

# E-Rate Update

**By Elaine Banach**

Check out our E-rate services link on the NERIC's website at <http://www2.neric.org/services/erate/erate.htm>. Helpful links and new E-rate information is posted.

Instructions and revised Forms for 486 and 479 are available by clicking on: <http://www.sl.universalservice.org/form/default.asp#applicants>

FY2001: The NERIC distributed \$888,065 in E-rate reimbursement to districts and BOCES that purchased Internet access and telecommunication services through the NERIC in FY2001.

FY2002: BEAR forms for FY2002 have been submitted to the SLD by the NERIC. Once all of the reimbursements for FY2002 have

been received at the NERIC, a distribution to BOCES and school districts in the NERIC region will be processed.

FY2003: The cumulative funded total for FY2003 is now \$877 million for applicants of the E-Rate program. Internal connections are currently being funded at 85%. In the NERIC region 81 districts and 3 BOCES have been funded to date for a total of \$4,433,000. The NERIC is still waiting on a funding commitment decision letter for our FY 2003 471 Consortium application.

FY2004: We are starting to get

ready for FY2004 submissions. In order for your district to be included in the NERIC's 471 Consortium application, a Technology Plan that covers the 2004-2005 school year needs to be SED approved. A letter was sent to School Superintendents of the NERIC region in July to those districts without the approved Technology Plan for this time period. Technology Plans need to be submitted to the NERIC for review by 11/01/03. If you would like to make sure that your district has an approved Plan or to get more information on Technology Plans, please contact Elaine Banach at 518-456-9256 or email at [ebanach@gw.neric.org](mailto:ebanach@gw.neric.org).



The Northeastern Regional Information Center has collaborated with the BOCES Communications Service to produce **Computer Bytes**.  
**Editor: Elaine Banach 456-9256**

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The compliance officer for Title IX and Section 504 is Barbara Nagler. She is available from 8 a.m. to 4 p.m. weekdays at the above listed address. Her phone number is (518) 456-9215.

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# COMPUTER BYTES

fall 2003

Providing Computer Solutions for Educators

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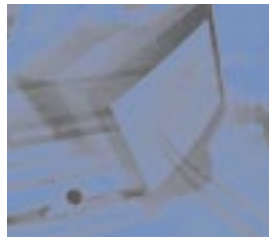
## Part 200 Management System

by the Part 200 Management System Support Team

**"C**learTrack 200 is a Web-based Special Education Management System for windows and will be supported by the NERIC. The application will be released to NERIC 9/15/03. You may take a virtual tour after 9/15 at [www.cleartrack200.com](http://www.cleartrack200.com). This application is user-friendly, intuitive, and a comprehensive program that is delivered via the Internet.

- \* *Teachers have the ability to develop and create customized IEP's in alignment with NCLB regulations*
- \* *Unlimited goal banks with narrative goals feature*
- \* *Complete Medicaid component with billing capabilities*
- \* *Electronic submission of STAC and state-mandated PD reports*
- \* *Access to student historical data*
- \* *Data tracking*
- \* *Data Integration*

For current Part 200 users, student data and history will transition to ClearTrack 200 seamlessly. School districts will receive the same high quality service as they did using the Part 200 Management System.



Demonstrations have been given at our June User Group Meeting and at several districts. Call your Part 200 Coordinator if you would like to schedule a demonstration at your district.

School districts who have enrolled in ClearTrack 200 for the upcoming year are: Berlin, Cairo-Durham, Chateaugay, Corinth, Fonda-Fultonville, Gloversville, Granville, Guilderland, Hudson City, Lake Placid, Mohonasen, Ogdensburg, Schenectady, South Glens Falls, Wells, Whitehall, Moriah, Peru, Salmon River, Gouverneur, Edwards-Knox, Ticonderoga, Taconic Hills, Tupper Lake and Chazy. Saranac and Northeastern Clinton piloted the application this past spring.

ClearTrack 200 is developed by Broome-Tioga BOCES in cooperation with the New York State Education Department/VESID.

**School districts will receive the same high quality service as they did using the Part 200 Management System. Demonstrations have been given at our June User Group Meeting and at several districts.**

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# NERIC e-Learning Blackboard SERVICE

By Steve Janover

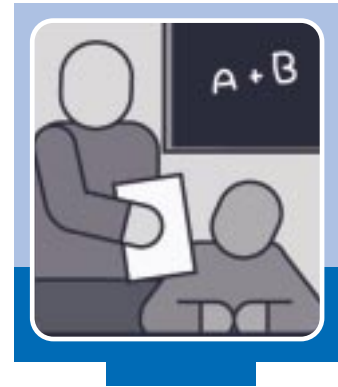
The NERIC Instructional Unit is offering a new service for the 2003-04 school year. The e-Learning Blackboard Service will offer districts the ability to create their own online curriculum and courses that facilitate teacher-to-student, teacher-to-teacher, home/school, and teacher-to-parent connections.

Blackboard is a web-based online course creation tool and management system that is widely used in higher education. It possesses an easy-to-use interface that allows the user to integrate existing materials from numerous popular applications, including Word, Excel, PowerPoint, graphic files, and web pages created in HTML. The interface also provides a secure environment for district curriculum and online materials: requiring username and password authentication. Blackboard allows an instructor to create online assessments and record test

results in an online grade book.

The Blackboard software is housed on a server at the NERIC. The service will provide participating districts with accounts that enable users to create online course and informational materials. Participating districts will also be able to access a database of NERIC and district developed courseware, models and best practices.

The base price for the service is \$1200 for the school year. Districts participating in the NERIC's Instructional Model Schools, Shared Learning Objectives or Onsite Training services can subscribe to the service at \$960. The base price includes 10 user accounts for the current school year with training to be provided to each account holder at the NERIC or at a centrally designated location. Subscription to the service also includes access to NERIC's Online Course offerings. As of August 2003, there were



five different sessions available, with new sessions to be added every semester. Additional accounts and training are also available. An instructional coordinator will provide support and coordination for the service. Districts can purchase individual accounts at \$146/each. This fee includes training at a centralized session to be held at the NERIC. Blackboard trainings are scheduled at the NERIC on 9/29, 10/30, and 12/19/03 and will be listed in our upcoming training calendars.

Please contact Steve Janover at 518-456-9217, or via [sjanover@gw.neric.org](mailto:sjanover@gw.neric.org) for more information.

## Upcoming Events

### ■ NERIC's Annual Fall Hike

09/27/03

Severence Hill (Northway exit 28)  
contact Lisa Schaeffer at  
518-456-9051 for more information

### ■ NERIC's Annual Technology Awareness Day

12/05/03

The Desmond in Albany  
contact Lisa Schaeffer 518-456-9051  
for more information

**Also,** for anyone interested in technology integration courses please check the NERIC website at <http://neric.org/training.htm> to see the Centralized Trainings and Model Schools calendars.

**Learning is  
a treasure  
that will  
follow its  
owner  
everywhere.**

**-Chinese  
proverb**

# Staff **S T U F F** *By Elaine Banach*

## New Staff:



**Rebecca Armsby:**  
Senior Typist



**Ruth Low:**  
Senior Typist -  
Receptionist



**Beverly Barnes:**  
Computer Services  
Coordinator



**Robert Womble:**  
DDP Coordinator



**David Blades:**  
Student Services  
Coordinator -  
Medicaid

**Brian Backus:**  
Supervisor - Security & Safety  
Management

**James Beck:**  
DDP Trainee

**Richard Gangwer:**  
Instructional Services Specialist

**Terry Harcelroad:**  
DDP Coordinator

**Derrick Seymour:**  
Administrative Specialist

**John Van Splinter:**  
Instructional Services  
Coordinator



## Retirement:

**The NERIC staff wishes Terry a great retirement.**

Terry Johnston retired from his position of Administrative Coordinator - Student Services with the NERIC on July 4, 2003. He was honored at the October 2002 Capital Region BOCES Board Meeting for having over 30 years of BOCES service. Terry joined the Washington-Saratoga BOCES in 1967. When the Saratoga Regional Computer Center merged with the Albany Regional Information Center in 1988, Terry became a staff member of the NERIC. Over the years, Terry supported student transcript services in the mainframe environment with NYSSCSS and SIS; and distributed and networked PC environments with Solstar and WISDIM. "Terry brought 36 years of experience, and a rich historic memory to his position. His experience was invaluable." *William Colgan, Managing Coordinator - Student Services.*

## Promotions:

**Sheila DeCoste:**  
Administrative Services Coordinator

**Joe Defazio:**  
DPP Coordinator

**Lisa Grant:**  
Administrative Services Coordinator

**Mike Ippolito:**  
Applications Analyst II

**Gail Newcomb:**  
Administrative Services Specialist

**Ralph Scorza:**  
Managing Coordinator - Financial Services

**Neil Waldbillig:**  
DDP Coordinator

## Employee of the Month

### W I N N E R S

<b>September 2002 -</b> Eileen Easterly: Administrative Services Coordinator	<b>March 2003 -</b> Jeff Granger: LAN Coordinator
<b>October 2002 -</b> Bill Adam: Testing Services Coordinator	<b>April 2003 -</b> Penny Roberts: Customer & Planning Services Coordinator
<b>November 2002 -</b> Pat Dorn & Carol Sheeran: Data Entry Operators	<b>May 2003 -</b> Jon Flatow: Help Desk Specialist
<b>December 2002 -</b> Don Marino: DDP Specialist	<b>June 2003 -</b> Chuck Gallup: Distance Learning Coordinator
<b>January 2003 -</b> Joan Rowland: Documentation Specialist	<b>July 2003 -</b> Ruth Low: Senior Typist - Receptionist
<b>February 2003 -</b> Bernie Winney: Operations Supervisor	<b>August 2003 -</b> Shawn Connors: Applications Analyst



# How Did You Spend Your Summer Vacation?

By Kim Greiner

If you're like the teachers, administrators, and support staff from more than 5 school districts who attended the Bethlehem Technology Camp, you learned all kinds of new applications and ideas for using technology. Over 300 participants embraced the theme of "Energize Your Future" with digital cameras, desktop computers, hand-held computers, and wireless laptops.

They learned how the network functions ("Where DO those files go?") and a variety of applications such as GroupWise, AppleWorks, Word, PowerPoint, FrontPage, iMovie, Publisher, and Easy Grade Pro. Participants used web-based resources such as Blackboard, United Streaming, and FreshPond to create, store, and collaborate on instructional materials. Some people even made iron-on transfers for T-shirts! If you didn't join us this year, you really missed out on some great fun and learning.



For more information about organizing a targeted professional development experience in your district, contact Kim Greiner, Managing Coordinator of NERIC Instructional Services at 518-456-9233 or [kgreiner@gw.neric.org](mailto:kgreiner@gw.neric.org).

## Finance Manager Human Resources Module Implemented at Capital Region BOCES

By Ralph Scorza

In November 2002, the Finance Manager Human Resources module was implemented in the Capital Region BOCES Human Resources office by the NERIC financial services team.

Finance Manager tracks and ties together all of the components of the Annual Professional Performance Review (APPR). Each school district and BOCES is mandated by the state to have an APPR in place for all teachers and other certified members of the teachers union. "Prior to Finance Manager, schools were not able to tie evaluations to professional development. They were two separate mandated things that needed to be tied together. Finance Manager

allowed us to do that and that is a big, big deal," says Marjorie Kelly, Director of Human Resources for the Capital Region BOCES.

School districts and BOCES are required by law to fingerprint all employees hired on July 1, 2001 or later who have the potential for contact with students. Fingerprinting for the Capital Region BOCES is being tracked in Finance Manager. This has allowed the BOCES fingerprinting service and the Human Resources office to share the fingerprinting records of BOCES employees.

Also, mandated trainings for BOCES employees such as Sexual Harassment, Hazcom, Blood borne Pathogens and School Violence Prevention are being tracked in Finance Manager. Daily attendance

for NERIC employees is being recorded in Finance Manager. Seniority, certification and benefits tracking will soon be done in FM.

The BOCES divisions will have access to Finance Manager and will be assisting the Human Resources office in maintaining employee records. "For the first time in BOCES history, we have the ability through Finance Manager to establish, maintain and share historical personnel information between the Human Resources office and the divisions," says Marjorie Kelly.

For more information on Finance Manager Human Resources, please feel free to contact Ralph B. Scorza at 518-456-7895 or by e-mail at [rscorza@gw.neric.org](mailto:rscorza@gw.neric.org). For a demo of Finance Manager, please feel free to contact Marlene Howe, Managing Coordinator of Financial Services at 518-456-9886 or by e-mail at [mhowe@gw.neric.org](mailto:mhowe@gw.neric.org).

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 ..... NERIC - Tues  
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 ..... Ausable - Mon, Wed, Thur,  
 ..... Moriah - Fri  
 ..... 546-3301 ..... Schrioon -Tues  
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# EMAP

## EMAP Fixed Asset Inventory Module Compliant with GASB 34

By Robert Christy

As part of its effort to address the ever-changing financial accounting requirements of school districts, EMAP (Educational Management Assistance Program) has greatly enhanced its fixed asset module to include GASB 34 (Government Accounting Standards Board - Statement 34) compliance. The automated cre-

ation of fixed asset inventory records upon payment approval as well as the ability to calculate depreciation for any range of dates is crucial in maintaining adequate financial records. Further, EMAP will update the fixed asset inventory records to include current value and period depreciation as well as create the

necessary journal entries. Additional reporting capabilities as well as the ability to create spreadsheets for further analysis have been incorporated into the module. Functionality, completeness, and level of detail are the hallmarks of EMAP. In this regard, the enhancements to the fixed asset inventory module will undoubtedly save an enormous amount of valuable

time and tedious calculations while providing for accurate and timely results.

For more information on EMAP as a NERIC service or to schedule a demonstration please contact Robert Christy at 315-386-4504.

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