

Inside This Issue

**PG...ARTICLE**

**1..Operations Director's Desk**

- ...LACA is Growing
- ...Fiber Connectivity
- ...Surveys-LACA's CIP Process

**2..New Staff Member – New Service**

- ...ProgressBook

**3..Fiscal Services**

- ...Electronic Time Card System/Services
- ... Web Applications
- ...Up Coming Roundtables
- ...LACATech Meeting Schedule

**4..EMIS News**

- ...SSEM New Feature

**5..Library Services**

- ...INFOhio Parent's Resources
- ...Women's History Month
- ...Email Services
- ...Spam Blocked Messages

**6..New Student Data Tool, D3A2**



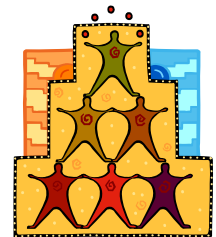
The Newsletter of the Licking Area Computer Association – Newark, OH

## From the Operations Director's Desk – Jonathan Bowers

### LACA is Growing!

LACA is growing in many ways. You will see throughout this newsletter how services are being added and improved, new staff is joining our service team, and new members are being added! First, you'll hear about DASL (Data Analysis for Student Learning) and Jeff Davis, the staff we have hired to spearhead the transition. Another exciting change is the addition of Mount Vernon City Schools. As of July 1, when they officially become a member, we will be serving a total ADM of approximately 37,000 across Licking, Muskingum and Knox Counties.

Another exciting change has been the conclusion of the conversion from MultiLis to Sirsi Library Automation Software. We appreciate the efforts of school staff in assisting with this conversion. LACA is also in the midst of two fiber projects – the TFN (Third Frontier Network) and the local build between districts and LACA through Time Warner.



### Fiber Connectivity

LACA is working on two fiber projects that will improve network services. We have been working with your schools to design new fiber network connections from your districts back to LACA through Time Warner. These improvements, which will take place over the summer,



will give users faster access to LACA's resources. The second project, LACA's connection to the Third Frontier Network (TFN), will improve Internet access by providing LACA the capacity to increase internet bandwidth beyond the physical limits we have with our current connection. We will be working with your technology coordinators as these projects progress.

## Surveys – LACA's CIP Process

LACA Staff review their services on an annual basis as part of our CIP process. This year, each service area has created surveys which they would like for you to complete. Your input is a critical part of our continuous improvement. We sincerely appreciate your taking a few minutes to complete the web-based

surveys for each service area you use. If you work with multiple service areas at LACA, please complete a survey for each area that applies to you.

Here is the survey link:  
<http://www.laca.org/services/survey/>

## NEW STAFF MEMBER – NEW SERVICE

Please meet our new Student Data Analysis Coordinator, Jeffrey Davis. Jeffrey Davis is currently the Project Manager assigned to deploy Data Analysis for Student Learning (DASL). Prior to joining LACA, Jeffrey Davis worked with companies like Wal-Mart, Leapfrog, Donatos Pizza, and Paramount Companies - giving him over 19 years worth of information systems service experience.



### What is DASL?

DASL is a web based student information software package developed by the MCOECN and affiliate ITCs (Information Technology Centers) to meet the ever changing data needs of the school districts they serve. DASL allows districts to collect, store, and manage information about the students within their district and its buildings as well as post calendars, links, and announcements that can be viewed by all or just select “groups” of individuals. It is a robust software package that contains the ability to track student grades, schedules, demographics, course history, attendance, academic history, test scores, and many more items. DASL will be the replacement for SIS and DSL.

Where are we with DASL? We are currently preparing one district, Tri-Valley, for a live-date of May 11, 2006. There are two other districts tentatively scheduled for Fall 2006. Our goal is to have all districts converted by Fall 2007. This timeline may be adjusted based on the outcomes of some DASL development progress. DASL deployment will include hands-on training, procedural checklists, and a DASL website that will keep schools informed on DASL events and updates.

Will there be challenges? Yes. This is a major project because we are converting from a system that has been used since 1986 (SIS). This makes training and deployment challenging. LACA is testing each phase of the process. We are also communicating with other ITC's that have gone live, and are learning from their challenges. The training challenge is minimized because of the graphical user interface that DASL provides.

DASL creates a very exciting future for all of us, and we are glad that the process has begun.



## ProgressBook – Exam Due Dates

**From the desk of the ProgressBook Guy – Andy Kemmer**

At the end of last semester some Middle and High School teachers noticed that the 2<sup>nd</sup> quarter average didn't show up on the report card grade entry screen like it had in the past. What was showing instead was the average from a new grading period that we are using this year specifically designed for use with semester exams. This new “Exam” grading period was being used to house an “Exam” assignment whose average was separate from the grading period average. This enabled teacher to use the grade entry short cut to have Progress Book fill in all of the grading period boxes including the exam box thus eliminating some manual entry for the teachers. To make the exam grading period work teachers had to enter exam assignments with very specific due dates. Initially dates were chosen that were after the 2<sup>nd</sup> grading ended and the 3<sup>rd</sup> grading period began.

Because Progress Book displays the last grading period it was showing the exam average and not the 2<sup>nd</sup> grading period's average. To correct this, the due dates that teachers will have to use for exam assignments will fall between the 3<sup>rd</sup> and 4<sup>th</sup> grading periods. The exams do not have to be given during this time they just have to be entered in Progress Book this way.

An official list of exam due dates by district can be found at <http://www.laca.org/services/progressbook> in the exam due date chart. I will be sending out an official notice to teachers towards the end of the school year.

## FI\$CAL \$ERVICES\$

### Electronic Time Card System/Services

In June 2005, the LACA Fiscal Advisory Committee (District Treasurers) posted a Personal Time Card Data Needs – Request for Proposal (RFP) for an automated time card system. Four vendors responded to the RFP and on February 22, 2006, the Fiscal Advisory Committee selected Timeware's PrimeTime software as the time card solution for the LACA districts. The features/benefits of this system include:

- LCD touch-screen (fingerprint) scanner for accurate real-time recording of staff time and attendance
- Rules-based activity tracking significantly reducing manual corrections
- Accounting for Over Time Extra Hours and Premium
- Interface to state payroll system (USPS) improving efficiency
- Maintainable pay rate and pay step tables with ability to adjust across the board
- Tracking of supplemental charges
- Minimize end-of-period decisions and adjustments

- Permanently stored audit trail
- Provide state-required reporting on demand
- Multiple time record views including by individual employee

The LACA Governing Board (Superintendents) will vote in March, whether to establish a new LACA Time Card service. If approved, the Maysville Local School District will begin a pilot implementation of the software beginning in July 2006.



### Web Applications

The following programs will be obsolete with the September release of State Software, APE, RCPROC, VENSCN as a menu item, and RECEDT.

USASWeb version 2.0 should be released in March. This update will allow you to auto-assign your transaction numbers. A "New" button was added to all the transaction detail screens. The "Validate", "Post", "Print", etc. buttons will now be on the bottom of the screens also. Dates will default to the date last entered. Several enhancements have also been added to the Invoice Screen and Purchase Order Screen.

The next version of USPSWeb is close to being released. This update will include a "quick entry" attendance screen. You will be able to enter attendance for more than one person on the same screen.

A USASWeb Tips and Tricks document has been developed and is available at the following link: <http://www.laca.org/services/USAS/>. This document lists short cuts and time savers that may be helpful when using the web based programs.

### Up Coming Fiscal Roundtables

March 17 – USPS Roundtable  
 May 5 – USAS Roundtable  
 June 8 – USPS Roundtable



### LacaTech Meeting Schedule

The LACATech committee will meet from 8:30 – 11:00 AM on the following dates:

- June 7, 2006
- August 2, 2006
- October 4, 2006
- December 6, 2006

## EMIS NEWS

It's that time of year again – testing, spring break, graduation, EMIS reporting. As we prepare to end another school year, we need to make sure everything is complete for EMIS reporting.

### Upcoming Meeting Dates:

- March 23 – EMIS Coordinator’s Meeting
- April 27 - EMIS Coordinator’s Meeting
- May 2 – 9:00-11:30 HS/MS Yearend EMIS
- May 2 – 1:00-3:30 Elementary Yearend EMIS
- May 4 – 9:00-11:30 Elementary Yearend EMIS
- May 4 – 1:00-3:30 HS/MS Yearend EMIS
- May 25 – EMIS Coordinator’s Meeting

Things you can do now:

- Enter all program codes in MEMB
- Keep up on Discipline in DISC
- Obtain lists of students who did not take the State tests and enter their records with the appropriate waiver code
- Obtain lists of students who took tests with accommodations

Happy Spring!



## SSEM New Feature

### Progress Book Special Services Education Module (SSEM) and EMIS Reporting

Very soon, the SSEM software will have A *NEW OPTION* to generate the EMIS Data Collection Form for EMIS reporting from the data entered on a student’s IEP. Changes have recently been made to the software to prepare for this new enhancement such as the drop down field choices and the new feature to finalize an IEP/EMIS set of forms.

this EMIS data directly to the EMIS system for the Ohio Department of Education reporting. The SSEM/EMIS Reporting will eventually be able to replace the current, time-consuming process requiring the special education staff to relay the correct data which is then hand entered by school district personnel.

Special Education staff and EMIS Coordinators will be granted access to generate, review, and eventually send

Watch for upcoming announcements and training opportunities about this new EMIS reporting enhancement!

Madison Local		Jack CORNWELL
Copies: EMIS Coordinator Student File		<b>Save</b>
<b>Data Collection Form for Students with Disabilities</b>		
IEP Created/Modified Effective Date: <u>10/19/2005</u>		IEP End Date: <u>10/19/2006</u> ID Number: _____
Student Name: <u>Jack CORNWELL</u>		Date of Birth: <u>11/25/1993</u> Grade Level: <u>Grade Five</u>
District of Residence/IRN: <u>049221 Southeast Local SD</u>		
District of Attendance/IRN: (District of Service on IEP) <u>097089 A Child's Place Elem</u>		
Building of Attendance/IRN: (Student Building IRN) _____		
A. Disability Category/Disability Determination:		B. Early Childhood Document Deficit Program Codes: (If Disability Category is "11", display 218xxx codes)
<u>09 Cognitive Disabilities (formerly Mental Retardation)</u>		<u>Communication Skills</u>
		<u>Motor Skills</u>
		<u>Hearing Impairment</u>
C. Did the 3-year-old preschool student receive Early Intervention (EI) services? <u>Yes</u>		<u>Vision Impairment</u>
IEP Development Date: _____		<u>Social Emotional/Behavioral</u>
		<u>Cognitive Ability</u>
		<u>Adaptive Behavior Skills</u>
D. Prior Disability Category – to be reported for a period of twelve consecutive months following student’s exit from Special Education. Complete this section only if the student meets all of the following three (3) criteria:		
<ul style="list-style-type: none"> <li>• Been identified as having a disability through an MFE and,</li> <li>• Received special education service through and IEP and,</li> <li>• Exited special education services (an exit IEP meeting must have been held and returned to general education)</li> </ul>		
Date Student Exited Special Education: <u>2/2/1974</u>		Prior Disability Category: _____
Please note: If the student does not have a Disability or Prior Disability listed above, you are not required to complete the remainder of this form.		
E. Primary Service Code (Least Restrictive Environment OR Early Childhood Delivery Option):		
• As of Dec 1 of the current calendar year, if the student is 6 or older, use a 210xxx code.		

## LIBRARY SERVICES



### Toolkit for Promoting INFOhio Resources to Parents

Now librarians have a toolkit just for parents! The new "Promoting INFOhio Resources to Parents Toolkit" has been developed through a Reinberger grant, coordinated by Ann Tepe and developed with the help of eleven parent focus groups from around the state of Ohio. These focus groups said that "**Parent Awareness**" was INFOhio's biggest problem and the kit will help to address this.

How can a librarian use the toolkit?

The purpose of the toolkit is to provide school librarians with materials they can use to tell parents

about the positive impact school libraries and INFOhio resources have on school achievement.

One toolkit will be going to every Ohio school and all content will also be available on INFOhio's website. Kent State's ILILE generously provided funding for the mailing of the printed copy. An electronic version of the toolkit will be available at

<http://www.infohio.org/Parent/Toolkit.html>

User names and passwords can be obtained from your school library or from LACA's library services staff.

### Celebrate Women's History Month!

March is **National Women's History Month** in the United States and people worldwide observe **International Women's Day** on March 8. INFOhio has several resources, from their Core Collection, available to help with this celebration.



**American National Biography** has a Women's collection with over 500 biographies. You can also find Women's History from the Research link at the top of the ANB search page.

**Encyclopedia Britannica** has Featured Spotlights with profiles of 300 women who changed the world.

**SIRS Discoverer** has a feature called Spotlight of the Month. Articles for ages K-8 are pulled together for easy access. The spotlights are archived for a year.

All of the resources above can be accessed from [www.infohio.org](http://www.infohio.org) and the Core Collection button. For help, contact your school librarian or LACA's library services staff.

## EMAIL SERVICES

### LACA Has a New Tool to view Blocked Spam E-mail Messages

LACA has implemented a new service which allows you to see ALL messages that have been blocked by our MailMarshal server for your e-mail account through a web interface. Simply go to <http://mailmarshal.laca.org/> (or <http://mm.laca.org>, either will work) and log in using your LACA e-mail username and password. You have access to view the messages that have been blocked by our MailMarshal filter for the last two weeks, after which time they will be permanently deleted.

Using this web interface, you can also release the messages for delivery, or even add e-mail addresses to your own personal allowed or blocked list.

You will also receive a daily message listing the messages that have been blocked. This e-mail contains the same information you would see if you logged into the website, without the hassle of logging into the website. You can even release the messages for delivery by clicking the links within this daily e-mail message.

If you are currently receiving Message Release notices for each blocked message, this service will be replaced by the daily e-mail notices.



## New Student Data Tool

### Data Driven Decisions for Academic Achievement (D3A2)

The Data Driven Decisions for Academic Achievement (D3A2) project is a long-term state initiative focused on developing the capacity of educators while improving instruction and student achievement. D3A2 will provide systemic access to timely data and educational resources aligned to Ohio's Academic Content Standards.

Tools accessible through D3A2 will help educators analyze data, and then point them to resources such as lesson plans and assessments designed to address academic needs identified by the data.



D3A2 will put data and resources in the hands of educators, parents and students in a powerful and easy-to-use format. As D3A2 progresses, teachers will save time by gaining access to aligned resources for improving classroom instruction.

The primary goals of D3A2 are to:

- Improve educator's comfort and proficiency in analyzing data to inform instruction and practices.
- Contribute to a sustainable infrastructure to promote and enhance information-based education practice and content alignment across the state.
- Leverage technology user groups (i.e., school districts, application vendors and information technology centers) to accelerate the integration of existing educational tools and the development of new data systems.

D3A2 will also provide an efficient and effective system for local education agencies to report state-required data and an automated, streamlined process for reporting federally required data.

Professional development will be offered statewide to teach educators how to comfortably and effectively use D3A2 data to make decisions that improve instruction.

For additional information visit the D3A2 website at: [www.d3a2.org](http://www.d3a2.org)



195 UNION ST  
SUITE 2-C  
NEWARK, OH 43055