inventory process? The more people able to scan simultaneously, the quicker the inventory will be completed and, in turn, more of the collection able to be inventoried in a given year. If one staff member is responsible for multiple libraries and does not have ample aides/volunteers, consider taking inventory of a single item group or completing one library each year.*
2. *Will the library be closed during inventory? Especially if a single staff member is performing inventory alone, circulating books and having regular classes during the process will cause inventory to take more time.*

If you would like NEOnet to assist district staff in completing an inventory or to complete it when district staff are unable to help, please contact Tamra Dugan (**dugan@neonet.org**, 330.926.3900 x601128) for more information.

NEOnet
Prompt. Courteous. Knowledgeable.
Support *you* deserve.

700 GRAHAM ROAD

CUYAHOGA FALLS, OH
44221

P: 330.926.3900

F: 330.926.3901