



Region 2 Education Service Center

Technology Contacts Meeting Agenda 1:15-4 p.m.; room 1-177 and via distance February 26, 2008

ePlan and STaR chart,.....Faye Stone

Title II-D. Documentation of 25% spent on staff development.

What kind of records are you keeping to show that you are spending this money as you indicate? Eplans are being audited more carefully and you may be asked.

Reviewers needed. We do not have enough reviewers to get plans sent to TEA in good time. Please consider helping your colleagues by being a reviewer.

Next free lab work date: March 10. Please register for #822599

Technology Cooperative forms

Please be aware that forms will go to districts soon. If you are or want to take advantage of the cooperative services and pricing, you may want to help them make the selections.

Your turn: Open Forum discussion

The 8th grade and NCLB reports in the district STaR Chart:

Instruments: TM used Learning.com and liked it. Students did well.

Several used the Three Rivers test and were satisfied with the test, but results weren't very high.

Kingsville used the class work and grades they already have in place.

Some issues that came up during testing: students were told it was not for a grade, so many did not take it seriously; students had difficulty with the vocabulary in the Simple Assessment exam.

E-rate audits :

Ric outlined some of the new procedures that are being followed by audit teams and the amount of time they are spending at districts, such as 1 week for 2 FRNs at Bishop, and 3-4 weeks at Kingsville for 15 FRNs.

He read parts of one of the auditor letters and gave some advice to districts:

Be sure to keep all documents, including receipt and delivery of all equipment.

Look for your quarterly reports and have them on file.

Be sure you can prove you have the resources to do what you said you would.

Be able to prove your level of compliance with CIPA.

Be able to show documentation of AUP violations and consequences.

Be sure your inventory of labs and equipment is complete, that you can show what budget and year purchased on any equipment.

Know the laws: some questions may be set up to trick you, such as "What process do you follow when you sell e-rate equipment?" (You don't sell it.)

Everything should be clearly dated—especially written plans and contracts. Your superintendent’s secretary is usually a notary. Good idea to have doc’s notarized.

Auditors wanted Free and Reduced Lunch records—Ric advises you take a snapshot of peims records for your files. You may need past records, also.

Some good things to do when auditors are on campus:

- *Show them the ePlan alignment and STaR chart reports.*
- *Make them as physically comfortable as you can (place to work, etc.)*
- *They will need Internet access.*

Keep records “5 years from end of project”

Keep an electronic backup of all documents in your binders so you can print and replace any that you or someone uses and forgets to put back.

Keep it all: BEAR forms, checks, invoices, cancelled checks, receipts, check or credit deposit records....

Be sure you can show proof of filtering. A report of requests to unblock will work, along with your purchase records for Barracuda and like equipment.

Use the e-rate binder information at Universal Services to organize your notebooks:

<http://www.usac.org/sl/about/audits/default.aspx>

Stimulus Package – beware of vendors who want to talk or help you at this time. It’s way too early for them to know anything concrete. There will be an increase in Title II, Part D funds.

Email privacy laws; Email archiving Advice from Sam Wallace is to write a retention policy.

We will post ESC’s as soon as it’s done. Include: Goals and Objectives, who will be Custodian of the records, what you will do, How you will do it, Procedures for records destruction. Sam also suggests you give employees about a week to clear out any personal emails and notify their friends and family to use other emails rather than the school address.

We at ESC are looking at using Waterford’s Mill Meter. Do be wary of vendors trying to cash in on this issue without being able to serve all your needs.

MeasureUp / Certiprep We asked for anyone who had used both for test prep—no one among today’s participants. We are comparing for the next fiscal term and would like feedback from anyone who used both.

Ric also had found an interesting piece of software online (and free) called “Building Homes of our Own” that integrates technology into a number of core content areas. The URL is

<http://www.homesofourown.org> .

Trish asked about buying Notebook computers for elementary:

--ASUS at GP for presenter stations with projectors are working well;

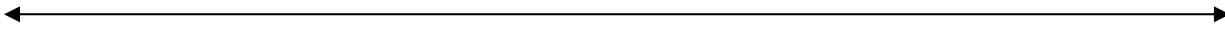
--Off-lease labs: www.partstock.com

Mini-9Dells are not sturdy enough.

ESC-2 closed Mar 16 – 20.

Area 2 Conference: April 14.

Next meeting May 7. Via distance will be available.



Online systems:

DMAC – contact Faye Stone or Ric Gonzalez

CSCOPE – contact Gaye Glenn, Faye Stone, or Content Specialists

iNova -- contact Nori Mora or Ric Gonzalez

Coordinator Info Web Page : <http://www.technology.esc2.net/coordinators.htm>

2008-2009 Technology Contacts Meetings

Nov 6, 2008 1:15-4:00

February 26, 2009 1:15 – 4:00

May 7, 2009 1:15 – 4:00

August 13, 2009 1:15 – 4:00