

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

New Home for OME-RESA!

By Angela Underwood, Executive Director



On April 30th 2013, OME-RESA purchased a building located at 2228/2230 Sunset Boulevard. This building is just a few blocks away from our current location. Once renovations are complete, this building will house a new and improved data center that includes top of the line physical and environmental operations and security to protect the sensitive data that we hold in trust for the entities we serve. It also provides enhanced staff operations with plenty of room to expand as we increase service offerings, and a training center with multiple training labs and conference rooms.

The process of renovations and moving will not happen overnight and will be completed in portions with advanced notification as OME-RESA moves through the process. OME-RESA will ensure the least amount of impact and service interruptions. Below is the building project timeline:

Phase 1: May 2013 – July 2013 - OME-RESA will renovate 2230-2A for the Data Center. In late July, when schools are not in session and fiscal books are closed, all data center equipment and technical staff will be relocated to the new building.

<u>Phase 2:</u> October 2013 – December 2013 – All other OME-RESA staff we be relocated to new building.

<u>Phase 3:</u> February 2014- April 2014 – OME-RESA will begin renovating training center.

The OME-RESA staff would like thank all our member districts for their continued support over the years. Each year OME-RESA continues to grow to provide high quality cost savings to all entities we serve!

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ADMINISTRATIVE UPDATE

District Disaster Recovery Plan Maintenance

Springtime is a good time to take some time to update your school district's disaster recovery plan. Review the plan and make changes to reflect how the district will look in the 2013-2014 school year. It is easier to update a plan in preparation for the new school year as the current school year winds down than wait until the fall when the hustle and bustle of the new school year is upon us.

As you review your plan, items to pay careful attention to include:

Team structures and tasks (new members, old members, change of duties)

Update current team members (i.e. a change of phone number)

Review/update potential vendor information for Damage Assessment

Review/update any off-site data storage

Review/change command centers

Review/update District Server Hardware

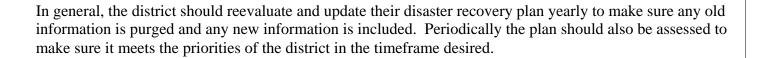
Review/update District Network Hardware

Review/update District Software Applications

Review/update diagrams for offices/wiring closets/computer labs/network/communications

Review/update backup procedures

Review/update any procedures/restoration processes



Any questions regarding district disaster recovery plans can be directed to Sandy Petrozzi – <u>sandy.petrozzi@omeresa.net</u> or 740-283-2050 ext 109.



CO-OPERATIVE SERVICES UPDATE

TOP 10 THINGS MOST PEOPLE DON'T KNOW ABOUT THE OME-RESA CO-OP PURCHASING PROGRAM....

- 10. There are product pictures in the catalogs. Slide your mouse over the red triangle in the upper right hand corner of the description cell for each item and a box with a picture will appear.
- 9. OME-RESA has a "Build-a-Bus" program based off bid. You pick the model, size, options, etc.
- 8. Online ordering is available for the classroom and office supplies with next day or second day delivery at no charge!
- 7. The brand name listed in the catalog is the brand you will receive....
 NO SUBSTITUTIONS!
- 6. There is a Media Technology Catalog with items like white boards, cameras, projectors, laminators and more!
- 5. Discounts on library books and supplies have been added!
- 4. There is an OME-RESA Electric Program Join Us!
- 3. The co-op department has their own help desk email. Direct questions to **coop@omeresa.net**.
- 2. There are animal cadavers in the science catalog for biology class! And

The #1 thing most be people don't know about the OME-RESA Co-op Purchasing Program.....

You can order YEAR ROUND and receive bid pricing!







ELECTRIC!

OME-RESA went out to RFP (Request for Proposal) with two other co-ops and Columbus Public Schools back in December 2010 and came out with an AEP Energy contract in February 2011. The contract runs thru December 31, 2013 for the 73 entities that went out to RFP. OME-RESA's 27 districts will have saved over \$1.2 million at the conclusion of the contract. The co-ops are considering a bridge in the contract to take us to May 2014. We hope to have an offer from AEP for the bridge sometime in May. The bridge is expected to be lower than the current contract. Districts that are not part of the electric program are welcome to join at any time. Please keep in mind, as all the sales people call and tell you how much better they can do on pricing, none of AEP's competitors were available to compete when the contract went out to RFP. While the pricing they offer now is better than our rate, districts have already benefited from greater savings in the prior months when these vendors were nowhere to be found with their competitive rates.



PAGE 4 OME-RESA INSIGHT

CO-OPERATIVE SERVICES UPDATE - CONTINUED

≫Clip-and-Save≫

◆ ACCESSING OME-RESA CO-OP CATALOGS.....

*Go to the OME-RESA website at www.omeresa.net

*Click on "Departments"

*Click on "Cooperative Services"

*Click on "Click Here to Access the Catalogs"

*Passcodes no longer needed

Catalogs are posted in Excel format. However, if you do not have Excel we can save the catalog as a PDF but you will not be able to use the auto calculation feature that is in place for Excel users.

To obtain assistance with accessing catalogs or with co-op orders contact:

Jodi Fogle Michelle Milliken
Ext. 108 740-283-2050 Ext. 107

coop@omeresa.net

♦ ACCESSING OME-RESA BID PRICING THROUGH STAPLES......
(In order to receive OME-RESA bid pricing through Staples, you must go thru the Eway

portal and have an account set up.)

*Go to the Staples website for OME-RESA Co-op Participants at www.EWay.com

- *Enter username as assigned
- *Enter password as assigned
- *The products that come immediately after log-in is a "shopping list" of the OME-RESA Bid Items. For best pricing, shop here first. While all items are discounted, the items on this shopping list have the deepest discounts.

To obtain an account or for assistance with Staples orders contact: Julie Crist at 1-800-860-8500 Ext. 2009 julie.crist@staples.com

◆ ACCESSING OME-RESA BID PRICING THROUGH SCHOOL SPECIALTY......

- *Go to the School Specialty website at https://store.schoolspecialty.com
- *Click on "Education Essentials" on the lower left hand side
- *Click on "Login" in the upper right hand corner
- *Enter username as assigned
- *Enter password as assigned
- *Use the OME-RESA Bid Catalog to guide you in purchasing the items with the deepest discounts. While all items are discounted, the line bid items have the best discounts.

To obtain an account or for assistance with School Specialty orders contact:

Dale Leach at 1-330-204-9229

dale.leach@schoolspecialty.com

≫Clip-and-Save≫

STUDENT SERVICES UPDATE

GradeBook (ProgressBook)

Reminder -- Gradebook POC's please remember to fill out the GradeBook 2013/14 Information Requests and send them in to us by May 30, 2013. They are needed to make sure that your information is correct when your district is being set up for the next school year.



Deleting Staff - Over the summer is the best time to delete staff members who have left your district. You may want to clean up your records for the upcoming school year.

Upcoming Trainings - We will begin to schedule trainings for the new ParentAccess in August. Please remember to check the Events Calendar so that you can register when they become available.

StudentInformation

In the upcoming weeks, we will be finishing up our StudentInformation Student Course Request and Batch Scheduling Trainings. We're also finishing up with the StudentInformation Elementary Scheduling Trainings.

We've added a new training session this spring called the Guidance Counselor Sessions. These sessions provide an opportunity for district guidance counselors to come together and discuss topics of interest and to focus on specific areas of the StudentInformation software.

If anyone needs any further assistance with any Student Services application and would like to set up a time to come to our office in Steubenville for an Open Lab, please send a ticket to DASLSTAFF and we will set up a time.

OME-RESA CONFERENCE

All conference documents have been added to the Knowledge Books and Mr. Fred Burns, Superintendent Toronto City Schools, was gracious enough to share his presentation, EFFECTS OF EMIS INPUT ON THE FOUNDATION REPORT, WHAT A TREASURER NEEDS TO KNOW, with us as well. This document needs to be reviewed by EMIS Coordinators, not just Treasurers as both of your input comes into play with this area of reporting.



Student Services Trainings

If you plan to attend SS trainings please be sure to sign up through the Event Scheduler on the OME-RESA homepage. This ensures that we choose a venue with enough seating and that we bring enough handouts if we are providing additional information. This also entitles you to CEUs. Also for each training Evaluations are handed out, if you do not feel comfortable handing in your evaluation to the Trainer, there are blank Evaluation Forms located in the Knowledge Books that you can use and either email to the Department Coordinator (cindy.alban@omeresa.net) or fax to 740-283-1500. Be sure to check the Upcoming Events regularly as we are continually adding new trainings.

EMIS UPDATE

EMIS Coordinators have had a busy year with finishing out the FY12 reporting periods and working on FY13 reporting!

The FY12N Yearend reporting period for Non LRC Supplemental information closed on March 15th. However ODE may reopen this reporting cycle to capture FY12 information for Career Tech and Gifted students.

The FY12 G reporting is supposed to close on April 26th, 2013 and the FY12D March Career Tech Follow -Up reporting closed on January 29th, 2013. If the Yearend Supplemental reporting period does not reopen we will finally have completed all of the reporting cycles for last fiscal year.

As for this fiscal year, the October FY13K reporting period closed on March 22nd, 2013. We are still waiting for a data file and the March Career Tech follow-up manifest which will open the FY13D reporting period. The expected close date for this period is June 14th, 2013. According to ODE the FY13N Yearend Accountability reporting period will open on May 3rd, 2013 and close for LRC data on July 19th. The FY13N Supplemental non-LRC yearend reporting will close on September 6th. The FY13G Graduate reporting period's proposed opening date is May 15th and will close on November 15th, 2013.

Please be sure to check the FY12 and FY13 processing schedules located on the ODE web site for the Sign Off due date for each of the closed reporting periods. **Superintendents and/or Treasurer's must sign off on their district's data that has been processed at ODE.** The sign off forms are also located on the ODE web site. http://www.ode.state.oh.us.

Upcoming EMIS Trainings:

May 13th FY13 Yearend Training @ OME-RESA

May 15th FY13 Yearend Training @ Buckeye Career Center

May 16th FY13 Yearend Training @ Mid-East Career Center

June 18^{th} FY13G Graduate Training @ OME-RESA

June 19th FY13G Graduate Training @ Buckeye Career Center

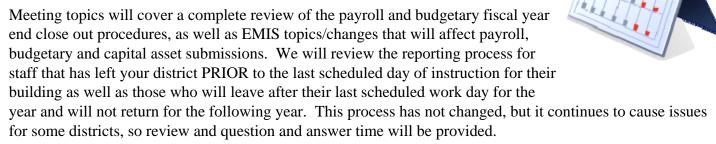
June 20th FY13G Graduate Training @ Mid-East



FISCAL SERVICES UPDATE

Fiscal Year End Treasurers' Inservice Scheduled

The fiscal year end treasurers' inservices have been scheduled for Thursday, June 6th at Buckeye JVS in New Philly, and Thursday, June 13th, 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.



By June we should also have more solid information on other reporting requirements or payroll processing requirements needed for the 30 hour Obamacare rule.

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.

2013 W2 Reporting Requirements – Insurance Deductions Records That May be Needed

Tax year 2012 proved to be a very trying time for both ITCs and districts as they struggled to interpret ALL that needed to be reported on the tax documents, per the IRS. Six districts needed a complete re-run of all their W2s due to incorrect/missed reporting information on the DEDNAM record, and 22 districts needed re-done to include optional health care taken out by the employee that was 'pre-tax'. With the mass amount of 'do overs' we incurred, we are going to briefly review this topic and give the districts more time to investigate if they have other deductions that need to be added to their W2s this year. This is something that needs to be considered each and every time you add a new deduction, even for an optional health care deduction not provided by your district, to be certain you are in compliance.

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FISCAL SERVICES UPDATE - CONTINUED

NEWCNT Review for Salaries and EMIS Reporting Fields

This time of year districts are entering new contracts for staff for the upcoming school year. The first group of staff whose contracts will change will take place as of 7/1/2013. Because June staff and student reporting does not end until the latter part of July, AND most, if not all districts will have purged new contracts for classified staff whose new contract begins July 1, staff extractions for EMIS done up through the close of the June EMIS reporting period will pull the NEW contract information for the next school year if you do NOT move the old contract amounts to the EMIS fields on screen 2 of the NEWCNT program. Screen shots and examples were provided in the June treasurers' inservice manual if you need to reference them while entering the new contracts.

Failure to place the old salary amounts in the EMIS salary fields will cause the June staff extraction to pull the next year's contract amount and that would make your staff look like they got a raise between October reporting and June reporting. If you have questions or need assistance to ensure the new contract information is correct in regards to EMIS reporting, please email fistaff@omeresa.net for help.



Districts Continue to Roll out Employee Kiosk

During the current fiscal year, 4 districts have gone live with 2 others scheduled for training this spring and potentially, a third may make the cut off. That would bring our total districts on this package to 29, with several on the list that have expressed interest for the fall of 2013. If you are interested, please email FSTAFF and we'll provide details.

INFOHIO UPDATE

INFOhio Online Professional Learning – Summer 2013 (WVIZ)



21st Century Tech Skills for the Common Core

The INFOhio 21 Essential Things for 21st **Century Success** (part of INFOhio's Learning Commons) is an online learning program that teaches educators how emerging web-based technologies can change the way teachers and students access information and communicate with each other. Each of the 21 Things is tied to specific **Common Core Standards.**



The 21 Things are divided into four separate WVIZ online Modules. Become proficient with tools such as pod-casting, video/image hosting sites, curation tools, personal learning networks (PLNs), and more. Learn how INFOhio's highly regarded resources can enhance student research while allowing you to differentiate instruction, choose appropriate complex text, develop project based activities, and provide college and career readiness. In these WVIZ Modules there will be a Facilitators to help you get started and guide you. You need to take Module One first. You can take more than one module during a four weeks session.



Cost: \$125 each module

1 graduate credit for an additional \$150 for each module from Ashland University

Four Modules available - each covering 5 or 6 of the INFOhio 21 Things, each offering one graduate credit. These modules are created for Ohio educators to explore and engage in Web 2.0 technologies and 21st Century Learning Skills. **Module 1 needs to be taken first** and can be taken with others at the same time.

Modules 1, 2, and 3 available: (4 weeks each)
June 12- July 9

Modules 1, 2, 3, and 4 available: (4 weeks each)
July 17- August 14

INFOHIO UPDATE - CONTINUED

21st Century Tech Skills for the Common Core - NEW! Is the name of WVIZs new course for the 21 Things in the 21st Century Learning Commons.

It is now posted at http://www.ideastream.org/education/online. See the previous page for registration specifics http://www.ideastream.org/education/.

For those of you who have taken the 21 Things for CEUs in the past, I'd check with your LPDC.

The grad course entails a lot more than the previous CEU version, plus this new version is more than updated with better links and newer sites.

It includes new features not yet seen: Research for Success, Go! INFOhio Ask Act Achieve and common core enhancements including text complexity et al.

The graduate activities do more than challenge you, they encourage you to enhance your own classroom activities and student success.

The WVIZ course is totally online. You will file all your completed work into a personal Drop-box established by WVIZ and monitored/graded by an adjunct professor from Ashland. You will have no 'live' meetings. All that is necessary: computer, connectivity and your effort - plus the fees for the course/s!

Online learning is definitely different than face-to-face.

However, research shows us that increasingly the work our students will do in K-12, College and Career, will include lots of online learning and assessment.

So in addition to learning about online tools, resources and strategies covered in "21 Things", you are ALSO learning more about online learning yourself.

Also, check with the facilitator for the class you are considering to find out exactly what help is available.

I will say that in my opinion the '21 Things' is an excellent way to try online learning - and about as easy an introduction to online learning as there is (short of a blended or 'partially' online class.

INFOHIO UPDATE - CONTINUED

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.

Six resources are recommended for continuation in the collection:

- 1. EBSCO core databases, central to the Ohio Web Library collection, including Biography Reference Bank;
- 2. LearningExpress Library, and
- 3. Job and Career Accelerator, with some resources that were previously in LEL (primarily the computer tutorials) now moved into JCA;
- 4. World Book, including the Early World of Learning and now the new Academic World Book;
- 5. Ancestry Library Edition; and
- 6. Science Online (from Infobase).

Five resources are recommended for addition to the collection:

- 1. Literary Reference Center (from EBSCO) fills a need first identified by the 2008 LCO review committee and re-affirmed by the 2013 committee.
- 2. Workforce Skills for 21st Century Success (from LearningExpress) provides resources to boost basic workplace and job search skills.
- 3. Consumer Health Complete (from EBSCO) provides a comprehensive resource for consumer-oriented health content.
- 4. Points of View Reference Center (from EBSCO) helps users evaluate controversial topics.
- 5. Science Reference Center (from EBSCO) complements the existing Science Online database.

INFOHIO UPDATE - CONTINUED

Finally, four resources are recommended for deletion from the collection on June 30:

- 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



Symphony Workflows 3.4.1 Service Pack 3 Summer 2013 UPGRADE

This upcoming summer INFOHIO tech services will be applying a patch to SirsiDynix Symphony/WorkFlows, which will be necessary to address the OCLC Numbering change that OCLC is putting into effect July 1.

NOTE: The patch will require updating WorkFlows on your machines. You will be prompted for this when you log into Workflows upon returning in the Fall 2013.

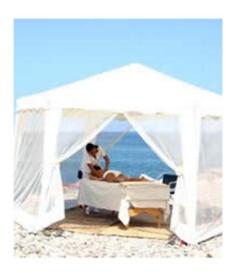
The next MAJOR release of SirsiDynix Symphony will include a web-based client that promises to be more fully-featured than the StaffWeb client. We do NOT have any timeframe yet for when it will be released or when it will be adopted by INFOhio.

Save the Dates: August 5-7, 2013

OME-RESA INSIGHT

INFOHIO UPDATE - CONTINUED

INFOhio BootCamp A Summer Spa Treatment Just for You



Topics

- 1. Future Ready: Tools and Resources for College and Career Readiness
- 2. Common Core Instructional Shifts for English Language Arts/Literacy and INFOhio Resources
- 3. Materials Selection for the Common Core
- 4. New AASL Lesson Plans
- 5. 2 short sessions on using the curation tools, Pinterest and Symbaloo, for your library

NOTE: Keynote and titles for Presentations have not been finalized and may change as of 4/24/2013

Boot Camp is free and will be held via webinars with activities for participants to work on during the webinar, just like last year's boot camp.

INFOHIO UPDATE - CONTINUED



END-OF-YEAR CHECKLIST

- 1. 2013/2014 District calendars send to Dave
- 2. New Staff hired for 2013/2014 send names to Dave
- 3. Retired/moved staff for 2013/2014 send names to Dave
- 4. Clean up INACTIVE Patrons
 - Run PAT:List Users report
 - Specify <7/1/2013 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.

(continued)

OME-RESA INSIGHT

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

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 4 districts (586 phones). The service will be expanded this summer to six districts (921 phones).
- *WLMS (Wireless) summary: Currently providing managed wireless services to 3 districts (157 access points). The service will be expanded this summer to nine districts (433 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 9 districts totaling over 600 mobile devices.
- *DR backup summary: Currently providing offsite backup services to 10 school districts (33 TB of data being maintained at the State DR site).
- *System application summary: Technical services has installed over 30 software releases and/or hot fixes relative to Student and Fiscal service applications.

WAN Update:

- *OME-RESA is maintaining 72 high-speed direct connections that provide over 3Gbps of bandwidth capacity.
- *Transition to high-speed connections has resulted in the reduction of coaxial connections this year to 25. We expect an even greater reduction of these types of connections as more Horizon sites become active.
- *We have 8 of 30 Horizon connections active and expect a majority of the remaining sites to be activated over the summer months.
- *Daily ITC internet utilization has begun to peak collectively over 500Mbps between our peered connections to OARnet and Comcast. We are anticipating and planning for internet utilization to be at 1Gbps this time next year.

Technical Meeting Attendance:

- *Local and Regional meetings were well attended this year.
- *Overall attendance was up.
- *We still need to ensure that distributed information is flowing properly to decision makers.
- *Thank you, for getting your technology folks to these meetings.
- *Let's keep moving forward.

OME-RESA INSIGHT

TECHNICAL SERVICES UPDATE - CONTINUED

OME-RESA Conference:

- *We utilized a new conference format this year, which allowed for more comprehensive discussion and training sessions (fewer topics with longer durations).
- *OME-RESA collaborated with the ESC's to provide pertinent professional development sessions for the technical track. We utilized the local meetings to discuss topics of interest and conducted a vote at the January meeting to identify the final session agenda.
- *We utilized district technology professionals within and outside OME-RESA's region to facilitate these PD sessions and discuss lessons learned. Attendees were happier having presentations from their peers rather than vendors.
- *We surveyed each track session to gauge interest in specific topic(s) that could be offered as a focalized summer PD event.
- *We are compiling survey data to identify topics, instructor and locations to host events. The events may have a small cost associated with them to reimburse the instructor/district for their time, travel costs and materials utilized for the training.

Summer Projects:

- *Core upgrade to facilitate 10Gbps internet connectivity to OARnet.
- *Expansion of IPTMS(Voice) and WLMS(Wireless) services.
- *System upgrades and patches associated to the Progress Book Suite.
- *Horizon site installs.
- *New data center construction and eventual move.
- *Assistance to multiple districts performing their own maintenance and/or upgrades over the summer

Regional Spring Technology Meeting:

Date: May 30th, 2013

Time: 9am

Location: Buckeye Career Center

Agenda: TBA







OME-RESA

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