NEOnet

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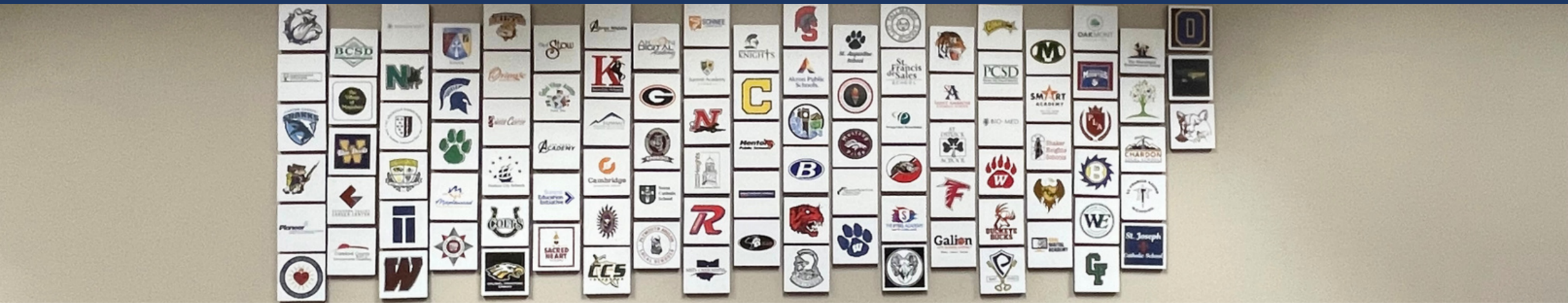
SPRING 2024 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

As we reach the final stretch of the school year, we send our best wishes for a summer of rest and relaxation. While you enjoy the sunny days, please take a moment to discover the exciting updates from NEOnet highlighted in the newsletter. You will learn how our staff continues to work with all our owners to provide innovative and creative ways of improving student education through the use of technology.

The recent merger and ongoing expansion of existing and new services have led to the incredible milestone of reaching 100 employees. We welcome the five newest staff members joining the NEOnet team. You can find details on page 1 of the newsletter or our website to learn more about them. Navigate to the "Contact Us" tab on the website to discover a printable staff directory and all the NEOnet staff contact information. By selecting a staff picture, you can also read a short biography about each individual staff member.

Please welcome our newest members to join NEOnet. These new members will officially begin utilizing NEOnet services starting July 1, 2024. With these new members, we now have sixty-seven owners supporting more than 200 entities. Your support is greatly appreciated, and we're excited for the upcoming 24/25 school year.

Auburn Career Center	Berkshire Local Schools	Cuyahoga Valley Career Center
ESC of Western Reserve	Fairport Harbor Exempted Village	iSTEM
Kirtland Local Schools	Madison Local Schools	Painesville City Local Schools
Perry Local Schools	Riverside Local Schools	West Geauga Local Schools

The Summer Electronic Benefits Transfer (S-EBT) program is a new permanent initiative. It offers eligible children Supplemental Nutrition Assistance Program (SNAP) benefits during summer break, bridging the hunger gap when school meals are unavailable. Learn more about the program on page 6 of the newsletter.

Learn how both Student Information Systems meet House Bill 33's requirement to provide district assessment scores to parents through parent access on pages 9 the newsletter.

Maintaining open communication with our owners is crucial. As you read through the information in this newsletter, please don't hesitate to contact me if you have any questions, ideas, or district needs to share. You can contact me at 330-926-3902 or gdovin@neonet.org.

Remember that without you there would be no NEOnet!
Matthew Gdovin, Executive Director

New Employees

THEODORE DREWEK, SOFTWARE DEVELOPER

Theodore graduated from Kent State University with a Bachelor's in Computer Science and a Minor in Philosophy. During his education, Theodore was employed by Kent State University as a Software Developer, working on projects with Cleveland Metroparks and Akron Children's Hospital. Theodore also worked as an Advanced Repair Agent for Geek Squad, which involved hardware and software repairs. On his days off, Theodore is a freelance Software Engineer building an e-commerce website for a local farmer's market, Sunshine Golden Acres. He enjoys playing guitar, video games, skateboarding, reading, and spending time with his girlfriend, Cambrie.

LEO GALLEGUILLOS, SENIOR SOFTWARE DEVELOPER

Leo Galleguillos is a Cleveland native who currently resides in Akron. He started out building webpages on America Online in the late 90s and hasn't stopped since. He was also part of the TWE team at Hudson High School and later studied computer science and business administration at Carnegie Mellon University. In his spare time, Leo has volunteered for various organizations including the YMCA, Summa Health, and the Boys & Girls Clubs of Northeast Ohio. He is an active member of North Hill Worship Church. His other hobbies include listening to Latin music, going on road trips, and hanging out with his two cats, Umi and Uchi.

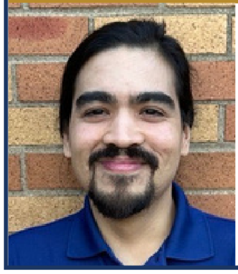
CHRIS POTTER, MEDIA SERVICES SUPPORT SPECIALIST

Chris Potter is originally from Delphos Ohio but lived in Ft. Lauderdale Florida from middle school through high school. He graduated from OSU Lima with a BA in English and Kent State with an MLIS. Chris has experience in public libraries, schools, and correctional facilities.

VICKIE STIMA, EMIS SERVICES SUPPORT SPECIALIST

Vickie Stima is married to her husband, John. She is a mother of two boys, Chad and Ryan. Her greatest joy is being a grandparent to two little girls with another one on the way. She enjoys spending time with family and friends, traveling, and the beach.

MARK TROUTT, DTS DESKTOP SUPPORT SPECIALIST



Mark Troutt works as a Desktop Support Specialist as part of the District Technology Support team at NEOnet. He primarily manages Chromebook and Desktop support. He enjoys writing, playing, and recording all kinds of music, as well as tinkering with all kinds of technology.

From the Technology Director

CHRIS ZOLLA

As we approach the conclusion of another school year, it's remarkable how much things have changed compared to a year ago. We're nearing the end of a successful merger while simultaneously embarking on the journey of merging with another entity. While this transition has brought unprecedented levels of work to the consortium, it has also yielded significant benefits. Not only have we witnessed fiscal gains, but we've also gained access to additional talent, enriching NEOnet as an organization.

Navigating these new challenges and increased workload can be daunting at times, but with each passing day, we're learning how to enhance NEOnet and embrace the growth we've experienced. Our customers have always been central to our organization's success. Traditionally, we've maintained a strong focus on customer satisfaction. With our expanded size, we're continuously seeking innovative ways to address all our customers' technical needs. In the upcoming months, particularly over the summer, we're dedicating our efforts to focusing on our people and refining our processes. We firmly believe that maintaining a regional presence for each customer to rely on is crucial to our ongoing success.

This summer, we're also placing special emphasis on enhancing our network infrastructure, particularly NEOnet's Internet Service and the partners and solutions that are integral to its functionality. Recognizing the perpetual need for improvement, we're committed to ensuring our network's stability and performance remain unaffected by our growth trajectory. To this end, we've decided to collaborate with an external firm to conduct a thorough review of our firewall configuration and performance. By implementing their recommendations, we aim to fortify our network in preparation for the anticipated expansion.

We recognize growth may occasionally affect our service standards. Therefore, we are consistently committed to assembling the most suitable team and refining our processes on a daily basis to bolster our organizational efficiency. I extend heartfelt appreciation to our customers for their unwavering support as we navigate the forthcoming challenges. Rest assured, we remain steadfast in our commitment to continuous improvement.

Enhancing Workplace Communication

ANDY MELICK

Reading social cues from coworkers effectively is crucial but often overlooked. We sometimes neglect the impact of our words and how they are perceived by others, which can significantly influence workplace dynamics. Understanding and responding to social cues can greatly enhance your interactions and lead to more meaningful conversations. Here are some tips to help you read and respond to these cues more effectively:

Observe Body Language: Pay attention to nonverbal signals like facial expressions, gestures, and posture. For example, if a coworker avoids eye contact or has crossed arms, they might feel closed off or uncomfortable.

Listen Actively: Active listening involves fully concentrating on what is being said rather than just passively hearing the speaker's words. Show that you are listening by nodding your head, making eye contact, and occasionally repeating phrases or summarizing what the other person has said.

Notice Tone of Voice: The tone can convey more about a person's feelings than words. A friendly, warm tone might indicate openness to conversation, whereas a short, terse tone might suggest that now is not a good time to talk.

Watch for Microexpressions: Microexpressions are brief facial expressions, lasting only a fraction of a second. They can be crucial in understanding hidden emotions. For example, a quick frown before a person smiles might suggest they are upset or disagreeing, even if they say nothing.

Respect Personal Space: Different cultures have varying norms about personal space. Observing how close someone stands to others can give clues about how comfortable they are with proximity in conversation.

Adapt to Feedback: If you notice someone seems uncomfortable or disengaged, adapt your approach. Change the topic, or if they seem busy or stressed, give them space and try conversing another time.

Ask Open-Ended Questions: This encourages others to talk and provides you with more information about their thoughts and feelings. It shows that you are interested in what they say, which can make the conversation more engaging for both parties.

Empathy and Sensitivity: Always approach conversations with empathy. Try understanding your coworkers' perspectives and feelings, especially in a diverse workplace where cultural differences might influence communication styles. You don't know what may have happened recently in your coworkers' lives.

By improving your ability to read and respond to social cues, you can help create a more effective communication environment at work.

SIP and PRI Services

CYRUS ELDER

NEOnet offers both managed PRI and SIP services. What are these services? In the realm of telecommunications, two prominent technologies, SIP (Session Initiation Protocol) and PRI (Primary Rate Interface), stand out for PSTN (Public Switched Telephone Network, AKA the thing that processes your call to NEOnet when you dial 330-926-3900) connectivity. Both are widely used for voice and data transmission, yet they operate differently and offer distinct advantages and disadvantages. Understanding the differences is essential when making informed decisions about your communication infrastructure. Let's delve into the dissimilarities between SIP and PRI technologies.

SIP (SESSION INITIATION PROTOCOL):

1. Protocol Nature: SIP operates on an internet protocol (IP) network, leveraging the same infrastructure used for internet browsing and email communication. It is inherently digital and can transmit voice, video, and other multimedia content over IP networks. If you have internet access, you can establish PSTN access via SIP.

2. Flexibility: One of SIP's primary strengths is its flexibility. It supports multiple media types and can seamlessly integrate with various communication applications, including instant messaging, video conferencing, and presence information. It also can scale more easily if the bandwidth is available, whereas a PRI will require additional physical connectivity.

3. Cost-effectiveness: SIP typically offers cost advantages over traditional PRI setups, especially for organizations with distributed workforces or those requiring frequent changes to their communication setup. Using existing IP networks can result in lower long-term operational costs, but not always.

4. Redundancy: Since SIP is an Internet Protocol, it can provide redundancy through multiple Internet connections, whereas a PRI depends on the physical connection. In other words, you have a backup SIP service if you have a backup internet connection. However, if your PRI is down, your PRI is down as well. (**Note:** if you ever experience a significant PRI outage, we do have ways to mitigate this.): if you ever experience a significant PRI outage, we do have ways to mitigate this.)

PRI (PRIMARY RATE INTERFACE):

1. Circuit-Switched Technology: Traditionally, PRI was based on circuit-switched technology, utilizing dedicated physical lines to transmit voice and data, and operates independently of IP networks. Think of your old home phone and how it still worked when the power was out (unless, of course, you had an old cordless phone that required power to the base station to function). In the last few years, telcos have begun retiring older infrastructure, and how PRIs are delivered today has changed. A modern PRI will likely be a dedicated SIP connection with a PRI handoff to the customer.

2. Channelized Structure: PRI circuits are divided into separate bearer (B) and data (D) channels, with each PRI line typically offering 23 B channels and one D channel. In a voice application, the B channel carries the voice data. Therefore, 1 PRI circuit can carry 23 simultaneous phone calls. In SIP, they refer to this as a call path. It's important to note the number of call paths when comparing PRI to SIP. For an apples-to-apples comparison, the SIP service should provide 23 call paths.

3. Quality of Service (QoS): PRI networks historically guarantee quality of service, ensuring consistent voice quality and minimal latency. Modern PRIs are delivered via a dedicated SIP connection to maintain the QoS traditionally provided by a PRI. Depending on how it's provided, SIP may utilize the public internet and provide no QoS guarantee. In other words, you could experience a degradation in calling because of internet connectivity issues.

4. Scalability Challenges: While PRI can accommodate a significant number of concurrent calls, scaling up often involves adding additional physical lines. While modern PRIs with their SIP backend do provide more flexibility, they still require physical connectivity between the circuit handoff and the phone system. However, service providers can just provision more resources on the existing connection; they no longer must physically build out another circuit.

SIP and PRI technologies offer distinct advantages and cater to different requirements. By leveraging IP networks for communication, SIP excels in flexibility, scalability, and cost-effectiveness. On the other hand, PRI provides reliable, high-quality voice transmission suitable for applications where QoS is critical but may lack the scalability of SIP.

When choosing between SIP and PRI, you should evaluate specific needs, considering factors such as budget, scalability requirements, existing infrastructure, and the importance of voice quality. If you are evaluating changes to your telecommunications infrastructure and have questions, please reach out to the NEOnet telephony group regardless of whether you are a current telephony customer. Many options exist these days and we can help you evaluate what is available to you. To start the conversation, contact us at networkhelp@neonet.org or by phone at 330.926.3900 and press 6 for technical services.

AI in the Classroom

DAN NIESSEN

The use of artificial intelligence (AI) in education continues to be a hot topic. Michigan Virtual, a K-12 EdTech organization, recently released guidelines for AI usage in schools, which provide a good baseline for navigating this area. Meanwhile, an insightful article from edtechmagazine.com explores how teaching students about AI could make them more employable adults in the future. Google also updated its AI for Education resources with a free, self-paced online course designed specifically for educators.

MORE AI RESOURCES

- Dan's collection of AI resources/curriculum for students
- Eric Curts' rubric for evaluating AI tools
- Create your own classroom AI rules poster

OTHER NEWS

Catch Dan Niessen's presentation about Brisk Teaching at the HICE/SPARCC Conference on June 12 to learn more about effectively integrating AI into your classroom practices.

CONNECT WITH US

Email dniessen@neonet.org to schedule On-Site EdTech PD at your buildings! We can host custom EdTech PD or pick from our Training Menu. Join the Ohio STEM Teachers PLC to collaborate with other educators around STEM Education and Integration. Follow us on Twitter/X @NEOnetEdTech for the latest updates!

Summer EBT

JENNIFER COTTRILL

The Summer Electronic Benefits Transfer (S-EBT) is a new but permanent program that provides eligible children with Supplemental Nutrition Assistance Program (SNAP) benefits during the summer to help close the hunger gap when children are on summer break and not receiving school meals. S-EBT benefits are placed on a card that can be used at authorized grocery stores to buy food items. The student will receive one distribution for the summer in the amount of $120.

Children who are automatically eligible for this program are children who have participated in SNAP/Ohio Works First previously, children participating in Medicaid, and students enrolled in your school district who have been coded in EMIS as either of the following:

- Free/Reduced lunch status **OR** Disadvantagement of 1, 2, 4, 5, 6, or 7 OR Migrant Status = Y **OR** have a Homeless Status not equal to asterisk (*), **OR** has a Foster EMIS Situation.

However, if you are concerned that more students in your district could be eligible, the program offers a statewide S-EBT Application process. For more information about the application process, please review the Ohio Department of Education Office of Nutrition presentation or contact the **child.nutrition@education.ohio.gov**. We have posted the presentation and recording on our website.

Students who are eligible to receive the benefit will be submitted to the program via three ways*:

- Jobs & Family Services (SNAP/Ohio Work first children)
- Ohio Department of Medicaid (Medicaid children)
- **and you, the school district the student attended or currently attends!**

* If the student is submitted to the program multiple times whether from multiple agencies listed above, or via multiple districts, the program will use the most recent address record to distribute the benefit.

HOW DO DISTRICTS GENERATE THE NEEDED FILE FOR IMPORTING TO SEBT?

Infinite Campus Districts

NEOnet is providing an Ad Hoc report for districts that A) track student lunch statuses via the FRAM Module **OR** B) track qualifying students via their Disadvantaged code. Please contact the NEOnet IC Team at **studenthelp@neonet.org** to request access to the Ad Hoc or to have the report run on your district's behalf. Complete steps on generating and formatting the report will be provided if/when the Ad Hoc is requested.

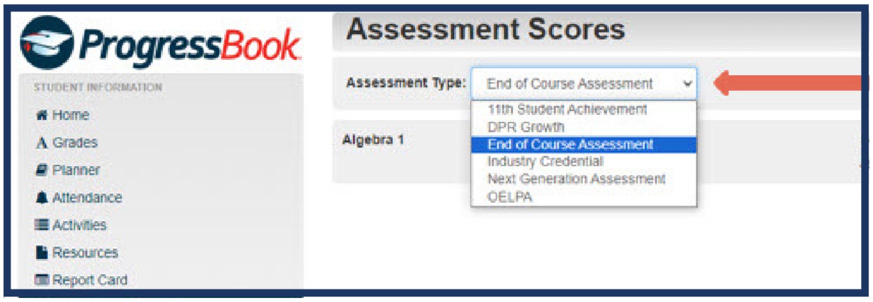
ProgressBook Districts

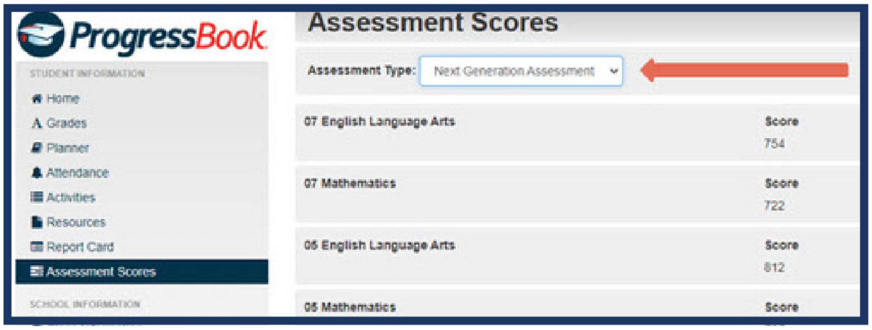
NEOnet is providing an Analytics Hub report found in StudentInformation (DASL) in the Local-Analytics Hub-EMIS folder. For complete steps on how to generate this report, please refer to our Know-How article on our website: **https://neonet.org/dasl-know-how/**

For any questions about producing your SEBT report to upload, please contact **studenthelp@neonet.org**.

ParentAccess Now Shows Assessments Scores to Meet Requirements of House Bill 33

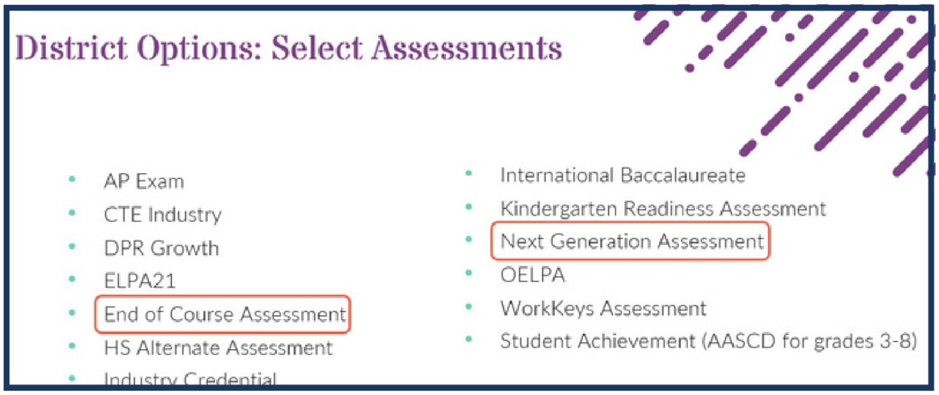
LESLIE WISEMAN





The 23.3 release of the ProgressBook Suite was installed recently at NEOnet. This release included an update to show Assessment Scores in ParentAccess to meet the requirements of House Bill 33. Parents and Students will now see a link on the left labeled Assessment Scores on the web version and the ProgressBook App if they have upgraded to version 1.0.4. **End of Course Assessment and Next Generation Assessment loaded in StudentInformation are showing by default for all districts to meet the requirements of House Bill 33**.

Additional assessments can be selected by districts to display on ParentAccess as well. **Please note that the scores must be loaded in StudentInformation to display in ParentAccess.** The additional assessments districts can elect to display are listed below. The Assessments displayed can be selected via the District Options page in StudentInformation. NEOnet is excited about this new enhancement to ParentAccess!



NOTE: A detailed document pertaining to this topic can be found on the NEOnet website located in the DASL & Gradebook "Know How's" under "Showing Assessment Scores on ParentAccess"

Infinite Campus

LORI CONRAD

Infinite Campus districts will see some enhancements with the application of the Campus.2415.7 release. A few highlights include:

- Accessibility enhancements throughout My Cart, Portal Search, and Campus Student & Parent
- A new tool right was added to allow users to add individual recipients (already created in Campus) to the Messenger 2.0 recipient lists
- Districts now can set “Use New Look Only,” restricting users to use the New Look of Infinite Campus rather than toggling back to Classic Campus
- The User Account tool has been redesigned to incorporate Tool Rights, Calendar Rights, User Groups, and the Access Log
- A document detailing changes and enhancements is available by request from your NEOnet Campus Team or on our NEOnet website in the Campus Release section

Join us via Zoom on May 14 at 9 am to review the End of Year Process for Infinite Campus. You may register on our website. We will cover a few areas.

- Student
  - Posting final grades and generating report cards
  - Posting scores to and generating transcripts
  - Ohio specific year-end reporting like Attendance/HB410, Discipline, Testing, etc.
  - Adding graduation information
  - Adding/confirming 24-25 enrollments, ending 23-24 enrollments and clean-up
  - Locker assignments
- Staff
  - Update employment records for existing staff
  - Verify district employment and assignment records for newly hired staff
- An End of Year checklist is available by request or on our website

DID YOU KNOW WE NOW OFFER INFINITE CAMPUS/EMIS-FOCUSED LABS IN OUR WILLOUGHBY LOCATION? CHECK OUR WEBSITE FOR DATES AND TO REGISTER!

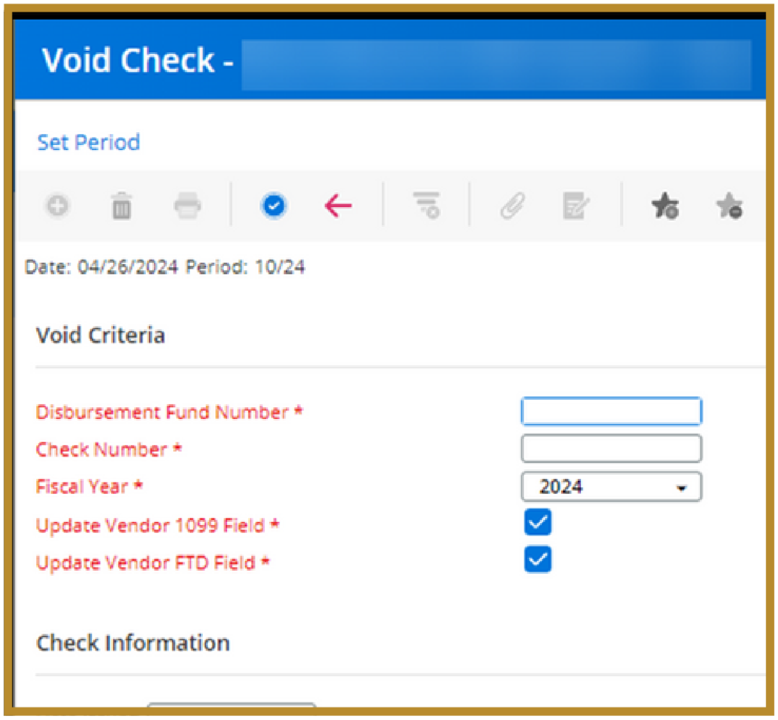
ERP (Formerly eFP) How to Handle if a Deduction Check is Returned

DEB BURRELL-HORN

Note: These instructions are for a very specific situation and should only be followed IF the deduction check you issued is returned.

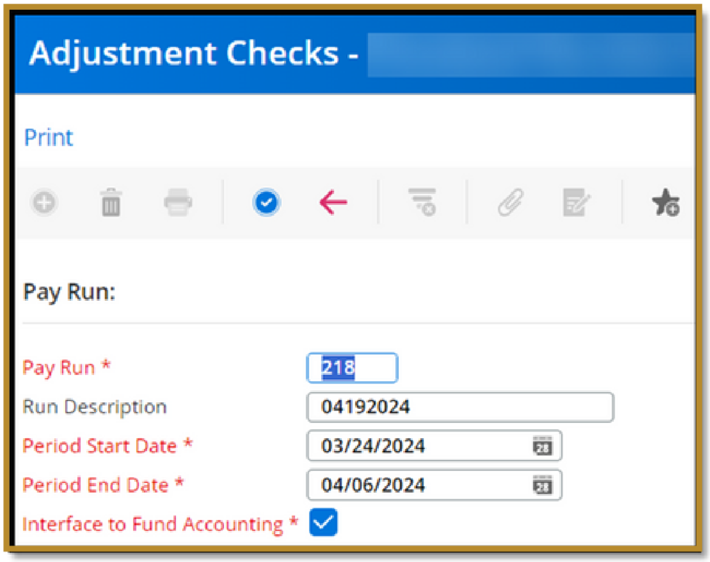
STEP 1: VOID THE AP CHECK

1. Go to **Fund Accounting > Entry & Processing > Vendor Checks > Void Checks.**
2. If needed, adjust the fiscal year period and/or transaction date by clicking "Set Period."
3. Enter the Disbursement Fund Number linked to the check you want to void.
4. Input the Check Number of the check you're voiding.
5. Specify the Fiscal Year of the check.
   Note: If you are voiding a check from a prior fiscal year, please contact NEOnet for instructions.
6. Use the checkboxes "Update Vendor 1099 Field" and "Update Vendor FTD Field" to decide if the system should update the associated vendor record.
   Note: Do not check these boxes if you are voiding a check from a prior calendar year.
7. Click "OK" to proceed.
8. Review the displayed check info for accuracy and confirm voiding by clicking "Continue."
9. If the check was from the current fiscal year, the system automatically voids it and updates relevant ledgers.

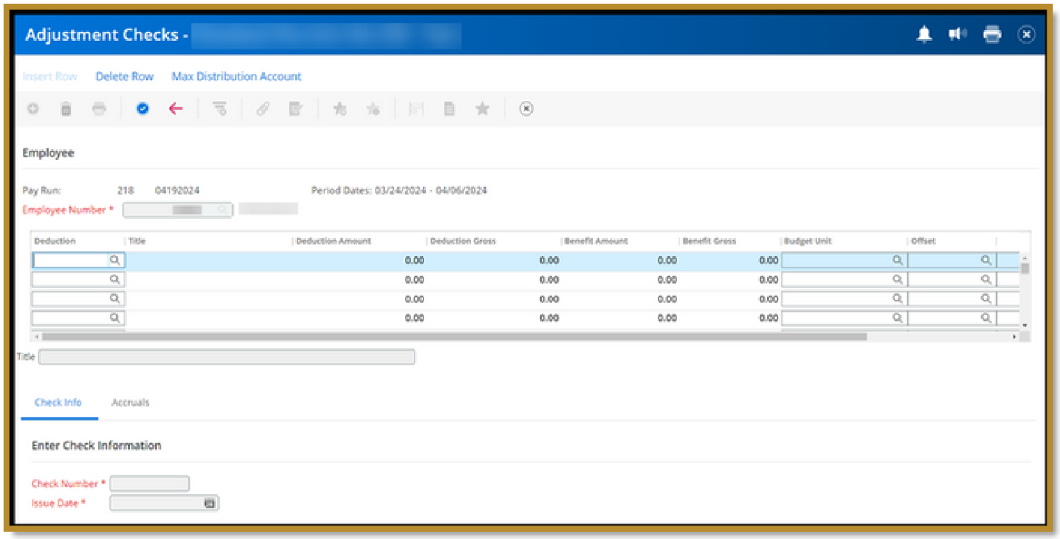


STEP 2. PROCESS AN ADJUSTMENT CHECK.

1. Go to **Main Menu > Human Resources > Entry & Processing > Payroll > Adjustment Checks**
2. Enter the Pay Run number you want this check to be attached to
3. Check "Interface to Fund Accounting"

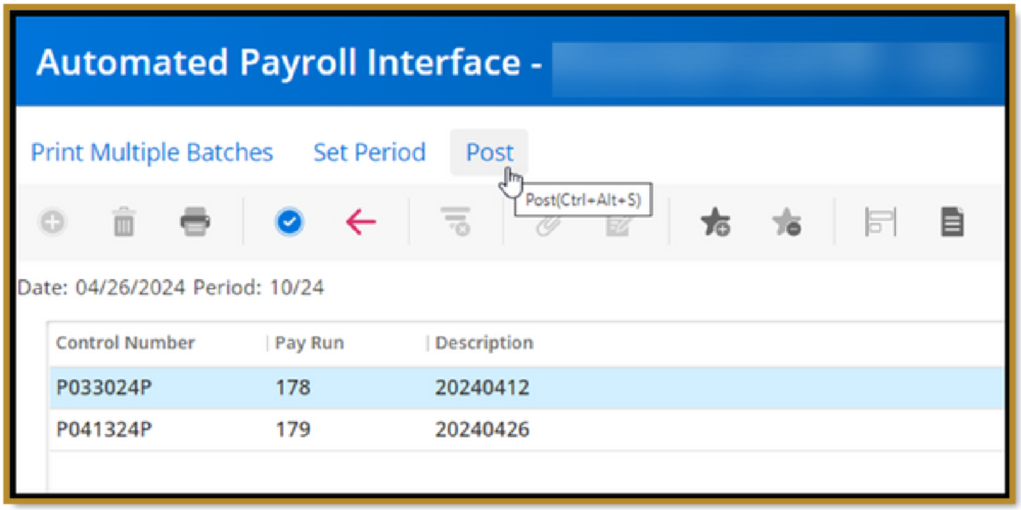


4. Enter employee ID or look it up
5. Fill in deduction codes and amounts
6. Complete other necessary fields
7. Enter the check number and issue date
8. Adjust accruals if needed
9. Confirm or deny any prompts
10. Review and confirm entries
11. Post the adjustment check and generate a journal
12. Print the check from the Adjustment Checks page



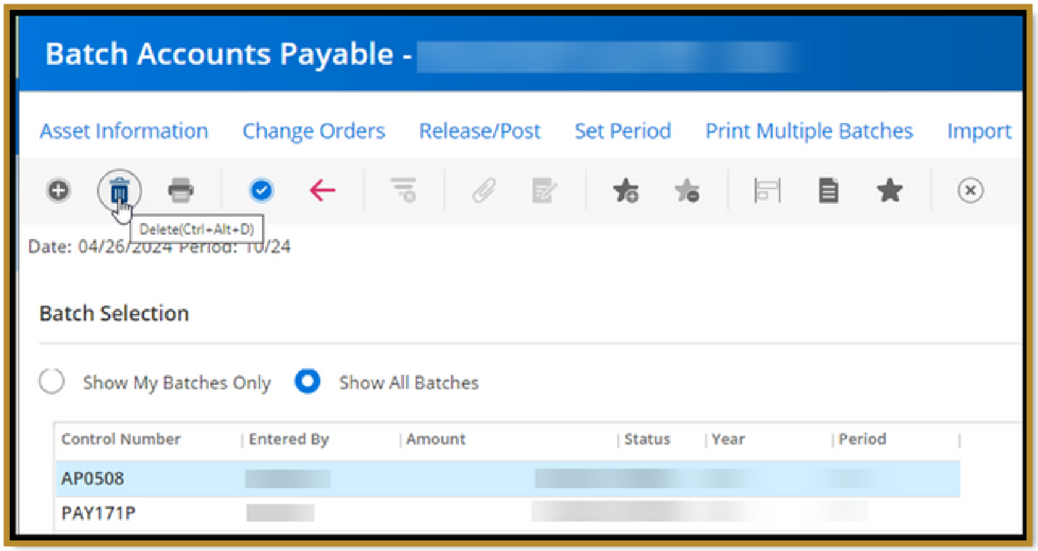
STEP 3. POST THE INTERFACE FILE.

1. Go to **Fund Accounting > Entry & Processing > Payroll > Adjustment Checks**
2. Click on Post



STEP 4. DELETE THE PAYABLE LINE FROM BATCH ACCOUNTS PAYABLE.

1. Go to Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable
2. Highlight the Adjustment Check Batch and click on the Trash Can



Date Reminders for USPS

MICHELLE INGERSOL

Knowing what date to use in USPS can be tricky as they are different for every process. Below are a few frequently asked questions on dates:

PAYROLL ITEMS

ACTIVE DATE RANGE FOR PAYROLL ITEMS:

Start Date: The pay date on which you would like the payroll item to begin.

Stop Date: The day **after** the last pay date the payroll item is to be collected on.

Payroll Item Error Adjustments and Employer Error Adjustments:

Next Payroll Run: When creating an adjustment for the next payroll run, leave the date blank.

Future or reoccurring adjustments: If you are setting up a reoccurring adjustment or want to wait until a future payroll to process the adjustment, enter a date within the pay period of that payroll.

EMPLOYER DISTRIBUTIONS REPORT & SUBMISSION

PROCESSED EVERY PAY:

Start Date: Actual Payroll Date

Stop Date: Actual Payroll Date

PROCESSED MONTHLY:

Start Date: Actual payroll date of the first pay of the month.

Stop Date: Actual payroll date of the last pay of the month.

FUTURE PAY ENTRIES

Next Payroll Run: Leave the effective date blank.

Future Payroll run: The effective date of the entry will need to be with the future pay period.

COMPENSATION DATES

NEW CONTRACT DATES:

Start Date: Within the pay period in which the employee is starting their pay.

- For example, if your pay date is 7/30 and the pay period is 7/1 – 7/15, the contract start date needs to be within the period of 7/1 – 7/15. If the employee starts on 7/10, the start date should be 7/10.

Stop Date: The last day of the pay period for the employee's last pay in compensation. For example, if the employee's last pay is on 7/15 and the pay period is 6/16 – 6/30, the contract stop date should be 6/30.

HISTORICAL CONTEXT (CALENDAR DATES):

Calendar Start Date: This should always be the first day the employee works in that specific position. This date should **never** be changed.

Calendar Stop Date: The only time you should put a calendar stop date on a compensation is when the employee is no longer working in that position. You do not need to put a stop date on this section when building new contracts.

MID - CONTRACT NO RETRO:

Contract Start Date: One day after the last payroll's Stop Date.

Contract Stop Date: One day less than the next fiscal year's compensation start date.

Raise Date: Leave this date blank.

MID-CONTRACT WITH LUMP SUM RETRO:

Contract Start Date: One day after the last payroll's Stop Date.

Contract Stop Date: One day less than the next fiscal year's compensation start date.

Raise Date: Should signify the first negotiated day the employee should begin receiving the new pay.

MID – CONTRACT WITH RETRO SPREAD OVER REMAINING PAYS:

Contract Start Date: One day after the last payroll's Stop Date.

Contract Stop Date: One day less than the next fiscal year's compensation start date.

Raise Date: This should signify the first negotiated day the employee should begin receiving the new pay.

State Software Cloning Report Bundles

RACHEL CAUDILL

Users with the role of Administrator or USAS_MANAGER have access to clone report bundles. Users with other roles can still clone their own created bundles, however. This would be ideal for an employee to do prior to their departure from the position.

When attempting to clone a bundle, make sure to screenshot all information prior to cloning. A few reported cases have involved set parameters erasing from both the original bundle and the cloned bundle during the process. Having this backup will help alleviate undue stress!

To access Report Bundles, select Reports on the main screen tool bar, then Report Bundles from the dropdown menu. This will bring you to Report Bundle Manager. The clock icon on the left shows the created bundles that can be changed or cloned.

Some SSDT reports may show up without the clock icon. These reports are automatically scheduled to run and be archived each month. Click on the eyeball icon to see the specifics of the bundle. Once the view screen is open, the Clone button will appear at the top of the screen. Again, make sure to screenshot the information prior to cloning just in case! After selecting Clone, the report bundle will need to be renamed. This step is required to make the process work correctly.

If reports in the bundle were created by someone who no longer has user roles with the district, the reports will need to be reassigned to an active user. The NEOnet Fiscal Team can assist by assigning those reports to an Admin User, as well. By doing this, the reports should always be available regardless of district employment. Once the bundle is renamed and verified to have the desired reports, select Save. You will see the original bundle and the cloned bundle on the Report Bundle Manager screen. Select the clock icon next to the cloned bundle to verify parameters.

If the addresses to be sent to have been erased, you will need to enter those back in. When entering the email addresses, use a comma and no space between each. If this step is not followed exactly, the bundle will show as Successful Completion when administered, but the recipients will not receive the email. SSDT is working on a fix, but the release date is still unknown.

If other information has been erased, use your screenshot as reference to know what to add. Once the Bundle is set to clone the original, select Save. The original bundle can now be deleted from the Report Bundle Manager screen by selecting the black circle with the white x.

State Software Employee Self-Service

TAMMY HAMILLA

The SSDT team is in the process of creating an employee self-service application, which will serve as a replacement for the existing Kiosk product.

The first production release of the employee self-service application (ESS) will include all existing Kiosk features except storing performance reviews and Individual Professional Development Plan (IPDP) functionality. The performance review feature, which allows sharing a document between a supervisor and staff member, has little adoption. Based on its limited utilization and many alternatives, it is not being implemented in the first version of the employee self-service application. Since IPDP functionality is not being replaced in the employee self-service application, access to the existing Kiosk IPDP features will continue until July 2025, providing additional time to explore alternatives.

Key dates related to the release of the new employee self-service application and the sunset of the existing Kiosk product include:

- May 2024: Employee self-service will be released in "early access" form.
- July 2024: Employee self-service will see its first official production release.
- May – September 2024: Existing Kiosk users will be converted to the new employee self-service application.
- September 30, 2024: The existing Kiosk application will reach end-of-life for all features, excluding IPDP (as detailed above).

The early access stage (from May to July) will allow those interested to convert before the application's first official production release.

Note: Districts currently using Timesheets in Kiosk or Frontline's Absence Management software will not be eligible for the first early access releases. These features are still under development and require coordination with third parties. This functionality will be added with subsequent releases as development is completed. All features will be available with the first production release in July 2024.

The SSDT is also focused on making this new application mobile-friendly, particularly in the user interface area for creating and approving leave requests. This will allow users and supervisors to interact with leave requests from cell phones, tablets, etc.

If you are eligible and interested in adopting early, please contact NEOnet. All existing Kiosk users must be migrated before September 30, 2024.

CONTACT US: 330-926-3900 *Press 0 for the HelpDesk

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Tamra Dugan
Ext. 601128

Bonnie Manchester
Ext. 601120

Andy Melick
Ext. 602730

Jason Smith
Ext. 601115

Walter Davis
Ext. 601165

Receptionists

Gabriella Hart
Ext. 601141

Diane Leicy
Ext. 602120

Financial Services

Roxanna Bennett
Ext. 601133

Alyssa Green
Ext. 601164

Educational Technology - Ext. 601160

Noah Himes
Ext. 601117

Ryan McLaughlin
Ext. 601131

Dan Niessen
Ext. 601106

Chris Potter
Ext. 601163

EMIS Services - Ext. 601140

Mary Dolis
Ext. 601102

Renee Eckstine
Ext. 601155

Tiffany Evans
Ext. 601168

Yvonne Fisher
Ext. 601104

Alexandra Holowatyj
Ext. 601139

Darlene Neel
Ext. 601157

Emily Roberts
Ext. 601118

Beth Sanfrey
Ext. 601132

Sara Skraba
Ext. 601103

Sandy Sparr
Ext. 602210

Janet Snyder
Ext. 602220

Vickie Stima
Ext. 602240

Catherine Wright
Ext. 601126

Technical Applications - Ext. 601180

Theodore Drewek
Ext. 601174

Steven Foster
Ext. 601156

Leo Galleguillos
Ext. 601178

Hunter Harbison
Ext. 601173

Mike Hoffman
Ext. 601108

Spencer Zolla
Ext. 601127

Fiscal Services - Ext. 601130

Deb Burrell-Horn
Ext. 601137

Rachel Caudill
Ext. 602310

Tammy Hamilla
Ext. 602320

Michelle Ingersol
Ext. 601136

Austin Kendrick
Ext. 601148

Lisa Nash
Ext. 601121

Jessica Ross
Ext.602340

Susanne Searl
Ext. 601153

Neal Stefanko
Ext. 601122

Student Services - Ext. 601140

Julie Combs
Ext. 601142

Lori Conrad
Ext. 601129

Janet Hayes
Ext. 601112

Bethany Ladich
Ext. 601138

Denise Marrali
Ext. 601101

Kathy Peters
Ext. 601107

Jacqueline Tupps
Ext. 602630

LuAnn Trumpower
Ext. 602610

Leslie Wiseman
Ext. 602620

Technical Services - Ext. 601150

Mark Banks
Ext. 602720

Mark Baughman
Ext. 602740

Devon Bennett
Ext. 601124

Kelly Burdette
Ext. 601154

Ben Claussen
Ext. 601125

Nate Coffey
Ext. 602750

Tony Dipane
Ext. 601191

John Gill
Ext. 601162

Cyrus Elder
Ext. 601116

Justice Jones
Ext. 601151

Andrew Klich
Ext. 601146

Cody Lyons
Ext. 601119

Jay Milliron
Ext. 601147

Aly Powell
Ext. 601145

Joe Prekop
Ext. 601134

Tyler Reinel
Ext. 601152

Mitchell Rockwood
Ext. 601166

Tristan Smith
Ext. 601149

Eric Spencer
Ext. 601144

Tim Tracy
Ext. 601109

Christian Walker
Ext. 601167