OME-RESA INSIGHT

Issue 16

Spring 2015

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

Thank You!

By Angela Underwood, Executive Director

As another school year comes to a close, OME-RESA would like to thank you for giving us the opportunity to serve your district's technology needs. We have listened to you and have attempted to address your suggestions by offering more trainings located throughout our region, thus reducing your staff's need to travel. In an effort to address your immediate phone questions, we have implemented an extension for each of our departments. This allows your calls to be answered by our first available department staff member, thus allowing for a more rapid response to your urgent request.

As always, we strive to implement and continuously improve services that bring value and cost savings to your district.

The staff at OME-RESA wishes you a wonderful summer!

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CO-OPERATIVE SERVICES UPDATE

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

OME-RESA's Food Program Rebates
School Districts Over $20,000

Through various rebate incentives with GFS, OME-RESA rebated 27 participating Cooperative Members this past March. The checks were issued based on purchases during the 2013-2014 school year. The rebate consisted of a 0.5% rebate on eligible purchases from the Food Program as well as an additional 1% for those members participating in GFS' Prime Vendor Program. OME-RESA rebated a total of $20,394.07. Districts can save additional dollars by enrolling in GFS' Quick Pay Incentive. If you would like to enroll in GFS' Prime Vendor Program or Quick Pay Incentive next school year, please contact your local GFS sales representative or Cooperative Services.

Custodial Supplies Bid

OME-RESA and our cooperative partner, EPC, sent a request for bids to numerous vendors to update our pricing and product offering on our Custodial Supplies Catalog. These results were tabulated earlier this month. Please make sure that you access the newest version of the catalog before you order summer cleaning supplies.

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 would like your email added to our mailing list, please email coop@omeresa.net with the purchasing programs you would like to learn more about.

CO-OPERATIVE SERVICES UPDATE - CONTINUED

Natural Gas Aggregation Update

OME-RESA and other partner cooperatives have completed the RFP process for Natural Gas. If you are part of the Ohio School Consortium (OSC), the supplier will switch to Direct Energy beginning July 1, 2015. For questions, contact Jessica Hood, Business Development Manager, at jessica.hood@directenergy.com or call 908-239-3064.

For those districts enrolling in the Titan Energy program, the supplier will switch to IGS Energy beginning July 1, 2015. For questions, contact Jason Salzgeber, Senior Energy Consultant, at jsalzgeber@titanenergyne.com or call 614-949-6680.

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 to work with our members who have poor customer service records or are unwilling to provide the best possible pricing for 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 cooperative programs. If the program does not exist, we can explore opportunities to add products to existing programs or create programs to meet our members' needs.

If you would like any additional information regarding the Cooperative Services Program, please contact James Hinerman, Regional Cooperative Services Liaison, (740) 283-2050 x 129, E-mail: james.hinerman@omeresa.net

STUDENT SERVICES UPDATE

Please be sure to watch the Event Scheduler over the summer months as there will be trainings posted that may take place in July/August.

KnowledgeBooks

We are going to start to "Clean Up" the Student Services section of the Knowledge Books to allow for easier use. Watch for an email that will be requesting action from you!

The GradeBook Information forms that are needed in order to setup GradeBook for the 2015/2016 School Year are due back to us **no later than May 29, 2015**. This form can be found on our website under *Departments > Student Services/EMIS > 2015-2016 GradeBook Information Forms.* This year we are requiring both a signature from the Progress Point of Contact and the Student Data Coordinator. If you have any questions, please submit a ticket to pbstaff@omeresa.net.

STUDENT SERVICES UPDATE - CONTINUED

GradeBook 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 31st. Once the custom report card is signed off, we will not be able to make significant adjustments. Only minor changes can be made.

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Roster Verification

Teacher portion ends May 18.   Principals should be logging into the Link Application to review and approve rosters. If a teacher did not complete their portion by May 18, principals should be working with the teacher to complete it. The Review and Approval phase ends June 5th. It is crucial that Roster Verification is completed and approved for your district as this data is used to develop EVAAS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTPES) to be used for teacher evaluation. For guidelines, FAQs and help, please visit: http://www.ohio-k12.help/rosterv/

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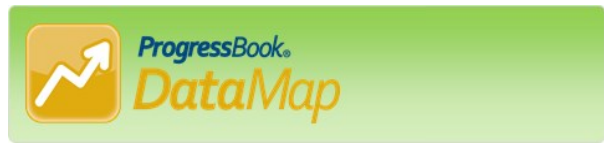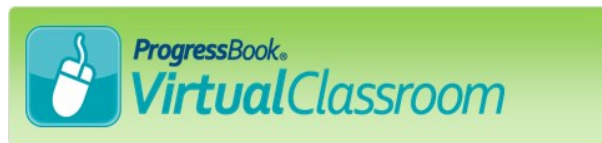
Don't forget the VirtualClassroom & DataMap Demonstration/Open Forum is coming up on May 20th at OME-RESA's Training Center. This is a great opportunity for anyone in your district to come see these two cost-effective products and what they can do for your district. For more details and to register, please visit the Event Calendar on our website.

STUDENT SERVICES UPDATE - CONTINUED

StudentInformation/DASL

Family Groups - The future direction of the StudentInformation software will require the establishing of Family Groups. In the 2015-2016 school year, new options will be available for updating contact information in GradeBook. In order to take advantage of these new options, Family Groups will need to be established. For the 2016-2017 school year, Family Group creation will be mandatory. Districts must begin working on Family Groups so they are in place by the start of the 16/17 school year. Some districts may already be using Family Groups, but for anyone needing a refresher on Family Groups, we have posted an Adobe session on our website under Professional Development - Student Services Webinars. The Adobe session is titled Family Groups 5/5/15. The session covers the benefits of creating Family Groups and offers tips on the process and verifying the data.

Permanent Record Labels

With the end of the school year fast approaching, keep in mind that you have the ability to run Permanent Record labels for students using various formats of the R700 program. The labels can include absence data and marks data. You may include all marks or just final marks. For more details, please refer to the Marks documentation under End User Guides in the Help area of StudentInformation or submit a helpdesk ticket to daslstaff@omeresa.net.

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STUDENT SERVICES UPDATE - CONTINUED

Report Builder Reports

StudentInformation>Local>Report Builder is currently available and has many reports that you may find useful. Be sure to check this out and familiarize yourself with these reports. The summer release, 15.0 is supposed to offer many more Reports that should assist you in your day-to-day tasks.

EMIS UPDATE

What a year this has been for EMIS Coordinators! There have been so many changes for FY15 that nothing is the same as the year before! Here is a recap of some of the changes for FY15:

- New procedures for entering calendars in Student Information – EMIS Exceptions added
- New Calendar Collections (C)
    ° Initial
    ° Final
- New Student Cross Reference Collection (S)
- Three new Student Collections (S)
    ° First
    ° Mid-Year
    ° Final – opening in May
- Two new Staff and Course Collections (L)
    ° First
    ° Final - opening in May

Upcoming EMIS items

- Calendar Collection – Final FY15
    ° Opened April 15th – closing July 31st
    ° All Districts, JVSD's, ESC's, and Community schools must submit a final calendar for the school year. Please remember to re-transfer "C" collection and re-start the collection in the data collector, then resubmit.
- Calendar Collection—Initial FY16
    ° Will be opened sometime in May
    ° This will work the same as the FY15 Initial Calendar Collection
    ° All EMIS reporting entities are required to submit an initial calendar showing the 1st day of school and the last day of school for 15/16
- With the first year of EMIS changes almost over, it looks like Student Information will undergo a few more changes on how calendars are handled. Nothing has been said about what the changes will be yet. We will keep all districts informed as we are told. Plan to have Calendar trainings in August!

Upcoming Trainings in May:

Thursday, May 21st – EMIS Open Lab – MVESC

Thursday, May 26th – EMIS Open Lab – OME-RESA

TBA – ODE/ITC Training for May

TBA – Final Window training for S collection sometime in May.

Open Labs for the summer will be posted in May.

FISCAL SERVICES UPDATE

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

MARK YOUR CALENDAR!

The fiscal year end treasurers' in-services have been scheduled for Thursday, June 11th at Buckeye JVS in New Philly, and Friday, June 12th, at the Eastern Gateway Community College in Steubenville. 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 fiscal year end close out procedures, as well as EMIS topics that affect payroll, budgetary and capital asset submissions.

Please plan to attend, if at all possible, so that you can hear all the information we have in order to assist you in doing a more timely close out and having records in place, if need be, to comply with state and federal mandates.

Five Year Forecast

What do the next five years look like?
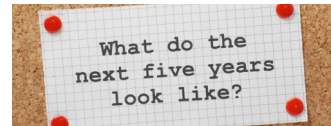
Districts are required to resubmit their five year forecast data for FY15 by May 29, 2015. **THIS IS MANDATORY**. The directions for doing this have not changed and can be found in the Knowledge Book on our homepage, under Fiscal, Chapter USAS-EMIS. If anyone has questions, please send them to fstaff@omeresa.net so our fiscal staff members may assist you. Districts will receive an out of compliance letter if their forecast is not submitted by May 29, 2015.

SERS Per Pay File Submission

Districts will be required to upload their SERS per pay tape file to the ESERS portal just as they do for their SERS new hires. The file, as of this date in time, will be required to be sent to SERS as of July 1, 2015. The SSDT has been in contact with SERS regarding the submission and the USPS software will be set up accordingly. If any changes occur to the start date, we will forward them to you when WE are notified. In the meantime, it would be a great idea to go to the SERS employer page once a week and see if there are any updates posted on this topic.

FISCAL SERVICES UPDATE - CONTINUED

Training and Labs

We have been offering more regional trainings and labs. Both trainings and labs are being held at OME-RESA, MVESC and Buckeye JVS. Due to the different procedures each district has, especially payroll, we can only accept 2 districts per lab. We are making adjustments to each lab, as they occur, to improve the quality for the users that attend. With a growing number of new staff in the treasurers' offices, we are increasing our new user trainings. Once we have them scheduled for the fall, we will send out an announcement through email and you can register from the OME-RESA home page. Please be sure to read the emails and register new staff or current staff who you wish to cross train for emergencies, most especially payroll. It can give you great peace of mind to know that if your payroll clerk were ill, you could do payroll with us walking you through the steps you had previously learned.

INFOHIO UPDATE

Congratulations to Our Leader!

INFOhio's Terri Fredericka Named AASL School Library Ambassador

All of us at INFOhio are proud to announce that our Executive Director, Theresa M. Fredericka, has been named a School Library Ambassador by the American Association of School Librarians (AASL). To celebrate the 30th anniversary of School Library Month, AASL is highlighting people (other than school librarians) who are leading advocates for family literacy and the role that school libraries/school librarians play in supporting lifelong learning.

Congratulations, Terri! The honor is well deserved!

INFOHIO UPDATE - CONTINUED

INFOhio Boot Camp
August 4-5, 2015

Save the Date
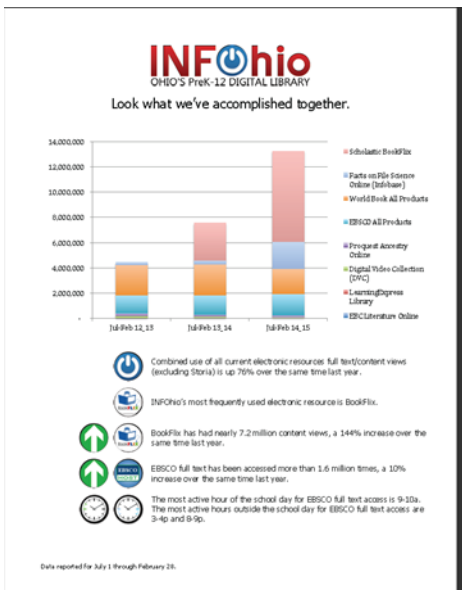
Watch for agenda and other updates posted to the INFOhio webpage!

INFOhio Electronic Resources

New statistics released by INFOhio in April show a marked increase in usage of all Electronic Resource Databases funded by INFOhio (at no cost!).

INFOHIO UPDATE - CONTINUED

- Combined use of all current electronic resources full text/content views (excluding Storia) is up 76% over the same time last year.

- INFOhio's most frequently used electronic resource is BookFlix. BookFlix has had nearly 7.2 million content views, a 144% increase over the same time last year.

- EBSCO full text has been accessed more than 1.6 million times, a 10% increase over the same time last year.

- The most active hour of the school day for EBSCO full text access is 9-10a. The most active hours outside the school day for EBSCO full text access are 3-4p and 8-9p.

- The INFOhio electronic resource with the largest percentage of growth in full text use (544%) is Science Online. Users have viewed more than 2.1 million texts.

- Use of Ancestry Online full text has increased 14%.

- The DVC has added 53 full-length videos to increase the collection by 11%. The most popular videos in the DVC are "The Magic Tent," "The Safety Station with Miss Mary," and "The Sharp Wits in What's Veterans Day."

- Students have spent more than 8,200 hours reading in Storia since its launch.

- Users have accessed ISearch more than 188,000 times since its launch in October. Through the ISearch interface, nearly 400,000 EBSCO full text documents have been accessed. Additionally, World Book Kids content views have increased 64% and World Book Advanced content views have increased 23% over the same time last year.

- Circulation of physical materials has declined by 2% compared with the same time period last year.

- INFOhio instructional "bags" pages were accessed more than 58,000 times.

- LWI webinars and INFOhio Bootcamp have had more than 3,500 unique attendees, a 106% increase over the same time last year.

- The INFOhio social media tools have gained a combined total of more than 700 new followers/subscribers.

INFOHIO UPDATE - CONTINUED

- The INFOhio homepage was visited more than 1.6 million times. The most popular page on infohio.org (after the homepage) is the PreK-5 student page. The website's most active time of the school day is 10a. The website's most active time of the evening is 7p. Nearly half of all website visitors use Chrome. Nearly 10% of INFOhio website use came from tablets or other mobile devices.

- INFOhio staff, Regional ICoaches, and District/Building ICoaches have led more than 425 presentations to more than 10,300 teachers, librarians, administrators, and parents. This represents a 31% increase in audience members over the same time last year.

Mitinet News

- Chris Roberts retired 3/27/15
- Replacement: Dave Ingraham
  800-824-6272 ext. 5208 davei@mitinet.com
- Discounted pricing for Full Circle Support Only service remains in effect thru 12/31/15

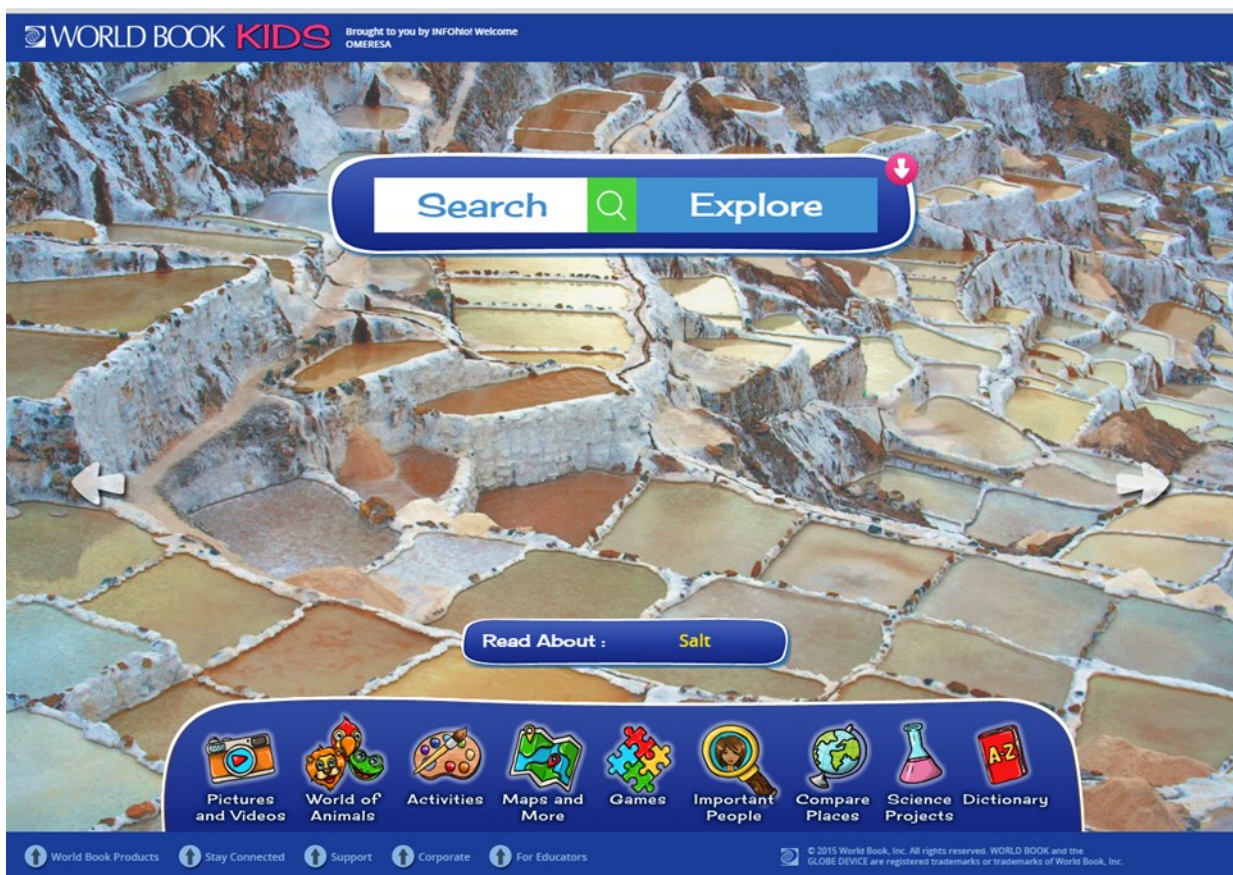**Be sure to contact me if you would like Mitinet to enhance your records at the same cost $60.00 per building**.

INFOhio's Statewide Username and Password will remain UNCHANGED for the 2015/2016 School year.

INFOHIO UPDATE - CONTINUED

NEWS FLASH!

Update to World Book Kids

- **New interface released February 20th, 2015**
- **Device Agnostic! (works on all devices)**
- **Explore feature (formerly Article Browse)**
- **New article layout**
- **Activities – "For Grownups" includes Lesson Plans**
- **Games – 50+ games corresponding to curricular subjects**
- **20+ Science Projects**
- **"For Educators" section includes Curriculum Correlations and Lesson Plans**

INFOHIO UPDATE - CONTINUED

NEW EXPLORA INTERFACE

- **Released in February**

- **Access to INFOhio ITC Providers and ICoaches as of April 2015**

- **Users Council will soon have access**

- **Available via INFOhio web site in Mid-May 2015**

- **Reviewing options with INFOhio Instructional Team and Support Materials being developed**

- **Grades 9-12 – Explora Secondary Interface**

- **Grades 6-8 – Explora Secondary Interface**

- **Grades K-5 – Explora Primary Interface**

WATCH FOR ADDITIONAL UPDATES VIA EMAIL AND POSTINGS TO INFOhio website!

INFOHIO UPDATE - CONTINUED
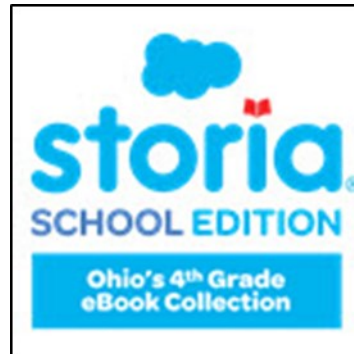
- In the four months since Storia's launch, 2,680 teachers have requested access codes to Storia, representing 63 percent of public districts, 17 percent of charter schools, and 12 percent of non-public schools.

- Since Storia's launch, students have read almost 630,000 minutes.

- We identified the teachers who use Storia often and asked them how it works in their classroom. They said that students find Storia "enticing." The read-aloud feature allows struggling readers and accelerated readers to discuss the same books in class, which, in the words of one teacher, "levels the playing field." They also like the data tracking Storia offers that helps them gauge student growth. "The students love to see their own progress," one teacher said.

- We also talked to teachers who were aware of Storia but had not requested an access code. Most in that group said they did not want to learn a new system that may be available for only a few months. We expect that many more teachers would use Storia if we could guarantee it will be available for a full year.

What to say about Storia funding for 2015-16:

Storia: Ohio's 4th Grade eBook Collection was funded with special money through ODE for the 2014-15 school year. Since its launch in mid-November 2014, we have collected data to show that Storia's use is high enough to justify funding for the 2015-16 school year. Use has been very high for a program that has been available only a few months, and we think prospects are looking good.

If Storia is funded for the 2015-16 school year, which we are hoping to know by the end of June, we will announce it on our home page.

INFOHIO UPDATE - CONTINUED

END-OF-YEAR CHECKLIST

1. 2015/2016 District calendars – sent to Dave

2. New Staff hired for 2015/2016 – send names to Dave

3. Retired/moved staff for 2015/2016 – send names to Dave

4. Clean up INACTIVE Patrons

   - Run PAT:List Users report
   - Specify <7/1/2015 in the Privilege exp.date: (located under the User Selection tab
   - This report will also help you clean up any INACTIVE students with FINES/FEES.

5. Clean up any Titles WITHOUT copies

   - From the ALL TITLES report tab, select the **"List Titles with No Copies"**
   - **Under the Call Number Selection tab – select your Library**
   - **Under the Sorting Tab – sort by call number so that those titles with XX Call numbers will be near the end of the report.**
   - **REMEMBER – check the FORMAT report option prior to VIEWING/PRINTING report**
   - **Remove any duplicate titles that you might have already catalogued…this would indicate just a duplicate SmartPort capture**
   - **Complete any titles that need further processing – Add barcode, call number, etc.**

INFOHIO UPDATE - CONTINUED

END-OF-YEAR CHECKLIST

6. Check any books that might be INTRANSIT

  - Go to the Special Circulation Functions Wizard
  - Click on the Pending Transits Wizard – this will show any books INTRANSIT to your library.
  - Check for the books and just RECEIVE ITEM if you have it on your shelves.

7. Clean up any SAVED TEMPLATES

  - Go to your Reports and Notices Wizard and REMOVE any old or unused report templates that you no longer need.

NOTE: CONTACT ME IF YOU NEED HELP!

TECHNICAL SERVICES UPDATE

Service Highlights:

- ●<u>Voice summary</u>: Currently providing managed VOIP services to 9 districts (800 + phones)
- ●<u>Wireless summary</u>: Currently providing managed wireless services to 17 districts (700 + access points)
- ●<u>Server hosting summary</u>: Currently hosting 26 virtual server deployments for 13 districts (Point of Sale, Document Management and Transportation)
- ●<u>DR backup summary</u>: Currently providing offsite backup services to 7 school districts (38 TB of data being maintained at the State DR site)
- ●<u>System application summary</u>: Technical services installed 27 software releases and/or hot fixes to the Student, Fiscal and EMIS service applications

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 1.6Gbps to OARnet.
- ●Commodity bandwidth provisioning to OARnet is 2.5Gbps.

Upcoming projects:

- ●VMware infrastructure upgrade (on-going)
- ●DDoS appliance install (June)
- ●Google Migration (End of June)
- ●Progress Book Suite system upgrades (July)
- ●Storage system updates (July)
- ●Circuit installs and upgrades (June - ?)

What is Social Engineering (Webroot 2015)?

- ●Social engineering is the art of manipulating people so they give up confidential information. The types of Information these criminals are seeking can vary, but when individuals are targeted the criminals are usually trying to trick you into giving them your passwords or bank information, or access your computer to secretly install malicious software–that will give them access to your passwords and bank information as well as giving them control over your computer.
- ●Criminals use social engineering tactics because it is usually easier to exploit your natural inclination to trust than it is to discover ways to hack your software. For example, it is much easier to fool someone into giving you their password than it is for you to try hacking their password (unless the password is really weak).
- ●Security is all about knowing who and what to trust. Knowing when, and when not to, to take a person at their word; when to trust that the person you are communicating with is indeed the person you think you are communicating with; when to trust that a website is or isn't legitimate; when to trust that the person on the phone is or isn't legitimate; when providing your information is or isn't a good idea.
- ●Ask any security professional and they will tell you that the weakest link in the security chain is the human who accepts a person or scenario at face value. It doesn't matter how many locks and deadbolts are on your doors and windows, or if have guard dogs, alarm systems, floodlights, fences with barbed wire, and armed security personnel; if you trust the person at the gate who says he is the pizza delivery guy and you let him in without first checking to see if he is legitimate you are completely exposed to whatever risk he represents.

TECHNICAL SERVICES UPDATE - (CONTINUED)

Common Social Engineering Attacks:

- ●Email from a friend. If a criminal manages to hack or socially engineer one person's email password they have access to that person's contact list—and because most people use one password everywhere, they probably have access to that person's social networking contacts as well.
- ●Once the criminal has that email account under their control, they send emails to all the person's contacts or leave messages on all their friend's social pages, and possibly on the pages of the person's friend's friends.

Don't Become a Victim

- ●Slow down. Spammers want you to act first and think later. If the message conveys a sense of urgency, or uses high-pressure sales tactics be skeptical; never let their urgency influence your careful review.
- ●Research the facts. Be suspicious of any unsolicited messages. If the email looks like it is from a company you use, do your own research. Use a search engine to go to the real company's site, or a phone directory to find their phone number.
- ●Delete any request for financial information or passwords. If you get asked to reply to a message with personal information, it's a scam.
- ●Reject requests for help or offers of help. Legitimate companies and organizations do not contact you to pro-vide help. If you did not specifically request assistance from the sender, consider any offer to 'help' restore credit scores, refinance a home, answer your question, etc., a scam. Similarly, if you receive a request for help from a charity or organization that you do not have a relationship with, delete it. To give, seek out reputable charitable organizations _on your own_ to avoid falling for a scam.
- ●Don't let a link in control of where you land. Stay in control by finding the website yourself using a search en-gine to be sure you land where you intend to land. Hovering over links in email will show the actual URL at the bottom, but a good fake can still steer you wrong.

More detailed information can be found here:
http://www.webroot.com/us/en/home/resources/tips/online-shopping-banking/secure-what-is-social-engineering

TECHNICAL SERVICES UPDATE-(CONTINUED)

Regional Spring Technology Meeting:

Date: May 22rd, 2015
Time: 9am – 12pm
Location: Buckeye Career Center, New Philadelphia
Agenda: TBA
- ITC Update
- Security Awareness (Thirtyseven4)
- Group Discussion

Visit us at
www.omeresa.net

OME-RESA

**OHIO MID-EASTERN
REGIONAL EDUCATION SERVICE AGENCY**

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