

# OME-RESA INSIGHT

Issue 20

Spring 2017

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

*By Angela Underwood, Executive Director*

I will bet those of you that are reading this have wondered, “*Where did this year go?*” Changes and challenges have not only happened in our region, but globally. Whether it is Political Seat Changes, Graduation Points, State Funding, Cybersecurity, or Ransomware, they all have touched us personally or professionally. I have always been proud of the OME-RESA consortium. I am proud of the dedicated staff that work there to make each day a success, but most importantly, of rural Appalachian districts of the region. OME-RESA districts have tremendous leaders that know how to excel with limited resources and value the true asset held - the children we serve!

Working together in support of the consortium and each other is how to continue to thrive and ensure success to all member districts and the students they care for and educate. As professional football legend Vince Lombardi once said, “*Individual commitment to a group effort – that’s what makes a team work, a company work, a society work, a civilization work.*”

Thank you for another wonderful school year and I hope everyone has a safe and relaxing summer! I am extremely excited for the many initiatives planned for next year and I am honored to be a part of the OME-RESA team!

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## *CO-OPERATIVE SERVICES/ERATE UPDATE*



With school districts struggling to do more with less, it's essential to receive maximum value for every dollar spent. OME-RESA Cooperative Services assists by providing a mechanism for schools to pool their collective purchasing power – saving money and improving efficiency.



### **OME-RESA's Annual Vendor Fair**

The Cooperative Services Department held its annual vendor fair on May 11<sup>th</sup> at Pritchard Laughlin Civic Center in Cambridge, OH. There were over 60 participants from our school districts that had the opportunity to browse over 30 vendor booths. Vendors donated gifts for door prizes that have been raffled off, including a signed Franco Harris football. Winners will be posted on our OME-RESA website!

### **OME-RESA's Food Program**

**Food:** The Food Bid is complete and is posted! Pricing is effective 7/1/2017-6/30/2018.

**Dairy:** For districts using United Dairy, the bid has been extended for one year. Pricing and delivery remains the same as last year.

For districts using Dean Foods (Broughton Dairy). Dean Foods declined an extension at last year's pricing. A new bid has been sent out for districts using Dean Foods. Once the bid is complete, results will be available on the Food Service drop box link with all necessary bid documents.



#### **Fresh Produce—\*New\***

New for this year and currently out for bid is Fresh Produce. A big thank you to all District Food Service Directors who helped the Cooperative Services Department compile a list of local produce vendors. Once the bid is complete, results will be available on the Food Service drop box link with all necessary bid documents.

### **Custodial Supplies Bid**

A new custodial bid is now available. Please download and review the new bid as it has changed substantially from last year. If you have any questions please do not hesitate to contact us.

## *CO-OPERATIVE SERVICES/ ERATE UPDATE -CONT.*

### **School & Office Supplies Catalog**

The 2017 – 2018 is now available and posted online. Please download the updated catalog.

**Note: Office Depot/Office Max & Staples are not vendors for this year.** There are two new vendors this year: Nasco and Friends Office. Also, School Specialty is a vendor again this year. There are instructions below the catalog download link on how to set up new accounts with our new vendors and instructions on how to use the catalog. If you have a question please contact Cooperative Services for assistance.

### **Purchasing Catalogs**

Cooperative Services updates the purchasing catalogs on our website frequently. Please ensure that you are using the most up to date version by accessing our website for catalogs when you order supplies. Changes occur when it is necessary to revise product offerings, change pricing, etc. When a catalog is updated, a Cooperative Update E-mail is sent to our mailing database. If you'd like your email added to our mailing list, please email [coop@omeresanet.net](mailto:coop@omeresanet.net) with the purchasing programs you'd like to learn more about.

### **Why It Pays to Utilize OME-RESA's Cooperative Services**

Each program offered by OME-RESA and partner cooperatives is checked for quality assurance. That means that we don't allow vendors who have poor customer service records or are unwilling to provide the best possible pricing to work with our members.

We also take care of legal bidding requirements and fees on behalf of our members. We offer sample board resolutions, brochures, and other detailed information for each of our programs. Member districts can rely on the OME-RESA Cooperative Services team to take the guess-work out of a complicated bidding process.

We advocate on your behalf with vendors. If at any time you have issues or questions regarding a program vendor, allow us to assist you. We are here to help.

Not sure if we offer a particular purchasing program? Contact us. We have numerous purchasing programs through local, state, and nationwide cooperatives. If the program does not exist, we can explore opportunities to add products to existing programs or create new programs to meet our members' needs.

#### CONTACT COOPERATIVE SERVICES TODAY

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## STUDENT SERVICES UPDATE



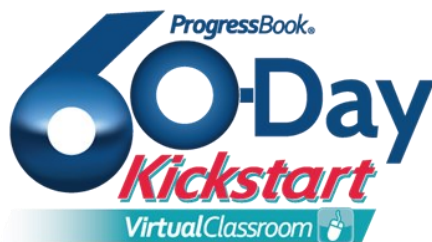
### ***Principal Review and Approval Closes Thursday, May 25<sup>th</sup>.***

Thank you for your continued efforts during the roster verification process. Now is the time for principals to review the completed rosters and provide approval. The deadline for doing so is 11:59 p.m. on Thursday, May 25, 2017. This is the final step of roster verification for your building.

For Guidelines, FAQs, Resources or to contact Support, please visit: <https://www.ohio-k12.help/roster/>

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## 60-Day Free-Trial/Training Programs for VirtualClassroom and DataMap



Software Answers is providing districts an opportunity to try VirtualClassroom and DataMap for free for 60 days. During this trial, the following is provided:

- Step by step processes designed for successful implementation. During these 60 days, you will use your district data. If you chose to utilize one or both of these programs after the 60 days, there is no need to start the process all over again.
- Training materials broken down by specific tasks and user roles. During these 60 days, multiple users in your district can utilize these programs,
- Online tool, known as Basecamp, facilitates communication, access to resources and keeps everyone on track. This kickstart allows you to work with OME-RESA and Software Answers.

If your district is interested in utilizing this 60 day kickstart, please send an email [DASLStaff@omeresana.net](mailto:DASLStaff@omeresana.net).

## STUDENT SERVICES UPDATE - CONTINUED



### 2017/2018 School Year Changes

If you have any changes for next school year (grading scale, calculations, reporting terms, etc.) please let us know as soon as possible by submitting a ticket to [pbstaff@omeres.net](mailto:pbstaff@omeres.net) so that we can get GradeBook setup correctly for 2017/2018.

### Custom Report Cards

If your district is interested in a new custom report card or any changes to an existing custom report card, the deadline is **July 1st. This is an earlier deadline than it has been in the past.** We want to make sure we have plenty of time to get these done and approved by your district. Once the custom report card is signed off, we will not be able to make significant adjustments. Only minor changes can be made.

### Integration from StudentInformation

Some of you may not be aware that in a fairly recent release, changes have been made to integration. Now, on the Course Section Assignments screen in StudentInformation, when you change a student's schedule, such as adding a course assignment, deleting a course assignment, or making multiple changes to a schedule, **the changes are now reflected immediately in GradeBook** on the relevant screens, such as on the class roster on the Class Dashboard and on the Student Profile screen Schedule tab.

In future releases, Software Answers is working on having changes that happen in StudentInformation to reflect in GradeBook immediately instead of having the overnight process. Please make sure to read the Release Notes when they are available so that you can stay up to date on this information.



### Recent Updates to ParentAccess

#### Schedule

- The schedule screen now includes transportation information that can be viewed by the student and primary contact.
- The schedule screen also now includes the student's locker number and combination as well as the student's counselor's name.

#### Fees

- A new Fees screen has been added to ParentAccess. On this screen, the primary contact and the student can view the total fees they owe to the school, as well as a breakdown of all the fees. Users can view each fee type, the date it was added, the course it is related to (if any) and/or a description of the fee, the amount assessed, the amount paid, and the amount owed.

#### Page Level Security (GradeBook Point of Contact Users Only)

- A menu item has been added for the Fees screen in ParentAccess for the GradeBook, Parent, and Student roles so you can control which users can view the screen.

## STUDENT SERVICES UPDATE - CONTINUED



### **Recent Updates to VirtualClassroom**

#### **Google Drive**

Teachers can use Google Drive accounts in order to upload supplemental information in activities or to upload student resources. If teachers request a file upload from a student for an activity, students can also use Google Drive accounts to upload their files.

#### **Importing Courses**

You can import a ProgressBook QTI course with a .zip extension, an IMS Common Cartridge course with a .imsc extension, or a Moodle course with a .mbz extension. These types of courses may have been exported from another LMS (Learning Management Software).

#### **Public Library**

The Public section of the ProgressBook Library lets you search for courses that other districts have made available for purchase. All courses purchased from a vendor by a district are available for use by the entire district.



### **Recent Updates to DataMap**

#### **Graduation Points**

The Graduation Points screen has been added to DataMap. Features include the status of students' graduation credit and graduation pathway requirements, the ability to access the Student Roadmap for each student, and the ability to export data to a .csv file.

#### **Import Assessment Scores**

- The 2015-2016 OELPA is now available for import. Additionally, the 2015-2016 OTELA has been removed.
- The OCBA import has been updated to include the 3rd Grade Reading Promotion score for any student who meets the criteria. In order to view 3rd Grade Reading Promotion scores, you need to re-import the Fall OCBA.
- The 2014-2015 and 2015-2016 school years are now available for import for the Scholastic Reading Inventory assessment.

## STUDENT SERVICES UPDATE - CONTINUED

### OME-RESA Website

Student Services has updated the StudentServices/EMIS portion of OME-RESA's website to be more user-friendly! Items are now on each page by Topic!

Be sure to check it out and feel free to send in suggestions for items you would like to see there!

### Excel Training

Please join Helen Mills in exploring one of the world's most-utilized software, Microsoft Excel! You can use Excel for *anything*, from mathematics to finances to statistics to..... STUDENT DATA! We will discuss ways to use Excel to save ourselves valuable time and energy. These sessions range from Basic to Advanced. They are in May, June & July!

### Ad-Hoc Reports

The Ad-Hoc Reports in StudentInformation provide more options to extract and analyze student data. Several reports have been added to the Ad-Hoc Report listing this school year. As additional reports are developed, they will be added to the menus, so please check the Ad-Hoc Reports menu regularly for additional reports. Below is a listing of the Ad-Hoc Reports currently available in StudentInformation:

#### Assessment

ACT Export  
JVS ACT Export  
SAT Pre-ID File

#### Attendance

Daily Attendance Detail  
Daily Period Attendance

#### Discipline

Discipline Actions for Special Education Students  
Discipline by Ethnicity Count  
Discipline Detail  
Students Without Discipline Report

#### Eligibility

End Of Course Evaluation  
End Of Course Performance Detail  
End Of Course Performance Summary

#### EMIS

CTE Concentrator Detail  
EMIS Admission Calendar Comparison  
EMIS FD Detail  
EMIS FN Attributes Detail  
EMIS FN Graduate Detail  
EMIS FS Standing Attendance Detail  
EMIS  
Period G Core Summary  
Preschool Student Coding  
State Assessment Below Reported Score  
State Assessment Report  
Sub-Calendar Hours Analysis

#### EMIS (Admin)

SSID Search

#### Medical

Immunization Matrix  
Latest Dental Screening  
Student Immunization Summary

#### Scheduling

5 Credit Rule Check  
Student Schedules

## *STUDENT SERVICES UPDATE - CONTINUED*

### **Additional Ad-Hoc Reports**

#### **School**

Building Ethnicity Count  
District Ethnicity Count  
Grade Level Count By Building  
Homeroom Roster Detail  
Homeroom Roster Summary

#### **Student**

Contact Address Standardization Errors  
Emergency Contact List  
Homeroom List with Counts  
SSID Missing Fields  
Student Address Standardization Errors  
Student Count Report District Detail  
Student Count Report Student Detail  
Student Family Group Information

#### **Vendor Extract:**

Clever—Admins  
Clever—Enrollments  
Clever—Schools  
Clever—Sections  
Clever—Students  
Clever—Teachers  
Inter-State Studio Photo Export  
VE-Inter-State Studio Photo Export

### **Student Services Points-of-Contact**

In an effort to better assist district personnel with specific StudentInformation modules, we have added **Guidance Counselors** to our list of District Points of Contact. Guidance Counselors may now submit tickets to our helpdesk for assistance with the StudentInformation applications.

### **Scheduling Trainings**

StudentInformation Scheduling trainings for the 17/18 school year are currently being conducted. These trainings are open to anyone working with scheduling procedures. We also provide the opportunity for districts to come into our Training Center for Open Lab work sessions where you can work on your scheduling. If interested in setting up an Open Lab for scheduling, please send an email to DASLSTAFF to schedule a time.

### **Graduation Points**

We've also been conducting informational training sessions on the new Graduation Points requirements for the 17/18 school year and beyond. Additional trainings will be held in the fall of the 17/18 school year.



## ***EMIS UPDATE***

**Congratulations Chris Antonelli on getting your CEP Certification!!! We are proud of you!!! You do a great job serving our EMIS Coordinators and you are greatly appreciated!!!**



**Congratulations Doris Klemann, Cambridge School District EMIS Coordinator!**

**Congratulations Doris for being named the EMIS Professional of the Year at the 2017 OAEP conference in May! You deserve it!**

### **Face-to-Face Meetings Are Back!!**

In May, ODE started hosting the **face-to-face** ITC meetings. OME-RESA held their first meeting on May 24<sup>th</sup> at ECOESC in New Philadelphia. The June meeting has been scheduled for **Wednesday, June 14<sup>th</sup>** at ECOESC in New Philadelphia. Stay tuned for the agenda and upcoming meetings!

### **16/17 School Year EMIS Alliance Trainings**

In June 2016, the Management Council (MCOECN) and ODE collaborated to form the EMIS Alliance group. This group met to develop a set of train-the-trainer sessions on different topics of interest for EMIS users. Once the trainings were developed, the EMIS Alliance group instructed EMIS support staff at all ITC's.

## ***EMIS UPDATE - CONTINUED***

### **16/17 School Year EMIS Alliance Trainings - (continued)**

All trainings focus on using Excel to troubleshoot EMIS data. The first round of trainings were held in June 2016 and covered the following areas: troubleshooting SIS data, Where Kids Count, FTE, and CTE reports. The second round of trainings were held in December 2016 and covered the following areas: using Excel to work with SIS packages and the Federal Child Count report. The third round of trainings were held in February and covered the following topics: troubleshooting the FTE and CTE reports. The fourth training was held in April and covered the following: more Excel for EMIS reporting and troubleshooting the WKC report. The EMIS Alliance committee will meet for the 17/18 school year to determine the topics to be discussed for the upcoming school year. Stay tuned!!

### **16/17 School Year FTE/SFPR Open Labs with Jack Pierson**

Between November and December we offered six FTE/SFPR open labs with Jack Pierson, Area Coordinator. **These trainings were offered to all district Superintendents, Treasurers and EMIS Coordinators.** The trainings alternated between our lab in Steubenville and the lab at ECOESC in New Philadelphia. We offered two more sessions in March. The main purpose of each session was to give users the opportunity to reconcile their SFPR Foundation report with their FTE Detail report. With each session, Jack provided updated directions. **If you were unable to attend, please watch for postings of more sessions this coming fall.**

### **Upcoming EMIS Open Labs:**

#### **June:**

1<sup>st</sup> - 9:00 - 3:00 - ECOESC - St. Clairsville  
20<sup>th</sup> - 9:00 - 3:00 - ECOESC - New Philadelphia  
27<sup>th</sup> - 9:00 - 3:00 - OMERESA - Steubenville

#### **July:**

11<sup>st</sup> - 9:00 - 3:00 - ECOESC - New Philadelphia

#### **August:**

No open labs



## ***EMIS UPDATE - CONTINUED***

### **FY17 EMIS Collections currently open:**

Calendar Collection Final - closes July 28<sup>th</sup>  
End of Year Student Collection - closes July 28<sup>th</sup>  
Child Outcome Summary Assessment - closes July 14<sup>th</sup>  
Early Learning Assessment - closes June 30<sup>th</sup>  
Fall 3<sup>rd</sup> Grade ELA and Reading - closes May 26<sup>th</sup>  
Final Staff and Course - closes July 14<sup>th</sup>  
Five Year Forecast - Required Spring Update - closes May 31<sup>st</sup>  
Summer and Fall OGT Assessment - closes May 19<sup>th</sup>  
Student Cross Reference - closes July 28<sup>th</sup>

### **Additional FY17 EMIS Collections scheduled to open in May/June:**

Graduation Collection - closes October 20<sup>th</sup>  
Fall DORP Assessment Collection - closes May 19<sup>th</sup>  
Other Accountability Assessments - closes July 28<sup>th</sup>  
Spring Alternate Assessment Collection - closes July 28<sup>th</sup>  
Spring OGT Assessment Collection - closes July 28<sup>th</sup>  
Career Tech Accountability Assessment Collection - closes October 13<sup>th</sup>  
OELPA Assessment Collection - closes July 14<sup>th</sup>  
Spring DORP Assessment Collection - closes July 14<sup>th</sup>  
Spring End of Course State Assessment Collection - closes July 28<sup>th</sup>  
Spring State Assessment Grades 3-8 Collection - closes July 28<sup>th</sup>



## ***EMIS UPDATE - CONTINUED***

### **EMIS Items added to our re-designed OME-RESA Website:**

We have been working hard to update our Student Services/EMIS section of our website. The following documents/items have been updated/added:

- All EMIS Alliance trainings including scrubbed data files, documentation, and videos
- EMIS Helpful links
- Power-point documents from EMIS software updates
- Basic and Advanced EMIS Excel documents
- FTE/SFPR Reconciliation Steps from Jack Pierson
- March 16D instructions
- Pre-school Situations
- Assessment documentation
- And other miscellaneous items

**Go to Services > Student Services/EMIS > EMIS to view updated website.**

## *FISCAL SERVICES UPDATE*

### ***Fiscal Year End Treasurers' In-Service Scheduled***

The dates for the fiscal year end treasurers' meetings have been set. One meeting will be held at OME-RESA and we will be recording the meeting so it can be posted to our website. The second will not be recorded and will be held at Buckeye JVS.

You can attend one of the two scheduled meetings or view the recorded meeting once it is posted. There will be 4 separate recordings. 1) Budgetary Close Out Procedures 2) Payroll Close Out Procedures 3) Budgetary Questions 4) Payroll Questions This was requested so you can watch only the recordings that pertain to you.

***Registration and attendance is a must if you want a CEU.*** The registrations are posted on our website. The Buckeye JVS meeting will be June 2<sup>nd</sup> and OME-RESA will be June 9<sup>th</sup>. Refreshments will be at 9:00 and the meeting will start promptly at 9:30.



### ***Fiscal Trainings***

Diane McAfee will be conducting more fiscal trainings during the year. She is also creating documentation to assist users with certain processes. In addition, she created a Five Year Forecast Booklet that the fiscal advisory committee reviewed and approved to be sent out to all treasurers. There will be another EMIS/ Payroll combined training in late July. You can register for a training by going to the OME-RESA homepage, click on calendar and choose the training you wish to attend. You will be directed to the registration page.

### ***eSERS Update***

The new eSERS reporting started in February. Districts are required to upload the SERS per pay tape file to the eSERS portal after each payroll. There were some errors in the initial uploads, but we have found solutions to correct these errors to help districts upload files successfully. To ensure your payment to eSERS isn't late, have you considered setting up an ACH debit? Visit the eSERS website to set up the banking information. Also, start to look ahead at your pay schedule so you are ready to add the necessary cycle(s) when they open up the 17-18 fiscal year. Remember bank holidays when creating the pay schedules.



## ***FISCAL SERVICES UPDATE—CONTINUED***

### ***USAS/USPS Redesign***

On March 9<sup>th</sup>, the latest version of the State Software Redesign was presented to the Redesign committee. Vickie Browning-Prowitt, Treasurer of Lisbon EVSD, assisted Kari Snyder of LACA in presenting the demonstration. The statewide software advisory committee was looking for a user's point of view on the software. Vickie volunteered to learn the newest version and provide input. Also, a demonstration of the Redesign was given at the OSABO conference at the end of April.

### ***Data Collector Collections***

There are 2 collection windows open for fiscal.

- Final Staff and Course (L) - Collection period April 21<sup>st</sup> to July 14<sup>th</sup>
- Five Year Forecast (P) - Collection period April 3<sup>rd</sup> to May 31<sup>st</sup>

Any problems or questions, please email fstaff.

### ***Here are a few items that can be checked now to make June close out a little easier:***

- Run the STRS Advance and balance the FYTD totals to the checks written to STRS for the FY17 earnings.
- Run W2 PROC, look for fatals and balance the first 2 quarters.
- Run VALACT and look for invalid accounts. Backup and run ACTCHG if needed.

## INFOHIO UPDATE

### **May 2017 INFOhio News Bulletins for Provider Communications**

Please feel free to share the below information with your schools in its entirety or cut and paste individual items – whichever best suits your regular communication calendar and channels. **Please note:** these are the last bulletins until August, so please share as everyone is wrapping up the school year.

### **It's Not Over Yet! INFOhio Needs Your Continued Help**

Consider this: If INFOhio pays for the digital resources for all of Ohio's schools, the cost to Ohio taxpayers would be \$1.1 million. But if every district had to fund the same collection of resources for their own students, it would cost Ohio taxpayers an estimated \$51.8 million.

As part of the effort to secure the restoration of INFOhio's \$1.1 million in Substitute House Bill 49, 2018-2019 Operating Budget, it is critical that every State Representative and State Senator in Ohio get multiple calls weekly asking them to support restoring the funds to INFOhio's budget. The funds will **ONLY** be allocated for purchasing these heavily used digital resources:

- BookFlix eBooks for grades PreK-3
- Stora eBooks for grade 4
- Four versions of World Book Encyclopedia appropriate for PreK-3, 4-5, 6-8, and 9-12 grades
- Science Online articles, experiments and videos
- All the many EBSCO databases with magazines for PreK-12
- ProQuest Ancestry Library Edition

**Resource Cost Calculator**

Select your school district from the list below. If your school is not listed, select "My school is not listed" to manually provide information.

Select your public school dist

Complete the form below. Once complete, the estimated cost for INFOhio resources will be displayed.

0  Number of Elementary Schools

0  Number of Elementary School Students

0  Number of Middle Schools

0  Number of Middle School Students

0  Number of High Schools

0  Number of High School Students

If funding is not restored, find out how many taxpayer dollars your district would have to spend to purchase these digital resources by searching INFOhio's [Resource Cost Calculator](#). Then compare that cost with what your district pays now to access these resources: \$0.00.

If you have already called, please call again. Call frequently to make sure your legislators are supportive. Background information including the Resource Cost Calculator, a search box for legislator contact information, and even [message starters](#) can be found at <https://www.infohio.org/advocate-for-infohio>.

## INFOHIO UPDATE - CONTINUED

### Stay Connected This Summer

Stay connected with INFOhio. "Like" us on [Facebook](#), follow us on [Twitter](#), track our growing [Pinterest](#) page, and subscribe to e-mail lists and to INFOhio's monthly newsletter to stay up-to-date with what's going on with INFOhio! And you can do all of this right from our [Stay Connected](#) webpage!

### Come Rain or Shine, Students Can Discover Camp INFOhio



[Camp INFOhio](#), for grades 4-5, contains five days of reading, activities, and experiments centered on STEAM topics – **S**cience, **T**echnology, **E**ngineering, the **A**rts, and **M**ath. Kids can try their hand at code breaking, conduct science experiments with items they find in the kitchen, learn about roller coasters before designing their own, and create their own musical instruments.

No sign up is necessary! Camp INFOhio is offered for free to all Ohio families by INFOhio and the Ohio Department of Education. Parents can simply download the packets above so their children can work through the activities at their own pace.

### Planning Summer Fun? Don't Forget Your Beach Bag!

Back by popular demand: INFOhio Beach Bags and the virtual Camp INFOhio offered for free to all Ohio families by INFOhio and the Ohio Department of Education.

The Beach Bags, for grades K-3, feature stories and activities that let children practice reading skills while learning about careers and their environment. Here is the complete list:

- [Explore the World of Work: Police Officer](#)
- [Explore the World of Work: President](#)
- [Explore the World of Work: Veterinarian](#)
- [The Foods We Eat](#)
- [On the Move](#)
- [Perfect Pets](#)
- [Weather, Weather Everywhere!](#)
- [What's in Your Neighborhood?](#)
- [Where Does the Garbage Go?](#)



## INFOHIO UPDATE - CONTINUED

### Educators and Librarians: Save the Date for INFOhio's Virtual Boot Camp!

Kick off the 2017-18 school year by joining INFOhio for the sixth annual online conference, [#INFOhioWorks: Your Launchpad for Student Learning](#) on August 1. In sessions covering everything from students as creators to identifying fake news, you're sure to find tips to help you on the adventure that is K-12 education. This year, INFOhio is pleased to continue to provide the one-day workshop at no charge. Look for registration information soon in upcoming INFOhio news and on [INFOhio's website](#).



### Perfect Professional Development in Your PJs

June is right around the corner, and that means that summer break is almost here. Get a jump on next year's training, or catch up on this year's reading for your field, with a [sampling of 15 Journals](#) from Explora for Educators (EBSCO). Explora for Educators provides a highly-specialized collection of over 750 high-quality journals, including more than 540 peer-reviewed titles. With more than 200 educational reports, it is the most comprehensive collection of full-text education journals in the world. For summer must-reads for educators, visit the [Teach With INFOhio Blog](#).



What better way to earn contact hours or college credit than by PD'ing in your PJs? With INFOhio's [Success in Six](#), educators learn the latest ways to use digital resources to support 1:1, blended learning, personalized learning, differentiation, and more. Educators can work at their own pace through one or more of the six modules. Certificates are available for this no-cost, self-paced professional development opportunity, so don't miss out!

Continue PD'ing in your PJs with the Learn with INFOhio recorded webinars. View the webinar, answer the assessment, and be awarded a certificate! Most webinars are only an hour long. Feel free to peruse the available recordings on INFOhio's [webinar page](#).

## INFOHIO UPDATE - CONTINUED

### Demonstrating School Library Value = Demonstrating Student Success

by Erica Clay on April 28th, 2017

As School Library Month comes to an end, it's natural for library staff to ask: how can we increase awareness and keep the momentum going? This month INFOhio staff have had several meaningful interactions with library staff, INFOhio Providers, and administrators that have given us a few ideas on how school library staff can continue to demonstrate the value of their school library all year long. Whether your job title is Teacher Librarian, Library Paraprofessional, Library Aide, School Library Media Specialist, or Library Support Staff, make it your goal to demonstrate your school library's value and finish the school year strong.



### Ask, "What can I do to support my district?"

A school library staff person's work is never done and it's constantly evolving. To demonstrate the value of the school library, you need to have a growth mindset and be willing to embrace change. Know your district priorities and initiatives and explore ways you can support them. At a recent INFOhio user meeting, one library aide shared her strategies for supporting her district's new 1:1 initiative. All the school's Chromebooks are now cataloged and circulated through the library's integrated library system (ILS). This hasn't been without its challenges, but the aide's willingness to embrace this responsibility to support the district and to experiment with different approaches to tracking school assets makes the school library indispensable.

What are some ways you can use your library's ILS to support your district? Does your school have a problem getting textbooks back at the end of the year? Are calculators impossible to track and costing the district money? Do you have instrumental music teachers that are spending too much time tracking district-owned instruments and music? Your administrators, colleagues, and school treasurer would probably thank you if you offered to help track school assets with your ILS.

## INFOHIO UPDATE - CONTINUED

Accepting the challenge to circulate Chromebooks has given the library aide additional opportunities to “lead the horse to water,” as she put it. She is using her increased tech interactions to point students and teachers to research resources available through INFOhio. She printed [bookmarks from INFOhio](#) and distributed them to students and she plans to [print flyers](#) and affix them to laptop carts so students and teachers will see them when teachers borrow carts. Printing and distributing flyers and bookmarks is an easy way for library staff to have a voice throughout the school building.

### Lead from the Library

In a recent discussion with a high school principal, he praised his library aide for taking initiative and being a leader in their district. In the corporate sphere, this is called “managing up.” (For more info on that strategy, [try a search for “managing up” in ISearch.](#)) In the school, Jennifer LaGarde calls it “Leading from the Library.” [In this 2014 INFOhio Boot Camp recording](#), LaGarde shares great nuggets of leadership traits like these:

- “Instructional leaders focus on students not stuff.”
- “Instructional leaders contribute to the dialogue and have a voice in school-wide decision-making processes.”
- “Instructional leaders assess programs and share that data regularly and formally.”
- “Technological leaders curate (and teach others how to curate) the best digital tools for teaching and learning.”

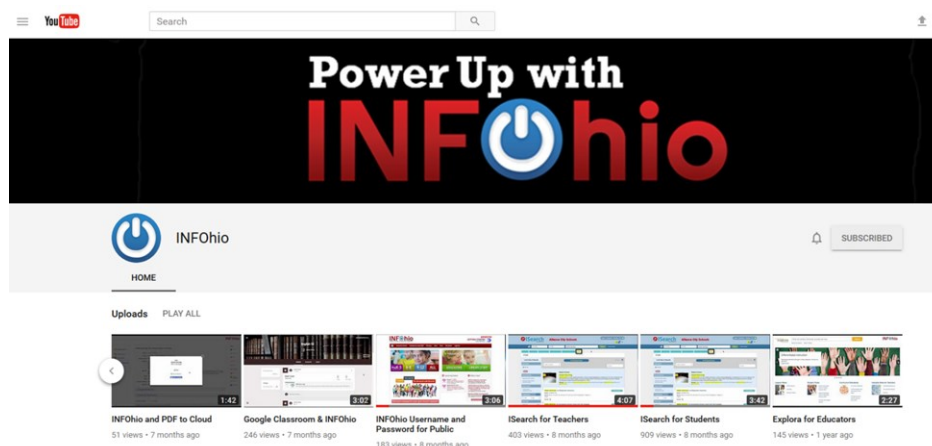


LaGarde says that library staff need to, “Persistently and publicly focus on learning.” Library staff demonstrate the value of the library when they show that school libraries are all about “teaching kids and growing readers.”

One way to show that the school library is about teaching kids and growing readers is to evaluate your library space. Does it look like your space is focused on kids and on learning? If not, weed the stuff that needs weeded to create more space. Move the furniture around to create different spaces that accommodate multiple learning styles. LaGarde says that library staff need to, “Document the learning that happens in your library.” You can do this by displaying student work that was created in or with the help of your school library. “Every single wall, every single bookshelf, every single display case in the library is an opportunity for us to document our work...documenting that we make an impact on kids.” In other words, our library spaces should “...send the message that what we do in the school library impacts student learning.”

## INFOHIO UPDATE - CONTINUED

LaGarde also encourages library staff to use their voice. Share resources with colleagues whenever you can. Don't know what kinds of resources the classroom teachers need? "Invite teachers to have their team meetings in the library so that you can pop your head in and share resources." Ask for a few minutes at the beginning of a staff meeting to share an INFOhio resource of value to your colleagues. If you need presentation ideas, visit a Teach With INFOhio blog post like [Scholastic Stuff for Students – Straight to Your Desktop](#) and demo how to access Scholastic classroom magazines. INFOhio's Educator Guide to ISearch includes [a step-by-step presentation for sharing ISearch with your colleagues](#). If you aren't comfortable presenting at a staff meeting, just push play! INFOhio has lots of brief videos [in our YouTube channel](#) that you can use to introduce colleagues to different research tools from INFOhio.



Do your colleagues and administrators really know what's going on every day in your school library or do they think you're just scanning items in and out? Demonstrate value by sharing your data and connecting it to student learning. LaGarde encourages library staff to create a data wall and give your administrator an annual report. If you've never created a library report before, this can seem daunting. Start by creating a monthly report that you can print and give to your administrator. If you're short on time but want to take a first step, [use this template](#). In less than an hour you can plug in a few numbers, highlight how your data is connected to student learning with a few bullet points, insert your school logo, and you'll have a basic monthly report. As you get more practice reporting how the library impacts student learning, modify the template to meet your needs or create an infographic. For more on using data to tell your story, see [these previous blog posts](#).

### "Because School Libraries Empower Students"

AASL's slogan for School Library Month is "Because School Libraries Empower Students." Let's make sure our colleagues and administrators know that's what we do. It may be late in the school year, but it's not too late to start. Finish strong so that you can start next year even stronger.

## *TECHNICAL SERVICES UPDATE*

### **Service Highlights:**

- Voice summary: Currently providing managed VOIP services to 8 districts (900 + phones)
- Wireless summary: Currently providing managed wireless services to 11 districts (1000 + access points)
- Server hosting summary: Currently hosting 36 virtual server deployments for multiple districts (Point of Sale, Security and AV, Document Management, Transportation, Active Directory)
- DR backup summary: Currently providing offsite backup services to 7 school districts (38 TB of data at the State DR site)
- System application summary: Technical services installed ProgressBook Suite v16.0.0 (July) and subsequent updates and/or hot fixes. Additionally, multiple SSDT and EMIS updates have been applied to the applicable systems this school year.

### **WAN Update:**

- OME-RESA is maintaining over 90 high-speed direct connections that provide over 7Gbps of bandwidth capacity.
- Daily ITC internet utilization has begun to peak collectively over 3.5 Gbps to OARnet.
- Commodity bandwidth provisioning to OARnet is 4.0 Gbps.  
FY17-18 Provisioning 6-8 Gbps

### **Department Highlights:**

- USAS-Redesign systems and training environment are now active.
- Forty one (75) district bandwidth upgrades will have been completed this year.
- CPE upgrades continue.
- Cloud Web and Content Filtering Solution identified.
- Reduced virtual server hosting fees:
  - VCPU per instance \$7.00
  - RAM per GB \$0.40
  - Storage per GB \$0.10

### **Upcoming Projects:**

- ASA clustering and Core Upgrade Phase1 (June and July)
- Cloud web filter migration (June, July and August)
- Progress Book Suite routine maintenance (July)
- OARnet backhaul redundancy (ongoing )
- District circuit installs and/or upgrades (ongoing)
- Datacenter maintenance (ongoing)

## TECHNICAL SERVICES UPDATE - (CONTINUED)



### Dave Yost • Auditor of State

Auditor of State Dave Yost's fraud investigation team has spent an extensive amount of time exploring cybercrimes that have affected Ohio communities. Some of the language used to describe cybercrime can be confusing. What's even more challenging is knowing what to do.

Below are some definitions of cybercrimes and the recommendations for communities on how to avoid them.

**Ransomware** – Considered the biggest threat in the information security industry today.

Ransomware is a malware that is installed on your computer by clicking on links in emails. Ransomware holds your computer hostage by locking your screen or encrypting your files until you pay a specified amount of money for a key that will unlock your system. It is usually infected from macros in Microsoft office documents delivered via email. From December 2015 to May 2016, half of all ransomware attacks were in the United States, according to Microsoft.

**Phishing** - The practice of luring unsuspecting Internet users to a fake website by using authentic-looking email with the real organization's logo. The emails are loaded with viruses that launch when opened and typically include methods to trick you into providing your passwords or other financial or personal information. These usually look like emails from a bank, and once you "log in" they have your account information and can then gain access to your account to transfer money. Usually these types of emails are sent out in the thousands.

**Spear-phishing** - Spear-phishing is a more targeted form of phishing. Emails are designed to appear to come from someone the recipient knows and trusts, usually a colleague, and can include a subject line or content that is specifically tailored to the victim's work. For high dollar victims, attackers may study their social networking accounts to gain further intelligence and then choose the names of trusted people in their circle to impersonate or a topic of interest to lure the victim and gain their trust. (Don't friend people you do not know personally on Facebook, LinkedIn etc.)

**Whaling** – Spear-phishing targeted to high profile targets such as executive officers or elected officials within a business or government organization.



## TECHNICAL SERVICES UPDATE - CONTINUED

### How can I avoid becoming a victim?

- Regularly backup the data on your system. If your system is infected, you can restore your system and avoid having to pay any fee to release your computer or its data. You should also secure your backup either offsite or with a cloud backup provider.
- Use strong passwords and never write them down on a sticky note and attach it to your computer or screen. A strong password is long and uses symbols, numbers and upper/lowercase letters. Consider an easy-to-remember phrase such as IlikeMondays! for your password.
- Use anti-virus software, anti-malware, and pop-up blockers. Ensure anti-virus and anti-malware solutions are set to automatically update and regular scans are conducted.
- Ensure application patches for the operating system, software, and firmware are up to date, including Adobe Flash, Java, Web browsers, etc.
- Do not place your personal email addresses on your website. If you need an email address listed then set up a catchall account such as [contact@agency.com](mailto:contact@agency.com).
- Only download software — especially no charge software — from sites you know and trust. When possible, verify the integrity of the software through a digital signature prior to execution.
- Scrutinize links contained in emails and do not open attachments included in unsolicited emails. Hover over links and verify the destination matches the link. When in doubt, go to the site rather than clicking the link (e.g. go to the official UPS site and type in the tracking number rather than clicking the link in an email.)
- Use a phishing filter with your web browsers. Many web browsers have them built in or offer them as plug-ins. If your web browser doesn't do this for you, do it yourself.
- Disable macro scripts from files transmitted via email. Consider using Office Viewer software to open Microsoft Office files transmitted via email instead of full Office Suite applications.
- Avoid using an account with Admin privileges. Always use an account with "User Privileged" access. This helps prevent some, but not all, malware from installing.
- Remember that most companies, banks, agencies, etc. don't request personal information via email.
- Consider calling people instead of simply using emails. Emails are convenient, but they're also a convenient tool for criminals. When you call, be sure to use a phone number you've looked up or are familiar with, because cyber criminals will include fake phone numbers in phishing emails.

## ***TECHNICAL SERVICES UPDATE - CONTINUED***

### **Should I pay the ransom?**

There is no standard answer for this, but most cyber security professionals will lean towards not paying. In paying a ransom you open yourself up to bigger ransoms later, and there is no guarantee you will get the key to unlock your system. That being said, some entities pay because they need access to their files immediately and cannot wait on IT to perform a restore (such as a Sheriff's Office or Police Department).

### **What to do if you are a victim or suspect an email is a phishing email?**

- Do not click on any link in the email.
- If you have an IT department, make them aware immediately in case others in your agency have also been sent the same email.
- Contact your local law enforcement if you have become a victim and actually sent money. They will know who to direct you to (such as the FBI, Secret Service etc.)
- If you sent money, contact your bank immediately, sometimes they can stop the wire transfer and recover some or all of the funds.

### **How do I identify a phishing email?**

- They use generic greetings or subject lines such as "Bank Customer" "Friend" or "Subscriber"
- They request highly sensitive personal information
- They are "Urgent" or have a deadline.
- The URL does not include the "S" in HTTPS://

### **What are the most frequently used companies in phishing emails?**

- Facebook (asks for login)
- Banks (asks for login and account data)
- Logistics companies such as: UPS, FedEx, DHL and USPS. (asks for more postage to obtain your credit card information)



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