

OME-RESA INSIGHT

Issue 13

Fall 2013

Ohio Mid-Eastern Regional Education Service Agency

An Information Technology Center (ITC) of the Ohio Education Computer Network (OECN)

Serving an 11 county area and 45 school districts in Mid-Eastern Ohio

Reaching Goals by Leveraging Resources

By Angela Underwood, Executive Director

Everyone is trying to reduce costs, but how about planning for cost avoidances in the future? One of the most successful methods of cost reduction/avoidances is to identify, standardize and implement existing resources. This is especially true when it comes to technology integration in education. Districts struggle with how to implement and maintain technology integration into their classrooms. Most districts are unaware of just how many resources are available to them at little or no cost, (example: Electronic Resources from INFOhio or Google Apps), or maybe they do, but struggle on how to implement and grow them. Many districts silo themselves into an environment that restricts group purchasing options and peer support.

One area that OME-RESA will focus on this year is building a knowledge base of resources and the tools for implementation to enhance the classroom experience and assist in meeting the demands of state initiatives. Our Appalachian region has always been able to adapt and succeed in tough environments because of the open minded, forward thinking leaders that are willing to be fluid through the challenges that face us.

Within the next few months, OME-RESA will be gathering information to create a business model that will assist districts in achieving their goals in technology integration.

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ADMINISTRATIVE UPDATE



PRE-K12 NOTIFICATION SYSTEM NEW FEATURES

Recently, the Pre-K12 notification system was updated with some new features. Below is an explanation of the enhancements. As always, send questions concerning the call system to prek12_staff@omeresas.net

◆ Sound Icon

- The megaphone symbol is now a part of every list “action”
- Clicking on the symbol allows you to hear the last recorded message for this list
- This is a handy tool for troubleshooting or checking up on messages that were sent out

◆ Same Message to Multiple Lists

- TRZ received many requests to allow a district to send the same voice message to multiple lists; this feature has been added
- When you finish a call you want to send, directly after you are asked the time to send the call, you will be given a prompt to “Add Additional Lists” to get the same call
- You just enter the 2 digit list codes you want to add, as many as you need, and the system will now send that same call to all of the lists you chose without your having to re-record it

◆ Checkbox Removal

- TRZ added the ability to use a checkbox on ALL lists for easy removal of list members

◆ Creating Groups from Lists that are Non-parent/Staff

- If you need to create a list for a group that will have members that are neither parents nor staff (i.e., a Route 68 bus driver list), first create the list and name it for that group
- Then when you go to the “Add Members” section of the new list, there will now be a choice of all lists to use to select members to the new list - not just the parent/staff lists as it is now
- So in the example above for Route 68 Bus Drivers...you could open the already in-place Bus Driver list and choose the drivers who drive Route 68 (for the new Route 68 Bus Driver list)



CO-OPERATIVE SERVICES UPDATE



Our partnership with OME-RESA has been a long one. While you may not know it, we've been together since the co-op program started in the 70's. We've gone by several different names, and my companies have been acquired several times over the years, and we are now part of the Staples family. The constant has been myself and OME-RESA, both a little older, hopefully a lot wiser.

But the time has finally arrived. After a tremendous amount of work by my teams here at Staples, we are ready to roll out our new On-Line Website "Staples Advantage". This new platform has been designed with the very best of EWay and Staples Link.

We are excited about the new website and it will bring some wonderful upgrades for your schools.

- **Convenience Cards** - You can get your OME-RESA/AEPA pricing at your local retail stores in emergencies. This is not a credit card. These Convenience Cards are tied to your District's non-taxable Accounts Receivable.

- **Features that are still available include:**
 - Approval Routing
 - Customized OME-RESA Shopping Lists
 - Future Data Delivery and
 - On-Line Budgeting

- **Employee Purchase Program** – This perk is available for your schools. Your employees can register for their own personal account and access OME-RESA pricing for personal purchases. Some highlights include:
 - * Next Day Free Delivery with \$50 minimum purchase
 - * Professional support for all programs, including Facilities, Technology, and Furniture
 - * On-line print program can be customized with your districts templates for business cards, letterheads, and forms.

As a member of OME-RESA, your schools can take advantage of several contracts already bid and awarded to Staples as the best value to your schools.

If you are buying any of these supplies from any other vendor, please reach out to me and let me show you how we can save your schools money.

-Julie Crist

For more information, please call Julie
Crist at... 800-860-8500 Ext. 2009
or
Julie.Crist@staples.com



CO-OPERATIVE SERVICES UPDATE - CONTINUED

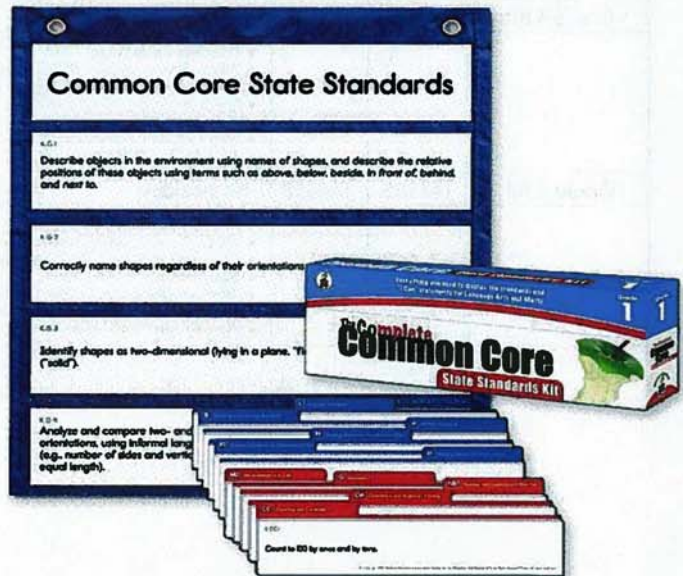


Common Core Kits

PERFECT FOR K-5!

Product Description

Common Core kits offer complete grade-specific resources to teach to the Common Core State Standards. All kits contain the Complete Common Core State Standards Kit, which includes two-sided cards with the standards on one side and the corresponding "I Can" statement on the other; the Daily Standards Pocket Chart to efficiently display the cards in the classroom; Common Core-aligned workbooks for language arts and math; and Test Practice workbooks for grades 1 through 5. Grades K-3 include CenterSOLUTIONS® File Folder Games for both language arts and math. Grades 4-5 feature additional resources like Guinness World Record® Tangram Puzzles and Creative Writing Cards, plus a 210-piece Tangram set.





STUDENT SERVICES UPDATE

GradeBook/ProgressBook

We recently held trainings for the New ParentAccess Website. The new look makes it easier to navigate, and with the new "key" account access, allows parents and students to create and maintain their own accounts.

For anyone who may have been unable to attend one of the trainings, there is a tutorial of the ParentAccess available to view.

We also held Point of Contact Administrators and Train the Trainer trainings and will have tutorials available online soon.

StudentInformation/DASL

Student Information 14.1 Software Release should be installed by the end of October.

Many bug fixes will be included in this release.

Some highlights of the release include:

R101A - Now has the option to print by Family Group Courier for reports and labels. Labels contain school code in the top right corner for sorting purposes.

R700 - Many districts experienced problems with contact addresses when using copied on correspondence during their interim runs. Those problems have been corrected.

R101A and R201A - Some students were listed multiple times. This issue has been corrected.

Several reports will now be available in a true "user-friendly" EXCEL format in the release. The reports included are:

- ASQ/SE Report
- Preschool Report (GGG)
- ECO Report
- KRAL Report

- Standardized Test Report
 - HQT Report
- District Wide Membership (R500)
 - AWEX Report
- Account Information Letter
 - R201A
 - R201B
 - R407

SpS

● **Upcoming Trainings** – SpS Trainings have been posted for the end of October. Please go to the OME-RESA home page to register!!!

● **Progress Report Codes** - If you want your own or preset Progress Codes to display on your SpS Progress Reports, your Progress-Book or SpS POC can add those by going to SpS, clicking on the Admin icon, Setup District Default and typing in the codes that you want. The codes that were used before are:

*STUDENT PROGRESS CODES:

(M) Mastered, (AP) Making Adequate Progress, (LP) Limited Progress, (NP) Not Making Progress, (NI) Objective/Benchmark Not Yet Introduced.

HOWEVER: The logic is as follows:

- CFE from IEP\RIEP to Progress Report – Default Progress Codes will NOT populate
- CFE from Progress Report to a Progress Report – Progress Codes that were on the completed task will populate on the newly CFE'd task
- Creating a New Progress Report – Default Progress Codes will populate.

*****New System Requirements Have Been Posted to Knowledge Books in the Security Section *****



EMIS UPDATE

While we are still in the process of completing the FY13 reporting periods, these should all be closed by the end of November. The FY13D March reporting for Career Tech Follow-Up should close early to mid November with the FY13N Supplemental and FY13G Graduate reporting to wrap up by the end of the month.

That brings us to the FY14 October reporting! EMIS checklist trainings for FY14K were held during the month of October at our three regional training sites in New Philadelphia, Zanesville and Steubenville. If you were unable to attend one of those sites for training we also offered an on-line session via the Adobe Connect website which was recorded and can be found by going to the **Omeresa Web Site// Departments// Student Services,EMIS// Helpful Links// Student Services Webinars.**

The FY14K reporting period is scheduled to Open on October 10th with October 18th being the earliest you can begin submitting data. The close for FY14K is around the end of January but this is always subject to change. Keep in mind that funding for Ohio schools is based on reporting accurate attendance data for students enrolled the first full week of October. District payments will be based off of this year's October reporting beginning in December.

A snapshot of your October data will be taken sometime early in January 2014 to capture the County of Residence field for *Casino funding* to school districts. Please make sure your County of Residence field on the FS student profile record is complete and accurate. Another snapshot of the October data will be taken from the final submission (or around the end of January) to capture your students with disabilities to be reported to the Federal Government for the *December Child Count*. Please make sure all students with an ETR showing an identified disability condition as of December 1st 2013 have a disability condition recorded on their FD record in the student profile screen.



Don't forget to check out the new EMIS Manual located on the ODE web site under **Home// Topics// Data// EMIS// Documentation// Current EMIS Manual.** (also from the Student Services Helpful Links on the Omeresa Web Page). ODE has revised the format for the upcoming years. Instead of breaking the manual into 5 chapters they have created sections for each of the required record elements that are to be reported. Only the sections with changes for the current fiscal year will be updated. This change will allow ODE to provide the most recent additions and updates in a more timely fashion, without having to redo the entire chapter or issue R & R's.

Remember to check the ODE web site often for the most recent ODE Processing Schedule. This can be found by going to the Omeresa web site and clicking on **Departments// Student Services,EMIS// Helpful Links // ODE Processing Schedule.**



FISCAL SERVICES UPDATE

Calendar Year End Treasurers' Inservice Scheduled

The annual calendar year end treasurers' inservices have been scheduled for Thursday, December 12th at Eastern Gateway Community College in Steubenville, and Friday, December 13th, at the Buckeye JVS in New Philadelphia. Both meetings are set to begin at 9:30 a.m., with refreshments being available at 9:00. The meeting should last until approximately 12:00.

Meeting topics will cover a complete review of the payroll and budgetary calendar year end close out procedures, as well as EMIS topics/changes. The new report created to assist districts in determining if they have employees that will exceed 30 hours per week or 130 hours per month and therefore be classified as full-time under the Affordable Care Act will be addressed as well.

After we have our November ITC Webinar on changes and enhancements that will affect the meeting contents, we will post the general topics on the OME-RESA Website under the fiscal services department option.

Please plan to attend, if at all possible, so that you can hear all the information we've been provided in order to assist you in completing a timelier close out and to comply with state and federal mandates and deadlines.

New Project Rolling Out for FY14-Requisition Approval Manager (RAM)



The RAM system is a third party vendor module for requisition approval online. OME-RESA has contracted with the developers to provide this service which includes a work flow for requisitions. Districts must assign a point of contact for first level assistance and the treasurer must make sure they submit a User Authorization form for every person who will enter requisitions.

The requisitions will be entered into USASWEB so each district will have to train their own staff on the entry of these documents. Automated processes have been set up on our end to, on the hour, send newly entered requisitions to the RAM system and apply it to the proper work flow. In turn, the RAM server will send emails to approvers, on a scheduled basis throughout the day, reminding them to check their account in the RAM system and take action if any requisitions are awaiting their approval.

Once the requisition has been completely approved, an email is sent to the Accounts Payable Clerk that will contain the requisition numbers of every approval so they can query them in USASWEB, choose the option to convert to a purchase order, and then print the purchase order(s) as usual.



FISCAL SERVICES UPDATE - CONTINUED

We are processing live at OME-RESA and are working on piloting it live with a small, local district to ensure all is working well at the district level. We will keep a list of any district that is interested and set up and provide training as soon as time permits. Training will be provided in a group atmosphere rather than district by district as the Kiosk project has dictated that we do.

The fee is annual, so your startup year would be pro-rated from the month you have us start to set up your configuration, staff and work flows, through the end of June. You will then be billed in full on July 1st for the upcoming year.

FY14 Five Year Forecast and Assumptions

OME-RESA fiscal staff attended the OEDSA conference in September and were informed that the current validation process through the Alpha will no longer be updated or supported. The New Flat File Editor is the process recommended. At this time, we are validating each district's forecast and assumptions and submitting them through the Data Collector on their behalf. At the calendar year end treasurers' meeting we will give a detailed explanation of the process and provide a checklist, as well as place the instructions in the Knowledge Book area of our helpdesk. During the mandatory April-May resubmission of the forecast, the treasurers will validate and submit the forecast themselves.

New User Trainings

We have completed scheduling new user trainings for the fall. New payroll training is scheduled for Wednesday, October 16th; New budgetary on October 25th and Inventory on November 15th. To register go to the OME-RESA home page, choose departments, then fiscal services. Select the training you wish to register for under fiscal events and complete the information.





INFOHIO UPDATE

Core Collection for 2013/2014

Changes to Statewide Databases for the Next Five Years

On Friday, April 19th, 2013, the State Library of Ohio awarded a \$1.6 million federal Institute of Museum and Library Services (IMLS) LSTA grant to Libraries Connect Ohio (LCO) to support the purchase of statewide databases in the Ohio Web Library collection.

LCO (OhioLINK, INFOhio, OPLIN, and the State Library) negotiates five-year contracts with statewide database vendors, and the current set of contracts will expire at the end of this June. To select the statewide databases for the next five years, starting 1 July 2013, OPLIN, INFOhio, and OhioLINK each appointed five members to a joint database advisory committee, joined by one person appointed by the State Library. Beginning last August, the committee reviewed the fundamental reasons for purchasing statewide databases and then assisted with the writing of an Invitation to Negotiate (ITN) that was posted on 20 December 2012. Thirty-five information vendors submitted proposals for over 120 products by the February 15 deadline. The committee then met in person on 11 March 2013 to discuss all the proposals and select vendors and products for further negotiation.

Four resources were removed from the collection on June 30th, 2013.

1. The **ART Collection** was considered to be unnecessary because museums are increasingly making images of their holdings freely available on the Internet.
2. **Oxford Reference Online** was recommended for deletion because the need for and usage of this collection of online reference books has declined in recent years.
3. **Mango Languages** foreign language learning resource was judged to be valuable, but is simply beyond our budget.
4. **NewsBank** full-text current and archival content from Ohio's largest newspapers was judged to be valuable, but beyond our budget. NewsBank also seems to be seldom used outside libraries, and within libraries the amount of usage varies widely depending on library type and location.



INFOHIO UPDATE - CONTINUED

New Resources for 2013/2014 School Year



Scholastic BookFlix

This new online literacy resource pairs classic video storybooks with related nonfiction e-books. This engaging combination of read-aloud stories with read-along nonfiction builds phonemic awareness, develops phonics decoding skills, and strengthens vocabulary, fluency and comprehension, all while introducing children to a world of knowledge and exploration. Many of the nonfiction titles cover STEM standards and social studies standards. Lexile scores included. Recommended grades: PreK-3.



Consumer Health Complete

This resource provides content covering all areas of health and wellness, from mainstream medicine to the many perspectives of complementary, holistic, and integrated medicine. Recommended grades: 6-12.



Literary Reference Center

Provides biographical and critical information on thousands of world-wide authors throughout history as well as summaries and analyses of their major works. E-Books included. Recommended grades: 9-12.



INFOHIO UPDATE - CONTINUED



Points of View Reference Center

Presents articles supporting multiple sides of current issues from which students can develop persuasive arguments and essays while developing their analytical thinking skills. Most articles include Lexile score. Recommended grades: 9-12.



Science Reference Center

Contains full text for hundreds of science encyclopedias, reference books, and periodicals, searchable by topic and by standard. Lexile score included. Recommended grades: 4-12.



Workforce Skills for 21st Century Success

Provides resources to boost basic workplace and job search skills and prepare job seekers for advanced occupational training. This resource is part of the Learning Express Library product. Recommended grades: 11-12.



INFOHIO UPDATE - CONTINUED



World Book Academic

A comprehensive reference tool that includes encyclopedia, multimedia, e-book, and primary source databases, fully integrated in a single search. Recommended grades: 11-12.



Digital Video Collection

Hundreds of streaming educational titles that support Ohio curricula. Can be shown in classrooms or at home. Recommended grades: 3-12.

CURRICULUM TOOLBOXES PUBLISHED

When you need help managing the instructional shifts coming in 2013-14, turn to INFOhio's Curriculum Toolboxes (located on the INFOhio webpage – www.infohio.org). Each toolbox contains links to websites and other resources you need for a smooth transition to Ohio's New Learning Standards.

Curriculum Toolboxes are available on the following topics, and more are in production.

[Academic Vocabulary](#)

[Close Reading](#)

[College and Career Readiness--Elementary School](#)

[College and Career Readiness--Middle School](#)

[College and Career Readiness--High School](#)

[Informational Text and Literary Nonfiction](#)

[Marshalling Arguments](#)

[Math and the Common Core](#)

[Research](#)

[Resources to Support the Third Grade Reading Guarantee](#) New! 09.20.13

[Science Connections](#) New! 09.26.13

[Text Complexity](#)

[Writing From Sources](#)



INFOHIO UPDATE - CONTINUED

INFOhio Spence White Award Winners Announced

The INFOhio Governing Advisory Board (GAB) is pleased to announce that Mary Nemeth (MEC) and Bonnie Blachly (NOACSC/WOCO), are co-recipients of this year's Spence White Award.

As many of you know, Spence White did much to make INFOhio possible by recognizing early on how the Ohio Education Computer Network could support INFOhio's vision of providing equal access to information resources to all Ohio students and teachers. This award in his name celebrates his legacy by recognizing the tireless efforts of others to make Spence's vision a reality, something Bonnie and Mary do every day.

Bonnie, nominated by Ellen Williams, is much appreciated for her quick and unfailing responses to urgent requests. She was particularly noted for her one-on-one support implementing Elida Local School's LSTA grant for a new automation system. Her knowledge of the benefits of SirsiDynix Workflows – especially custom reports – helped allay staff trepidation at moving to a new system.

Mary, nominated by Linda Swarlis, is described as an eager learner and a patient and visionary teacher. Her leadership of the INFOhio eBook Collection and her tireless work investigating e-books to support the Third Grade Reading Guarantee – even before we definitely had funding to support the new project (BookFlix) – earned her unending appreciation.

Both Mary and Bonnie will be recognized in the formal presentation of the award at the OELMA Conference in Sandusky (Kalahari Resort), October 16-18, 2013.



INFOHIO UPDATE - CONTINUED

New INFOhio webpage coming this Fall!

Watch for the Official Announcement!

The screenshot displays the INFOhio website interface. At the top left is the logo "INFOhio OHIO'S PREK-12 DIGITAL LIBRARY". A navigation bar includes links for NEWS, STUDENTS & Parents, EDUCATORS & Library Staff, DOCUMENTS, ABOUT, and LOGIN/OUT. A user is logged in as "Mike" with a "Sign Out" button. Below the navigation are two main content areas: "Students & Parents" with sub-sections for K-5 (Elementary), 6-8 (Middle School), 9-12 (High School), and ALL Resources; and "Educators & Library Staff" with sub-sections for EDUCATORS (Tools & Resources for All Educators) and LIBRARY STAFF (Tools & Resources for Library Staff Only). A large banner for the "eBook Collection" is featured, stating "Access thousands of free eBook and audiobook titles." To the right, a "NEWS" section contains two items: "IS THAT A LEAK?" and "WEB SITE UNDER CONSTRUCTION". The bottom of the page features a red footer with columns for EDUCATORS (IMatrix, Research 4 Success, Create Account), LIBRARY STAFF (ITC Docs, Workflows Handbook, Search OPAC), STUDENTS (INFOhio Resources, Research Project Calculator, GO! Ask Act Achieve, Digital Video Collection, K-5 Game Center), and INFOHIO (About, Donate Now, Staff, Contact). Footer text includes "Copyright © 2013. INFOhio. All rights reserved." and "Create Account | Site Map".

- Consistent Navigation
- Quick Access to All Portals
- Dynamic Content
- One-Click Access to Important Items
- AND MUCH, MUCH MORE



TECHNICAL SERVICES UPDATE

TSD Extended Services:

- *Virtual server hosting.
- *Offsite backup.
- *Manage VOIP services.
- *Managed wireless services.
- *Mobil Device Management (MDM) with AirWatch.
- *Email archiving.
- *Project consultation.



Service Highlights:

- *IPTMS (VOIP) summary: Currently providing managed voice services to 5 districts (900 + phones).
- *WLMS (Wireless) summary: Currently providing managed wireless services to 10 districts (400 + access points).
- *Server hosting summary: Currently hosting 18 virtual server deployments, which provide a variety of applications for nine district entities. (Citrix, Active Directory, Curriculum and Mobile Device Management).
- *Mobile Device Management (MDM): Utilizing AirWatch to provide MDM services for 11 districts totaling over 1600 mobile devices.
- *DR backup summary: Currently providing offsite backup services to 10 school districts (38 TB of data being maintained at the State DR site).
- *System application summary: Technical services have installed multiple software releases and/or hot fixes relative to Student and Fiscal service applications.

WAN Update:

- *OME-RESA is maintaining 86 high-speed direct connections that provide over 4Gbps of bandwidth capacity.
- *Daily ITC internet utilization has begun to peak collectively over 700Mbps between our peered connections to OARnet and Comcast.

Projects Update:

- *Horizon installs: 14 of 21 are now active.
- *Time Warner ELAN upgrades: 15 of 26 completed.
- *AT&T upgrades: 9 of 9 completed.
- *Comcast: The new 10GB connection to OARnet is finished and will be fully functional by the end of October.
- *Completed Core network upgrade to support 10GB connectivity and provide redundant firewall services.
- *Installed new blade servers to increase virtual server hosting capacity and migrate production virtual servers and applications to the latest version of VMware.
- *Assisted Toronto and Coshocton City Schools during their OSFC building project and eventual transition to new buildings.
- *Construction of the new datacenter facility continues with the expected move to be completed over the Thanksgiving weekend.



TECHNICAL SERVICES UPDATE - CONTINUED

Best Practices to Combat Spam:



- **Never make a purchase from an unsolicited email.** If spamming weren't economically viable, it would be obsolete. Not only can an email user fall prey to a potentially fraudulent sales scheme, but his or her email address can also be added to the numerous email lists that are sold within the spamming community, further compounding the number of junk emails received.
- **If you do not know the sender of an unsolicited email message, delete it.** While most spam is usually just annoying text, a spam email message could actually contain a virus and/or other exploit that could damage the computers of all who open it.
- **Never respond to any spam messages or click on any links in the message.** Replying to any spam message, even to "unsubscribe" or be "removed" from the email list only confirms to the spammer that you are a valid recipient and a perfect target for future spamming.
- **Avoid using the preview functionality of your email client software.** Many spammers use advertising techniques that can track when a message is viewed, even if you don't click on the message or reply. Using the preview functionality essentially opens an email and tells spammers you are a valid recipient, which can result in even more spam.
- **When sending email messages to a large number of recipients, use the blind copy (BCC) field to conceal their email addresses.** Sending email where all recipient addresses are "exposed" in the "To" field makes it vulnerable to harvesting by a spammer's traps.
- **Think carefully before you provide your email address on websites, newsgroup lists or other online public forum.** Many spammers utilize "web bots" that automatically surf the Internet to harvest email addresses from public information and forums.
- **Never give your primary email address to anyone or any site you don't trust.** Share it only with your close friends and business colleagues.
- **Have and use one or two secondary email addresses.** If you need to fill out web registration forms, or surveys at sites from which you don't want to receive further information, consider using secondary addresses to protect primary email accounts from spam abuse. Also, always look for a box that solicits future information/offers, and be sure to select or deselect as appropriate.

Regional Fall Technology Meeting:

Date: October 24th, 2013
Time: 9am
Location: Buckeye Career Center
Agenda: TBA



Visit us at
www.omeresa.net



O H I O M I D - E A S T E R N
R E G I O N A L E D U C A T I O N S E R V I C E A G E N C Y

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