



SUMMER 2025 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

With summer approaching, we continue to advance our shared mission of improving student education through the use of technology. This newsletter offers a look into the projects, services, and professional development opportunities that reflect our commitment to supporting districts in meaningful and practical ways. We remain focused on delivering solutions that empower learning and streamline operations across our members.

We are pleased to welcome **two new professionals to the NEOnet team**. Don Bracci has joined our District Technology Services team, bringing valuable experience to support our member districts. Steve Monea will provide technical support, further strengthening our network infrastructure. Their expertise will play an important role in advancing our mission to improve student education through the use of technology. You can learn more about Don and Steve on page two of this newsletter.

I'm especially proud to highlight our **student engagement initiatives** featured on page 1. Through a strong partnership between the Six District Educational Compact, Woodridge Local Schools, and Tallmadge City Schools, we are creating meaningful, real-world learning experiences that inspire the next generation of fiscal professionals. This collaboration reflects our commitment to connecting students with relevant career pathways and using technology to support their future success.

Cybersecurity and protecting student data remain our top priority. The recent CIS findings that 82% of K-12 organizations have experienced cyber threats in the past 18 months underscore the critical nature of this issue. I strongly encourage all districts to explore the free MS-ISAC membership and CIS Benchmarks detailed on pages 5-6. These resources provide essential protection for your student data and district operations.

The federal executive order on **AI education** presents both opportunities and responsibilities for our districts. As outlined on page 7, this initiative aims to enhance AI literacy and prepare our students for an increasingly AI-integrated workforce. NEOnet stands ready to support your district in implementing these important educational advancements.

I also want to draw your attention to the **988 Suicide and Crisis Lifeline** requirements detailed on pages 9-11. Ohio law now mandates the inclusion of this information on student resources, and our team has provided implementation options for both Infinite Campus and Frontline districts.

Our **Technology Integration team** continues to offer free professional development resources, including weekly webinars and on-demand videos for CEUs. I encourage all educators to take advantage of these opportunities to enhance their technology skills.

On pages 12 and 13, we highlight the **Rapback System**—an FBI program that enhances school safety by providing real-time alerts when individuals in positions of trust, such as teachers or bus drivers, are arrested or convicted after their initial background check. While not a separate background check, Rapback adds an important layer of ongoing oversight. The article explains how this system affects EMIS reporting and includes links to key resources to help districts stay compliant. I encourage you to review the details and explore the tools provided.

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, without you, there would be no NEOnet!

Matthew Gdovin, Executive Director

NEOnet and Woodridge Fiscal Teams Inspire Tallmadge Students Interested in Financial Careers

ALY POWELL

NEOnet's Central Office Team, along with Woodridge Local Schools' Treasurer and Assistant to the Treasurer, recently welcomed students from the Six District Educational Compact for a collaborative discussion on careers in school finance.



The students, all expressing interest in fiscal and accounting careers, engaged in thoughtful conversations, asked insightful questions, and learned about the various responsibilities involved in managing public school finances.



This meaningful exchange gave students a firsthand look into the real-world applications of financial management in education, and underscored the importance of transparency, accuracy, and service in fiscal careers.

New Employees

DONALD BRACCI, DTS TECHNOLOGY COORDINATOR



Don Bracci was born and raised in Rochester, NY. He spent much of his life there, surrounded by family, dedicating his time to teaching martial arts and working in the technology industry. Over the years, Don has held various roles, including Field Technician, IT Manager, and Director.

Don and his wife relocated to Tennessee briefly, where he served as the Technology Director for Hancock County Schools. After two years, they decided to move to Ohio, where they continue to build their lives together. Don's journey has been one of dedication, adaptability, and a commitment to both professional and personal passions.

STEVE MONEA, SENIOR NETWORK SUPPORT SPECIALIST



Steve Monea is a Senior Technical Support Specialist. Steve has an extensive background in Voice and Data Networking, having worked in Information Technology since 1987 prior to joining NEOnet. Steve graduated from Jackson High School and has been married for 30 years with three boys. Steve enjoys anything outdoors. Steve also enjoys surfing, basketball and cooking.

Growing Together: Our Commitment to Education and Service

CHRIS ZOLLA

Over the past few years, NEOnet has gone through a season of tremendous growth and transformation. With the mergers of NCOCC and LGCA, we've welcomed new districts, new faces, and new opportunities into our family. It's been a long journey—one filled with exciting milestones, new challenges, and yes, a few growing pains along the way. But as I reflect on this road we've traveled, I am filled with immense gratitude for what we've accomplished together.

For the past 26 years, I've had the privilege of dedicating my career to NEOnet and to the mission of supporting K-12 education through technology. It's a calling I've never taken lightly, and I can honestly say that there are few days I don't look forward to coming to work. They say if you make your hobby your career, you'll never work a day in your life—and in many ways, that's been true for me. Serving our schools, our educators, and our students isn't just a job for me. It is a passion. A passion many of us here at NEOnet share.

Throughout our journey, one thing has remained constant: our customers are at the heart of every decision we make. Whether we're expanding services, improving systems, or responding to the unexpected, we are always guided by what's best for you, our schools and owners. Our core values—courteous, helpful, knowledgeable, and prompt—are not just words we put on a poster. They're principles we live by every single day. Everyone here at NEOnet believes deeply in our mission and in the vital role we play in supporting education. We understand that the services we provide directly impact teachers in their classrooms, students in their learning, and administrators in their leadership. That's a responsibility we take very seriously.

Yes, we've faced challenges. Change isn't always easy, and growth can bring uncertainty. I truly believe that through it all, we will continue to become a stronger, more unified organization. We will continue to take responsibility where we have fallen short and are dedicated to improving. To all of our customers—both those who've been with us for years and those who've recently joined us—I want to say thank you. Thank you for trusting us, for partnering with us, and for allowing us to serve you. We are proud to walk alongside you in the vital work of educating and empowering the next generation.

How to Master Chatting with AI Prompts: How Do You Steer It?

ANDY MELICK

After you hit “Send” on your question, here’s a quick tour of what happens and how you can steer the AI’s answer:

YOUR WORDS → NUMBERS

The AI turns your text into a list of tokens (words or word parts) and then into vectors (big lists of numbers).

MIXING THE CONTEXT

A tiny “attention” engine reviews every token you sent, figures out the most important, and blends them into a single internal snapshot of your question.

PREDICTING ONE WORD AT A TIME

The model looks at that snapshot and asks, “What’s the most likely next token?” It picks one, adds it to the snapshot, and repeats—thousands of times—until it forms a full reply.

KNOBS YOU CAN TURN

- **Temperature (T):**
 - Low (0.1–0.4): “Play it safe” → very predictable, repeats common phrases for fact-based results (0.0 if you want to do the math, for example).
 - High (0.7–1.2): “Take risks” → more creative, sometimes odd, but great for rendering images or stories.
- **Top-k (k):**
 - Small (e.g., k=10): only your top 10 word choices → tighter, more on-point.
 - Large (e.g., k=100): consider more words → looser, more varied.
- **Top-p (p):**
 - A flexible version of top-k: “Pick from the smallest set of words that cover, say, 90% of likely choices.”
 - Lower p (0.6): very narrow. Higher p (0.9): broader.

BEST PROMPTING PRACTICE (CCC)

Use the **Context-Content-Constraints** framework to get better results:

- **Context:** Who or what viewpoint?
- **Content:** Exactly what you want.
- **Constraints:** Format, length, style, etc.

EXAMPLE PROMPT:

“As a home-baking instructor, give me a 7-step recipe to bake an apple pie using store-bought pastry. Include ingredients, temperatures, and one tip to achieve a lightly golden-brown crust without overcooking.”

IN EVERYDAY TERMS:

Hitting return kicks off a super-fast “autocomplete” marathon—one word at a time. Tweaking the **temperature** is like turning up or down the “creative dial.” Tweaking **top-k/p** is like choosing whether to let the AI pick from just a few safe words or from a big list of possibilities. Adjust these settings a little at a time—and craft your prompt with clear context, content, and constraints. You’ll quickly see the AI’s tone swing from ultra-reliable to wildly inventive.

CIS Benchmarks and MS-ISAC: Cybersecurity for K-12 Schools

NATE COFFEY

CYBERSECURITY IN K-12 EDUCATION

K-12 districts increasingly face cybersecurity threats targeting student data and critical operations. With education ranking among the most targeted sectors, districts need accessible security solutions that protect sensitive information while working within typical budget constraints. In [a recent article](#), the Center for Internet Security (CIS) found that 82% of K-12 organizations have experienced cyber threat impacts in the last 18 months in data collected from 4,600 schools and districts.

CIS BENCHMARKS FOR SCHOOL DISTRICTS

CIS Benchmarks provide security configuration guidelines for systems commonly used in education, including Chromebooks, Google Workspace, and Microsoft 365.

CIS WORKBENCH ENROLLMENT

- Complete the online form at <https://workbench.cisecurity.org/registration>

ACCESS OPTIONS

- Free basic access to PDF guidelines through CIS website registration
- CIS-CAT Lite, a free assessment tool for most common operating systems and distributions
- Education-specific discounted pricing for SecureSuite Membership with automated tools

KEY BENEFITS

- Ensures safeguards for student data in compliance with FERPA and COPPA requirements
- Protects against ransomware and other threats targeting school systems
- Provides actionable guidelines for IT departments with limited security expertise
- Demonstrates due diligence in data protection to parents and the community

MULTI-STATE INFORMATION SHARING AND ANALYSIS CENTER (MS-ISAC) FOR K-12 PROTECTION

As public entities, K-12 school districts qualify for free MS-ISAC membership, connecting them to specialized security resources.

MS-ISAC ENROLLMENT

- Complete the online application at <https://www.cisecurity.org/ms-isac>
- Designate primary contacts from your district's technology team
- Receive welcome materials with service options within a week
- Select from available no-cost security services

SCHOOL-SPECIFIC ADVANTAGES

- Receive alerts about threats targeting educational institutions
- Join the K-12 education security community for peer support
- Access incident response support during cybersecurity emergencies
- Implement free security tools, including malicious domain blocking
- Utilize vulnerability scanning for district networks and applications

IMPLEMENTATION STRATEGY

Districts can start with MS-ISAC membership for immediate threat intelligence while gradually implementing CIS Benchmarks during maintenance windows, beginning with student information systems. This approach establishes meaningful security improvements while demonstrating responsible stewardship of sensitive student data within typical K-12 resource constraints.

**NEOnet Technology
Touchbases are held
every Friday via Zoom!**



Technology Integration

JULIA TILTON & DAN NIESSEN

EXECUTIVE ORDER FOR AI EDUCATION FOR K-12 SCHOOLS

President Trump's executive order seeks to enhance American AI literacy by integrating AI into education and providing comprehensive AI training for educators, creating early exposure to AI concepts. A White House Task Force and a Presidential AI Challenge are now established to coordinate efforts and encourage achievement. Federal agencies are directed to support K-12 AI education through partnerships and funding while also promoting AI apprenticeships, workforce training, and prioritizing AI in federal fellowships and scholarships, aiming to build an AI-ready workforce. You can find a [quick fact sheet here](#).

CHATGPT 4O IMPROVED IMAGE GENERATION

The image generation feature inside ChatGPT has taken an impressive leap forward. This improvement has made getting accurate text inside an AI-generated image much easier. This makes it very easy for educators to generate graphic organizers and infographics! I created the images below in this [conversation with ChatGPT](#).

UPDATES TO NOTEBOOKLM

NotebookLM is an awesome tool for everyone, not just educators! They recently released Mind Maps and the ability to output text in over 35 languages. As of April 29, Audio Overviews are available in over [50 languages](#).

DID YOU KNOW...

NEOnet offers free online professional development videos to teachers? Teachers can receive FREE CEUs for watching professional development videos that are of interest to them, on their own time! Teachers can find these videos [here](#) or from NEOnet.org → Tech Integration → PD on Demand.

UPCOMING WEBINARS (HELD EVERY WEDNESDAY, ALSO FREE!)

- May 7 - Process over Product: Encouraging Authentic Work in the AI Era
- May 14 - The Present and Future of AI in Education: What School Admins Need to Know
- May 21 - End of Year Google Cleanup

CONNECT WITH US

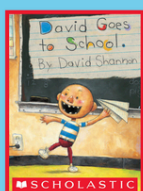
Email dniessen@neonet.org or jtilton@neonet.org with any EdTech questions. Also, follow us on Twitter/X [@NEOnetEdTech](#) for the latest updates!



The student reading app

NEOnet's shared OverDrive ebook collection continues to grow in usage and collection size. 2024-25 was the most successful year yet!

TOP TITLES

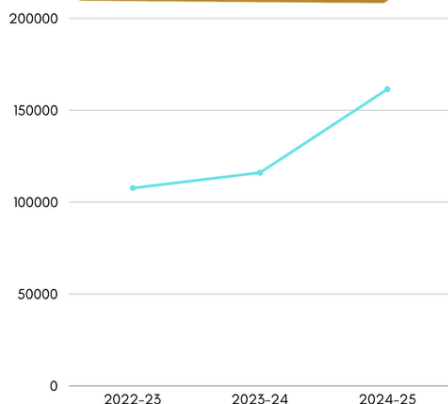


CONTENT ACCESS LEVELS

New in Spring 2025, titles can be sorted into more access levels than previously.

1. Staff
2. Upper High School: 11-12th grade
3. Lower High School: 9-10th grade
4. Middle School: 7-8th grade
5. Upper Elementary: 3-6th grade
6. Lower Elementary: K-2nd grade

CHECKOUTS



Not sure if your district is a participant? Visit soraapp.com and search for your district's name.

Have questions? Email libraryhelp@neonet.org.

DISTRICT PURCHASES

Did you know that districts can purchase titles that only their students/staff can access via an Advantage Account? This is great for required reading titles, all school reads, or PD titles. In 2024-25 member districts allocated almost \$30,000 to purchase more than 5,000 titles for their students/staff.



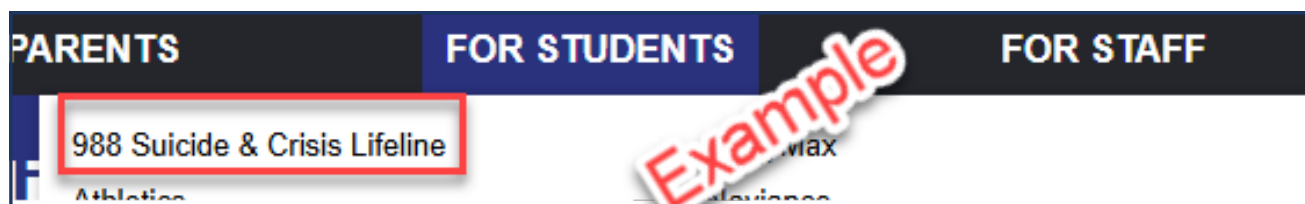
'24-25 BY THE NUMBERS

Dollar amount of titles added: \$60,809
Current unique titles: 10,297
New member sites: 56
Total member sites: 137
Average checkouts per site: 1,176

988 Suicide and Crisis Lifeline Requirements

LIZ KARAKO

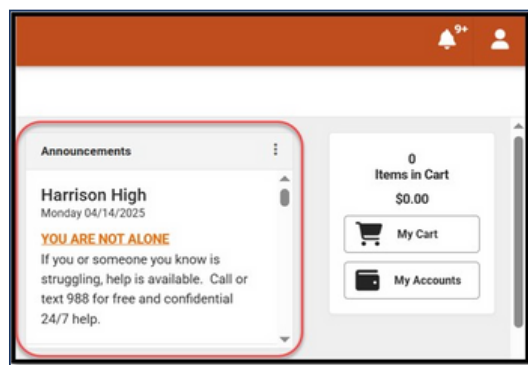
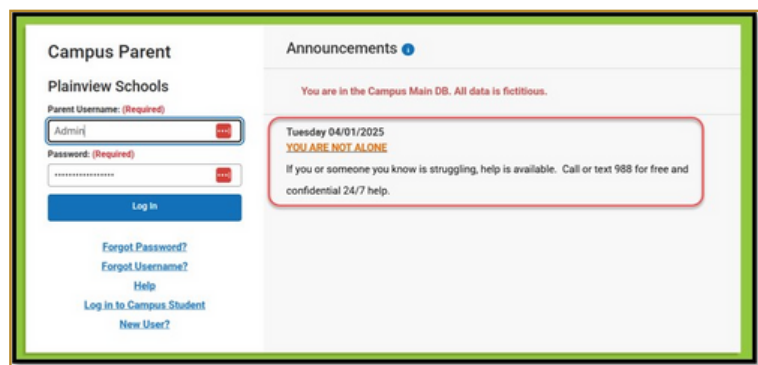
Beginning April 9th, Ohio law requires city, local, and exempted village school districts, chartered nonpublic schools, community schools, STEM schools, and college-preparatory boarding schools serving students in grades 9-12 to include the **988 Suicide and Crisis Lifeline** telephone number on student identification cards, planners, and electronic portals, if provided or used by the school. School districts can be compliant by adding the 988 information to their own school district websites:



However, it is also optional to include this information on the students' SIS grade electronic portals. Below are options that Infinite Campus and Frontline districts can use to optionally add this information:

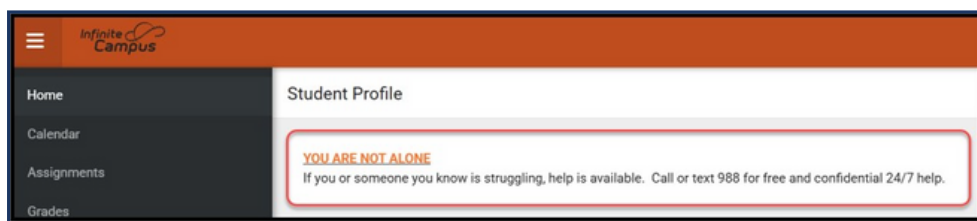
INFINITE CAMPUS OPTION 1: ANNOUNCEMENT SETUP

The **Announcement Setup** tool (located at Communication > User Announcements > Announcement Setup) allows you to create new “sticky” announcements that can be published to the Portal and/or the Portal login screen. The **Publish to Portal** and **Publish to Portal Login** options ensure that the announcement displays the contact phone number on both the Portal login screen and the home page of a student's Portal account.



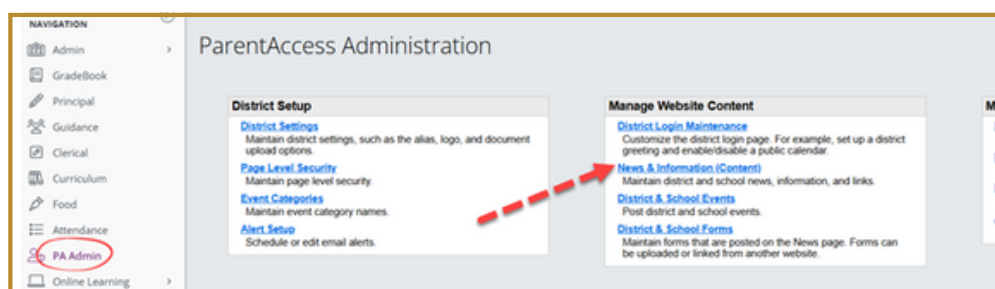
INFINITE CAMPUS OPTION 2: PORTAL HOME SCREEN

The Portal Home Screen tool (System Settings > Portal Preferences > Portal Home Screen) allows districts to display a custom message at the top of the Portal home screen. This feature can also be used to prominently share important information, such as the 988 mental health crisis hotline, with students.



FRONTLINE PARENTACCESS OPTION 1: NEWS AND INFORMATION

Districts can add the required information to the News and Information section from the ParentAccess Administration screen.



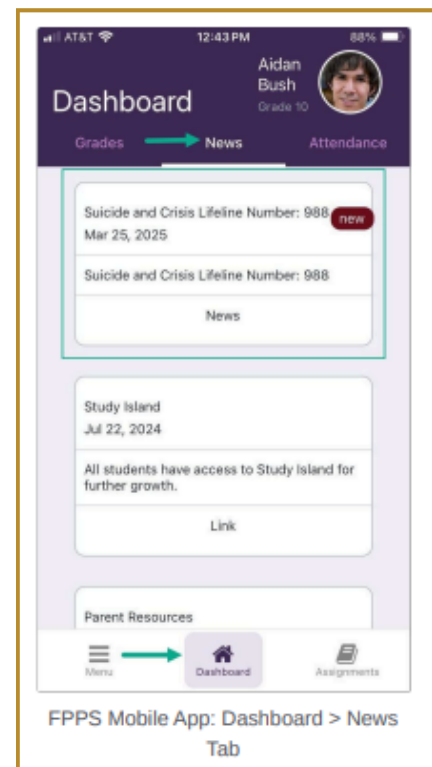
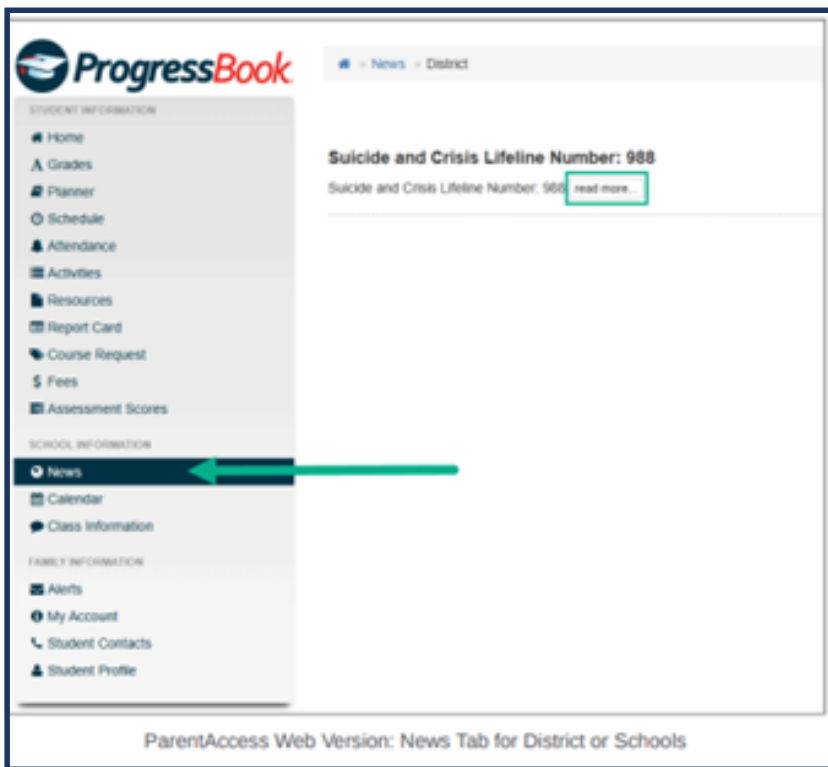
A few helpful hints:

- When updating this area, make sure to edit the Date Range.
- When updating this area, make sure to select all the buildings you want to display this item.
- Make sure under Page Level Security, you select News to show for Parent and Student Accounts.

Check the boxes to grant access for the menu items.

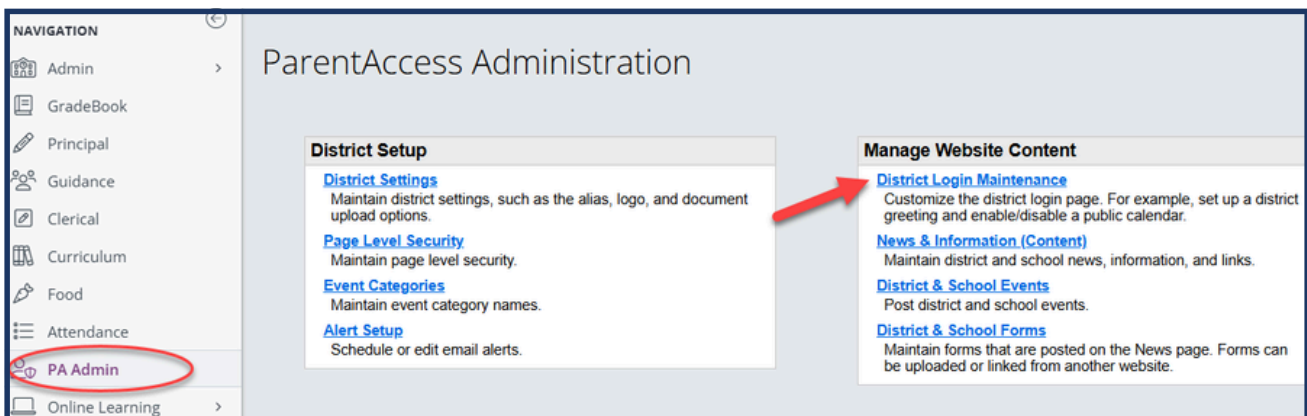
	Gradebook	Parent	Student
Student			
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homework Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Locker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Homework	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessment Scores	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Student Activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School			
News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The news and information will be displayed on the web version of the News tab and the Dashboard under News in the mobile app, as shown in the screenshots below.



FRONTLINE PARENTACCESS OPTION 2: DISTRICT GREETING PAGE

Districts can also add information to their District Greeting Page; however, the information will not be displayed in the ProgressBook Parent and Student mobile app at this time.



Rapback and EMIS

CATHERINE WRIGHT

The Rapback System refers to the FBI's **R**ecord of **A**rrest and **P**rosecution **B**ackground service.

The program's intent is to protect Ohioans by providing additional safeguards against allowing convicted criminals to remain in positions of trust (e.g., school teachers, bus drivers, foster parents). Rapback is not a separate background check but a notification system built on top of the existing criminal history record.

RAPBACK ENROLLMENT TIMELINE FOR NON-LICENSED EMPLOYEES AND CONTRACTORS

Those non-licensed school personnel who are required to be enrolled in Rapback should have been enrolled by January 31, 2025. Non-licensed school employees and contractors are required to be enrolled in Rapback if they have routine interaction with a student or regular responsibility for the care, custody, and control of a student. The school or district must determine the level of student interaction for a given position. However, the following positions are commonly included: food service personnel, custodians, building secretaries or administrators, school psychologists, and other contractors and employees who interact with students. Those not required to be enrolled typically include volunteers (including parent volunteers) and contractors/employees who do not interact with students.

A contractor or employee is properly enrolled if they have an approved association and are showing as enrolled in the CORE Rapback communication dashboard. Individuals assigned as the Superintendent, Treasurer, and Rapback Authorized Representative in OEDS for their organization have access to this dashboard. More information about Rapback expansion is available in the Rapback Manual and Timeline documents above.

For enrolled individuals, the Ohio Attorney General's Bureau of Criminal Investigation stores fingerprints captured as part of the employment screening process in a separate retained applicant fingerprint database.

When a match is found, BCI provides the department with rap sheet information ("rap back"). From Rapback, the Department notifies the school districts where licensed educators and pupil transportation drivers are employed about criminal arrests or convictions.

The Department also determines whether the arrest or conviction affects the educator's licensure status.

RapBack provides a more comprehensive and continuous way for agencies to track an individual's criminal history, ensuring that they are aware of any new activity that might impact their suitability for a position of trust.

HOW WILL THIS AFFECT EMIS REPORTING?

Districts implementing the Rapback Program and creating a credential ID for staff will need to request a staff override to change from the Z IDs to the new credential IDs. You will see these staff on your Staff Missing if this is not done.

OEDS role = Rapback Authorized Representative

Resources:

- <https://sboe.ohio.gov/professional-conduct/criminal-records/rapback>
- https://www.fbi.gov/video-repository/cjis-non_crim_rapback_2020.mp4/view

UPCOMING TRAININGS

- May 13 - Heartland EMIS Open Lab
- May 14 - Concord EMIS Open Help
- May 15 - EMIS Alliance Review of LRC Data
- May 15 - EMIS on the Radar
- May 20 - Heartland EMIS Open Lab
- May 21 - Concord EMIS Open Help
- May 22 - EMIS Alliance Review of LRC Data
- May 22 - EMIS on the Radar
- May 28 - Concord EMIS Open Lab
- May 28 - EMIS Alliance Review of LRC Data

Now Exploring: Import/Export Tools in eFinancePlus

LISA NASH

We're excited to share that we've recently had two successful experiences using the Import/Export feature in eFinancePlus to help mass update employee data. While we're still learning the full scope of what this tool can do, these early results are promising, particularly in the ability to import bulk changes to certain employee information fields.

This feature is currently available only at the ITC level, which means districts do not have access to use it directly. However, we're always happy to explore whether it could be helpful for a specific project or data need you may have.

If you're working on something that might benefit from importing or exporting data, such as updating a field in bulk or pulling employee records, we encourage you to email us at fiscalhelp@neonet.org with the details.

While it may not be the right solution in every case, we're excited about the possibilities and look forward to finding new ways to support your work.

Let us know how we can help!



UPCOMING MEETINGS:

- May 15 - eFP Open Lab
- May 16 - eFP Coffee Collab - FAM
- May 22 - The Bridge between HR, Payroll, & EMIS - eFP
- May 30 - eFP Coffee Collab - HR
- June 5 - FAM Fiscal Year End Training
- June 5 - HRM Fiscal Year End Training
- June 13 - eFP Coffee Collab - FAM
- June 20 - eFP Open Lab
- June 27 - eFP Fiscal Year End Q & A

Preparing Now for Calendar Yearend

RACHEL CAUDILL

“It’s fiscal yearend! I am not ready to think about calendar yearend yet!”

Was this the thought that just crossed your mind? I know, I know – “Don’t rush it!”

However, there are a few things to consider now for a smooth transition into the new year.

Hint: Clip this out and save it for later!

Once your fiscal year has closed, work through the following checklist:

- ___ Are employees up to date with the IRS?
 - If you have new fiscal dept employees, update your contact list with the IRS. This saves time later when needing to contact the IRS regarding an issue, which we all know is a grand experience!
 - Do new staff members need a TCC Code?
 - Do new staff members need a FIRE account login?
 - Do new staff members need a BSO login?
 - Do new staff members have an ID.Me?
- ___ Are employees up to date with Ohio?
 - Do new staff members have an OH|ID?
 - Do new staff members have a login for the Ohio Dept of Taxation?
 - Do new staff members have a login for Ohio Business Gateway?
- ___ American Fidelity Updates?
 - AF offers districts the opportunity to alleviate some of the yearend burden of W-2 processing. AF will send employees that have received third party sick pay a W-2 with the information, so districts no longer have to include this on W-2's. However, this needs to be set up now for the current yearend.
- ___ ODJFS Updates?
 - Do new staff members have a login for The Source? This would be for unemployment payments and wage reporting.

Look over your district yearend checklists to determine if there’s anything district-specific that needs attention now. Taking care of it early will lead to a Happy New Year!

Mass Add New Accounts

MICHELLE INGERSOL

Below is a list of steps to update the SCC codes to prepare your accounts for the next fiscal year.

From the Core>Accounts Menu, click on the Cash tab.

Home	Core ▾	Transaction ▾	Budgeting ▾	Periodic ▾
Fund	Cash	Appropriation	Expenditure	Revenue

Click View on your desired Cash Account.

Cash Accounts				
			Fund	SCC
			572	9925
			572	9925

Choose +Mass Add from the view options.

Cash Account			
Edit	Clone	Cash Adjustments	Mass Add

The systems will prompt you to choose the new SCC.

Add Accounts using Cash Account: 572-9925+ x	
Fund	SCC
572	9925
New Fund	New SCC
572	9926
<input type="button" value="Submit"/>	

When you click submit, the new cash account and all expenditure and revenue accounts under the umbrella will be created at once with the updated SCC.

Messages
✓ Info - Cash: 572-9926
✓ Info - Appropriation: 572-3200-500-9926
✓ Info - Expenditure: 572-3260-510-9926-000000-000-00-000

Preparing for Final Staff Collection: LTI

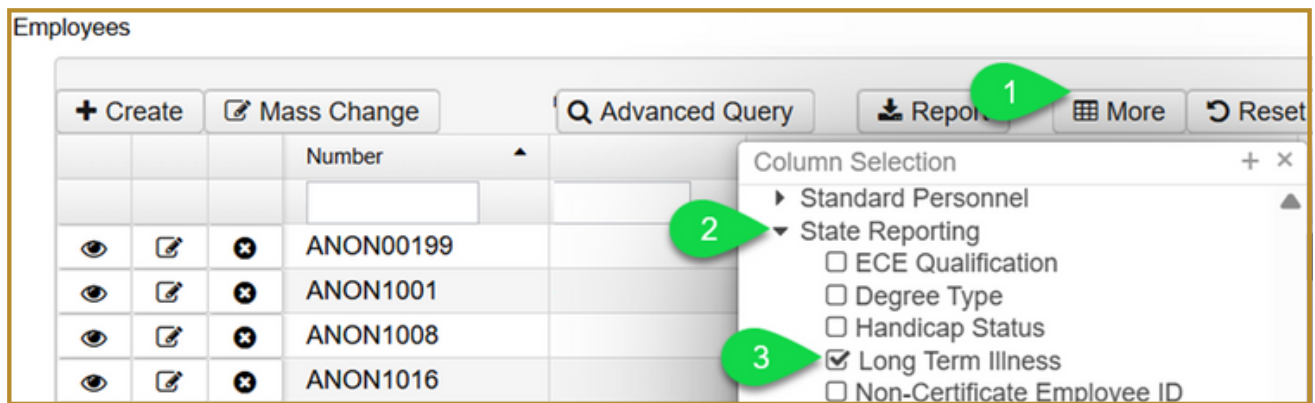
CHELSEA KERR

As the school year comes to an end, districts can start working on EMIS cleanup for the FY25 Final L staff collection. One reporting element that is sometimes overlooked is employees' Long Term Illness days (LTI). Long Term Illness should be reported for any staff who had consecutive absences totaling 15 days or more within the school year.

The screenshot shows the 'Employee Emis' form. At the top left is an 'Edit' button. The form is divided into two main sections: 'Employee Info' and 'Staff Demographic'.
Employee Info
Number: ANON1001
Ssn: 999962293
Employee Name: (empty field)
Staff Demographic
Credential ID: OH (empty field)
ECE Qualification: 6 (Masters or higher in Early) (dropdown)
Degree Type: 3 (Masters) (dropdown)
Gender: F (Female) (dropdown)
Long Term Illness: 133.00 (highlighted in green)
Non-Certificate Employee ID: (empty field)
Primary Race: M (Multiracial) (dropdown)
Report To Emis: (checked checkbox)

The LTI element is not included in the initial staff EMIS collection so it can be easy to forget about making this update until it throws errors when submitting Final L reporting. During the data collection, LTI days are checked against the total absences pulled from attendance and EMIS Absence adjustments. If the LTI value is greater than the calculated absence days, there will be an error on the employee.

LTI is reported from the Employee screen in USPS and can also be found in the EMIS Employee Entry view. Before updating LTI numbers, it is important to check that the fields are cleared from the previous year's reporting. The Long Term Illness field can be added from the Column Selection menu by clicking on the **More** button at the top right corner of the Employee grid.



Once the column has been brought into to the grid, filtering can be applied to show any employees who have a previously reported value for LTI days.

Number	Long Term Illness
	>0
ANON1001	133.00
ANON1008	45.00
ANON1016	31.00
ANON1043	15.00
ANON1060	26.00

With the filtering on the grid, users with Mass Change access can run a change procedure to reset this field for multiple employees at once. (The days can also be removed from each record manually if there are not many that need to be cleared.) SSDT provides a default mass change definition on the Employee grid to set the Long Term Illness value to "0.00".

Click on **Mass Change** at the top of the grid to open the dashboard, then go to the Load Definition drop-down and choose "Clear Employee Long Term Illness (SSDT)." Once the script definition appears as below, click on the bubble next to EXECUTION mode to run the procedure.

Employees

+ Create **Mass Change** 1

Choose mode: Load Definition

MAINTENANCE 2

EXECUTION 3

Clear Employee Long Term Illness (SSDT) v

Script Parameters

Name

Script Definition (Normal Mode)

Property	Value
longTermIllness v	0.00

Definition Name

Clear Employee Long Term Illness

Save Download Definition

When running a Mass Change, you should always verify the number of records that will be affected. There is no way to undo a mass change once it has been submitted, and all results loaded in the grid will be affected by the change procedure. Applying filtering before running the change procedure ensures that only the necessary records will be changed.

+ Create **Mass Change**

Include Archived

Advanced Query Report More Reset

Choose mode: Load Definition

MAINTENANCE

EXECUTION

Clear Employee Long Term Illness (SSDT) v

NOTE: Use column filtering or advanced queries above to select objects for Mass Change. 6 Employee objects will be modified.

Script Definition (Normal Mode)

Property	Value
long v	0.00

Submit Mass Change

Confirm that the number of objects to be modified is accurate, then you can click **Submit Mass Change** to apply the change and set the Long Term Illness field to 0.00. The prior values will be cleared, and the new days for the current school year can be populated for applicable employees.

Number	Long Term Illness
	=0
ANON00199	0.00
ANON1001	0.00
ANON1008	0.00
ANON1016	0.00
ANON1043	0.00
ANON1060	0.00

CONTACT US: 330-926-3900

* Press 0 for
the HelpDesk

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Chris Zolla
Ext. 601110

Leadership

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Ext. 601113
Cody Lyons
Ext. 601119
Bonnie Manchester
Ext. 601120
Andy Melick
Ext. 602730
Jason Smith
Ext. 601115

Superintendent Advocate

Walter Davis
Ext. 601165

Receptionist

Danielle Ola
Ext. 601141
Meagan Pfahler
Ext. 602120

Financial Services

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Ext. 601133
Alyssa Green
Ext. 601164
Sydney Harrell
Ext. 601184
Melanie Woodward
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Ext. 601157
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