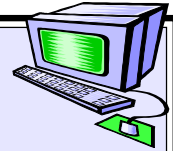




Back to School



FALL 2005



Connected

The Newsletter of the Miami Valley Educational Computer Association



1980-2005 * Celebrating 25 years of service to Miami Valley schools *

DA Sites to become ITCs

New legislation has changed the name of DA Sites in Ohio to better reflect what we do. We will no longer be "Data Acquisition Sites." We will now be referred to as "INFORMATION TECHNOLOGY CENTERS," or ITCs.

eTech (formerly SchoolNet) NEWS

(www.etech.ohio.gov)

The FY06 Ohio K-12 Network (formerly ONEnet Ohio) application is now available through Fri., Oct. 28, 2005. All Ohio public school buildings that meet the connectivity requirements for Ohio K-12 Network funding are eligible for \$3000 each, to be used to offset the cost of connectivity fees and services necessary to participate in the Ohio K-12 Network. Visit the eTech (OSN) website to begin the application process.

eTech Ohio operates an *email listserv* to support communications between the members of the Ohio E-Rate community. Subscribe to the E-Rate listserv through the eTech Ohio website.

What's New?

EMIS

What's New?

There is a lot of important information about EMIS in this issue. Please see pages 3 - 5 of this newsletter for EMIS news and updates! We have included new requirements and important submission dates.

MVECA Welcomes New Board Member



Ben Teeters, Treasurer for Washington Court House Schools, joined the MVECA Board in July 2005.

He joins the other six MVECA Board members:

- David Baits, Supt. Cedar Cliff Local
- Dave Bollheimer, Treasurer, Northwestern Local
- Joan Corbitt, Treasurer, Greenvew Local
- Keith Brown, Supt., WCH Schools
- Denny Howell, Supt. Greenon Local
- Marsha Leonard, Supt, Greene Co. Career Center

E-rate Timetable and List of Deadlines (sl.universalservice.org)

Funding Year

July 1 through the following June 30 (non-recurring services through the following September 30)

Form 470

Posted at least 28 days before the filing of the Form 471, keeping in mind (1) the timeframe for compliance with all competitive bidding requirements and (2) the Form 471 application filing window opening and closing dates

Form 471 window

Early November to early February preceding the start of the Funding Year

Form 471

Received or postmarked no later than 11:59 PM EST on the day of the close of the Form 471 application filing window

Form 486

Received or postmarked no later than 120 days after the date of the Funding Commitment Decision Letter or 120 days after the Service Start Date, whichever is later

Form 472 / Form 474

Received or postmarked no later than 120 days after the date of the Form 486 Notification Letter or 120 days after the last date to receive service, whichever is later

INSIDE THIS ISSUE

What's New?	1
SIS/DASL news	2
Progress Book	3
EMIS Update	3-5
Fiscal update	6
INFOhio/SIRSI	7
Technology News	7
Calendar of Events	8

What's New?

MVECA FALL ASSEMBLY MEETING

Thurs., Nov. 17, 2005
breakfast 9:00 a.m.
meeting 9:30-11:00 a.m.

Student Services

Angie Crandall * Lynda Davis * Ann Edwards * Stacy Hurtt * Sandra Ingledue * Annette Puckett

A good place to start this school year is to introduce you to your SIS support staff at MVECA - in alphabetical order...



ANGELA CRANDALL has worked with EMIS at ODE for 5 years and has provided much leadership for us in the area of EMIS training and policy development. Angie will continue to support EMIS on a part-time basis this school year at MVECA.



LYNDA DAVIS started July 1 at MVECA after 8 years supporting McSIS at another DA Site. Lynda will be leading the rollout of the new DASL software and continue support of SIS. Her training and support skills are already appreciated by many.



ANN EDWARDS joined the MVECA staff on August 22. Ann worked for the past 8 years at ODE in Teacher Certification and Licensing. Ann has an extensive background in IT and will be supporting both EMIS and the new DASL software.



STACY HURTT will continue to provide EMIS, as well as SIS support to districts. Stacy has just completed her second year at MVECA.



SANDRA INGLEDUE continues to provide her expertise for the Progress Book and Student Services Modules. Sandra has become a resource for many other DA Sites as they also work to support these modules.



ANNETTE PUCKETT will begin at MVECA on October 1. She will be supporting districts in the rollout of the DASL software, among other things.

SIS News

Welcome Back to another new school year! We hope everyone has had a relaxing and enjoyable summer! With the school year underway and having the SIS Beginning of the Year Meeting completed, we hope everyone is ready to get this year started.

During the course of the school year more SIS trainings will be offered such as Attendance, Fees, Grade Cards/Interims, Report Writer (Repo) Reports, SIS New Users, and Discipline. As the training sessions are scheduled, they will be posted on MVECA's training calendar and a message to the SIS distribution list will be sent out announcing those trainings. If you missed the SIS Beginning of the Year meeting, the handouts are available on MVECA's website using the "student services" link.

As we update documentation on trainings, the new/updated documentation will be posted on our website. We hope this will be the start of a great year for all! It was nice meeting some of you at the recent SIS meeting!



DASL News

Another year has begun and news of the DASL program is spreading as well. As of the end of the 04/05 school year, several districts at NOACSC had gone live on DASL and ended their year on the new program. MVECA hopes to begin with a district piloting DASL during the second semester of the 05/06 school year. Then we will be ready to begin conversion of other MVECA districts to the DASL software.

MVECA staff members have attended trainings and meetings for the new software and continue to get information on the progress of the districts currently live on the software. More details will be available and shared with district leaders soon!

"A dream is just a dream. A goal is a dream with a plan and a deadline."

-Harvey Mackay



and

SPECIAL SERVICES MODULE (SSEM)

Greetings to everyone for the 05-06 school year! We would like to extend a warm welcome back and welcome to our existing and new Progress Book and the Special Services Education Module users. This year, there are twenty-one districts total on board with some combination of the two softwares. We have five schools using Progress Book only, five schools or ESCs using the Special Services Education Module only and eleven districts using the combination of both.

SPECIAL SERVICES

In an effort to better serve your needs, the MVECA Special Education Module team would like to conduct a couple of meetings this year with the Special Education Supervisors or key personnel throughout MVECA's districts who are utilizing the Special Services Education Module this year.

Our first meeting is for Special Education Supervisors on Thursday, Sept. 29th from 10:00 a.m. – noon at MVECA in the curriculum room. It is our hope these meetings will allow open communication pertaining to the Special Services Module and provide the opportunity for us to share ideas and provide input as to how the module works for us now and how it could improve for our future needs.

Please sign up using the MVECA training calendar for September 29th at www.mveca.org and click on the training calendar link. Please fill out all requested information.

PROGRESS BOOK

We have scheduled beginning level trainings for Progress Book throughout September at MVECA in the training room for new staff members. Please sign up using the training calendar link on the MVECA home page: www.mveca.org. Due to the busy time at the start of any new school year, all trainings will be conducted at MVECA during most of August and all of September.

The Progress Book September training dates are:
September 7th Elem 9 – 11 a.m. HS 1 – 3 p.m.
September 9th HS 9 – 11 a.m. Elem 1 – 3 p.m.
September 19th Elem 9 – 11 a.m. HS 1 – 3 p.m.
September 21st HS 9 – 11 a.m. Elem 1 – 3 p.m.
September 23rd Elem 9 – 11 a.m. HS 1 – 3 p.m.

If you would like to schedule a Progress Book or Special Services training or presentation in your district or building, email us at progressbook@mveca.org and we will do our best to accommodate you.



EMIS UPDATE

Key Dates for EMIS

September 21, 2005 –EMIS 101 training session (9:00-12:00)

September 28, 2005 - FY2006 October EMIS Training Sessions (9:00 & 1:00)

September 30, 2005 - FY 2005 Yearend (N) EMIS Reporting Period Sign-Off Forms due at ODE.

October 14, 2005 - First processing of Period K FY06 data. Deadline for Initial Period K data to be at DA Site (Per Ohio Revised Code). According to ORC § 3317.03 (A) the superintendent of each school district is required to certify the formula ADM to the State Board of Education "on or before the fifteenth day of October". This is done by reporting data to ODE via EMIS.

November 18, 2005 – School funding seminar @ Wayne High School in Huber Heights

December 2, 2005 - First processing of Period M FY06 data at ODE. (These data include December Child Counts and data about students in state and federally-funded preschool programs.)

December 9, 2005 - Districts that have not submitted October EMIS data by this date will be considered out of compliance with EMIS reporting requirements outlined in section § 3301.0714 (L) of the Ohio Revised Code. ODE will send those districts a warning letter on 12/13/2005, to inform them that the 45 day corrective action cycle will begin for Period K on 1/17/2006 and any district out of compliance will receive a letter based upon data submitted on 1/6/2006.

January 20, 2006 – Last processing of Period M FY06 data. This is the last opportunity to submit data for December Child Counts.



Other Upcoming Events– Dates to Be Announced

- * Open labs for FY2006 EMIS reporting will be held in November. EMIS coordinators will be notified about dates.
- * A "Cross-flow" working session will be held for EMIS coordinators to review the "Stu_AH" aggregation reports with other districts. Dates will be announced as soon as they are set.
- * Arrangements are being made with Area Coordinators to review SF-3 reports with treasurers, EMIS coordinators, and other interested district personnel. Once dates are arranged with ODE School Finance Area Coordinators, invitations will be sent.

more EMIS news

EMIS UPDATE (cont.)

FY2006 EMIS Reporting for Students Attending Educational Service Centers (ESCs)

In order to eliminate duplicate reporting of student data, in FY2006 Education Service Centers will no longer be required to report student data, **with the exception of preschool student data**. This means that ESCs are not required to report student data records for students receiving and/or participating in programs/services from ESC employees. *The sending/resident district* is responsible for ensuring that students receive appropriate instruction/services and are held accountable for student performance. Therefore, *the sending/resident district* is responsible for the reporting the appropriate student-level data records for students receiving services from and/or being educated by an ESC employee.

For funding purposes, ESCs are still required to report student-level data for preschool students they are educating and/or providing services. If the ESC is allocated funds from the Office of Early Learning and School Readiness (formerly the Office of Early Childhood Education) then the ESC is required to report the appropriate student-level records. These funds include allocations for the following two preschool programs:

- Preschool Special Education Unit Funds
- Early Childhood Education State Funds (formerly State Funded Public Preschool Grant)

Since the ESC will not be reporting these students in EMIS, the attendance data reported by the resident/sending district for that student should include his/her attendance at the ESC for both October and Yearend. This means that districts will need to make arrangements with the ESC to collect attendance data for these students.

In situations where school districts are contracting with Educational Service Centers and/or other EMIS reporting entities, the school district is responsible for reporting student course records, with the exception of preschool courses. The school district will report the student course records, and also the staff course master records of the staff teaching the students at the ESC. **This means that the ESC will need to share the employee ID of these staff with the appropriate individuals in the resident/sending district.**

According to ODE, if a district contracts with an ESC or another entity for teachers to teach a course to their students, it is the responsibility of the district to ensure that the teacher meets the Highly Qualified Teacher definition. Therefore, **the contracted employee will be counted toward the district's HQT (Highly Qualified Teacher) statistic.**

ODE has recently released a new section of the EMIS Guide - Appendix A- "Reporting Contracted Staff Situations" that includes information on how to report contracted staff data in EMIS. This information can be found on the ODE/EMIS web site."

More specific guidance on reporting students receiving services and/or instruction from ESCs will be provided at the October EMIS training session on *September 28, 2005*.

On **Wednesday, September 28, 2005**, MVECA will offer two training sessions related to October reporting:

- * 9:00-12:00 October reporting for Beginners
- * 1:00-4:00 October reporting for Intermediate/Advanced Users

The "Beginner" session will include a detailed overview of the October EMIS reporting checklist, including a discussion of EMIS changes for FY2006.

The Intermediate/Advanced session will include an overview of the EMIS changes for FY2006, and advanced EMIS topics, including an overview and discussion of other types of data/applications related to EMIS reporting - OEDS (Ohio Educational Directory System), FLICS (Federal Low Income Count System), CSADM (Community School ADM web application), and EMAD (Education Monetary Assistance Distribution).

**FY2006
October EMIS
Training
Sessions**



EMIS UPDATE (cont.)

EMIS 101 training session

MVECA is offering a new type of training called "EMIS 101- An Introduction to EMIS" on September 21, 2005, from 9:00 a.m.-12:00 p.m. The goal of this session is to explain what EMIS is, how it works, key timelines, and what EMIS affects. This session is geared to non-technical staff, and will include some basic EMIS concepts to help administrators and others learn how they can assist in verifying the accuracy of EMIS data for their buildings and/or districts.

This will not be a detailed, technical discussion, but will show non-technical staff what they need to know in order to facilitate reporting of accurate data.

While the session is geared to district and building administrators, EMIS coordinators have also mentioned that this would be a helpful orientation for secretaries and others who are impacted by EMIS (such as treasurers, special education coordinators, counselors, principals, testing coordinators).

Interested participants can register at www.mveca.org/www/training/registration_form.htm.

Seminar on School Finance & EMIS - Wayne High School in Huber Heights

On November 18, 2005, EMIS Coordinators, Treasurers, and Superintendents are invited to attend a school funding seminar on the School Foundation Funding Program presented by Jim Degen, ODE School Finance Area Coordinator. This session will be held at Wayne High School in Huber Heights City Schools, 5400 Chambersburg Road, Huber Heights, Ohio. This seminar includes two sections – a morning session for traditional public district funding, and an afternoon session for community school funding. Participants are welcome to stay for both sessions.

- * 8:30-11:30 a.m. School foundation funding for traditional public districts
- * 1:00-3:30 p.m. Community school funding



Critical FY2006 October EMIS Changes

All courses will be reported separately for students in grades in K-12. In FY2005, districts were required to report separate courses for students in grades 4-12, so this means that districts will now need to schedule separate courses for students in grades K-3 for the 2005-06 school year.

Beginning in the 2005-06 school year, the Kindergarten Readiness Assessment – Literacy (KRA-L) will be administered to all kindergarten students. These results are required to be reported in EMIS. Therefore, a new testing record has been added called the Kindergarten Readiness Assessment – Literacy Record. *The KRA-L record will be reported during the October K reporting period.*

Other EMIS changes will be shared at the FY2006 October EMIS Training sessions held on September 28.

STAFF EMIS



A working group assembled over the summer to discuss the definition of Staff FTE as reported in EMIS. Members of the group included Area Coordinators from ODE, Treasurer's Office staff, Human Resources Staff and EMIS Coordinators. Based on the input, a proposal was developed to be submitted to ODE. We found that certified staff FTE is locally defined consistently over MVECA districts. However, non-certified staff FTE is measured in many different ways. Our proposal tries to provide a consistent manner to calculate FTE for non-certs. We'll keep you posted! Thanks to everyone who participated! The first submission to ODE for 06K data is October 14, 2005. Once new staff are added, run USPEMS to create the PERDET report that will list any errors or omissions. We will have an EMIS 06K Staff Reporting training on Sept. 21, 2005. Registration will be online.



Deb Dinnen



FISCAL UPDATE



Tom Faulkner

Welcome, Tom! Tom Faulkner joined the fiscal software support team on July 1, 2005. Tom has already proven to be a great asset to MVECA! The fiscal team will be attending the ITC (Information Technology Center – formerly know as DA Site) OEDSA conference on September 14th and 15th. We will monitor email between sessions. Please direct your emails to fiscal@mveca.org.

Fiscal Support is currently using the Unicenter Service Desk to log requests. Please continue to send your questions to fiscal@mveca.org. We enter your request in the Service Desk. You will receive an email that the request is opened and then additional emails to update you on the status of your request. Please READ the emails as they contain questions, comments and solutions to the request. DO NOT reply to the Service Desk emails. For now, direct your responses to fiscal@mveca.org or the assignee of your request.

USAS

The fall software release will not include PORQ, INPROC, ACCEDT or OHUSAS. The following programs provide the same output.

PORQ: **USASCN** (USAS Main Maintenance Menu) **REQSCN** or **POSCN**

USASWEB- Requisition or Purchase Order Module

ACCEDT: **USASCN/ACTSCN**

USASWEB- Accounts Module

INPROC: **APE**(Accounts Payable Entry)

USASWEB- Invoice Module

OHUSAS: **SSWAT** (State Software Access Tools) is a web interface for current and historical USAS data. School district personnel may use SSWAT to query for Vendor, Accounts (Cash, Appropriation, Budget and Revenue) and detailed transaction information (POS, Checks, etc).

EIEIO(Extended Interface for Enquiry Input and Output) is a program which provides enquiry access to the primary master files of the USAS. It enables the user to retrieve data from current accounts, purchase orders, receipts, requisitions, checks, invoices and vendor files

Please call if your district needs training on any of the applications listed.

“Success usually comes to those who are too busy to be looking for it.” — Henry David Thoreau

USASWEB

The most recent version of USASWEB includes:

1. A calendar icon is available to select dates
2. New modules for Refund, Invoice, and Vendor were added.
3. New fields were added to the receipt option: Received From and Description.

The following programs have been put on the **1-year countdown** since the latest release of USASWEB:

VENSCN

RCPROC

RECEDT

APE

The plan is to remove them from the software for the September 2006 release.

Note: **VENSCN** will remain available from within **REQSCN/POSCN** until those programs are no longer available for use. However it will no longer be available as a stand-alone program **effective Sept. 2006**.

USPS

We are still anticipating the release of **USPSWEB**. No word on its installation. Biographical and Attendance will be the first modules to be released. Keep watching for Training dates!

Upcoming Fiscal Dates:

ITC – OEDSA – September 14 & 15, 2005

Staff EMIS – September 21, 2005

Calendar Year End – December 9, 2005



Sirsi Migration

We now have four districts up on Sirsi and another three to migrate in the next few weeks. It is very important for all Multilis districts to continue with their data cleanup. We will have cleanup refresher sessions this fall. Remember, our goal is to have everyone migrated by the end of the school year. INFOhio Tech Services in Lima is currently testing the MAC client software. I will share more details as I get them.

Electronic Resources

We will be hosting an INFOhio Electronic Resources Rollout session this year on Tuesday, September 13, 2005 from 9:00-12:00.

Come and explore the most recent updates to the INFOhio Electronic Resources Collection, the most significant of which is the addition of LearningExpress Library.

[LearningExpress Library](#) includes test preparation resources, skill-building tools, study guides and career guidance materials. Online course series are available in language arts, math skills and standardized test preparation including practice exams and quizzes. Use *LearningExpress Library* for:

- * Test Preparation: ACT, SAT and other college, graduate school and military entrance exams (ASVAB)
- * Skills improvement practice exercises and online courses for elementary, middle and high school students
- * Advanced Placement practice tests

Users Meeting Ahead

Our next INFOhio Users Group meeting will be on Tuesday, September 13, 2005 from 12:30 – 2:30pm. This will be after the Electronic Resources Rollout presentation. Please bring your calendars so we can schedule the rest of the years meetings, and discuss your training needs.

Other News

If you haven't heard already, Sirsi and Dynix merged this summer to become SirsiDynix. They have pledged continued support of both product lines. The new company will have approximately 4,000 library and consortia clients around the world, serving more than 200 million people through roughly 20,000 library outlets.

MVECA Computer Recycling Roundup

For a few days, it seemed that the flow of incoming computer parts, cpu's, monitors, keyboards, and mice would never stop. The computer recycling roundup that was held between July 25th and August 5th facilitated the legal, and EPA compliant, disposal of approximately 2000 cpu's, 1500 monitors, and 16 4x4x4 pallets of miscellaneous electronic equipment and peripheral devices. Vernay Labs, who so graciously allowed us to use their facility as a collection point, twice had to grant us the use of additional space. Once the collection window was closed, it took two days of loading and three semi-trailers to hold and transport all of the equipment to the RET3 Job Corp facility in Cleveland, Ohio. Needless to say, collecting and moving all that equipment became a major undertaking.

However, it was well worth it. Faced with quotes from two other recycling companies that would have charged MVECA districts between \$20,000 and \$30,000 to remove and recycle the equipment, we were fortunate to find a not-for-profit recycler that utilizes the old technology by refurbishing and placing it in facilities where it's needed. RET3's policy of not charging public entities on a per-component basis, spelled huge savings for MVECA districts.

Vernay Labs in Yellow Springs, also played a huge role in helping MVECA districts to save thousands of dollars. Without the use of their facility, loading docks, and forklift, conducting a roundup of this size would not have been possible.

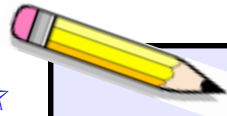
In the end, the total cost for removing the massive pile of used components was a mere \$2,600. Total cost to each of the 12 participating districts was \$216.30.



OSN + OET = eTech Ohio

The passage of HB 66 on July 1, 2005, created a new commission called eTech Ohio. This is a combination of two former commissions, the Ohio SchoolNet Commission and the Ohio Educational Telecommunications Network Commission. eTech Ohio's vision is to advance education and accelerate the learning of Ohioans through technology.

**Registration for the 2006
State Technology Conference
(Feb 13-15, 2006) is now open.
Register through the eTech website.**



MVECA
CALENDAR OF EVENTS



Mon., Sep. 5	MVECA offices closed - Labor Day
Wed., Sep. 7	Progress Book Training 9-11 a.m. for Elem, 1-3 p.m. for HS
Fri., Sep. 9	Progress Book Training 9-11 a.m. for HS, 1-3 p.m. for Elem
Tues., Sep. 13	INFOhio Elec. resources Rollout Meeting 9:00 a.m.-12:00
Tues., Sep. 13	INFO Users Groups meeting 12:30 - 2:30 p.m.
Thur., Sep. 15	MVECA Board Mtg cancelled
Mon., Sep. 19	Progress Book Training 9-11 for Elem, 1-3 for HS
Wed., Sep. 21	Progress Book Training 9-11 for HS, 1-3 for Elem
Wed., Sep. 21	EMIS 101 9:00 a.m. -12:00
Wed., Sep. 21	Staff EMIS meeting 12:30-3:00 p.m.
Fri., Sep. 23	Progress Book Training 9-11 a.m. for Elem, 1-3 p.m. for HS
Wed., Sep. 28	FY06 Oct. EMIS training - Beginners 9:00-12:00
Wed., Sep. 28	FY06 Oct. EMIS training - Intermed/Advanced 1:00-4:00 p.m.
Fri., Oct. 14	Period K EMIS FY06 processing due ODE
Thurs., Oct. 20	MVECA Board Meeting 8:30 a.m
Fri., Oct. 28	ONENet applications due
Thurs., Nov. 17	MVECA Board Meeting
Thurs., Nov. 17	MVECA ASSEMBLY MEETING - 9:30 (breakfast 9:00 a.m.)
Thurs., Nov. 18	ODE School Finance/EMIS session **at Wayne HS in Huber Heights
Nov. 24-25	MVECA Offices closed - THANKSGIVING
Fri., Dec. 2	Period M EMIS FY06 1st processing due ODE
Thurs., Dec. 9	Fiscal Calendar Year-end meeting
Mon., Dec. 26	MVECA offices closed
Mon., Jan. 2	MVECA offices closed
Fri., Jan. 20	Last period M EMIS processing date

**all meetings and trainings at MVECA, unless otherwise noted

You can register online for all MVECA events at:
www.mveca.org/www/training/registration_form.htm



New email Retention Policy

The MVECA Board approved a policy to help with the problems of storage and disposal of old email on the MVECA server. Effective May 1, 2005:

- messages in the Newmail or Inbox folder, older than 120 days will be deleted weekly
- messages in the mail folder, older than 120 days will be deleted weekly
- messages in the outbox or Sent folders older than 120 days will be deleted weekly
- messages in the Wastebasket, Trash, Deleted folders will be deleted weekly

Any mail message that needs to be kept should be filed in a folder other than the ones listed above.

Pictures, files, reports and videos should be downloaded to the local computer and deleted from the mail folder.

You can find this newsletter on our website at www.mveca.org