EDUCATION SERVICE CENTER

REGION 8

OF NORTHEAST INDIANA

PROCEDURES HANDBOOK

2011 - 2012

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http://www.r8esc.k12.in.us

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FOREWORD

This procedures manual is updated annually to give an overview of Region 8 ESC programs and to assist members in utilizing those programs. If you have suggestions on how to improve the usefulness of this or any other Region 8 ESC manual or program, please do not hesitate to call or send us your ideas.

Your comments and suggestions are welcomed. Our staff will be happy to talk with you. Please call us at 800-669-4565 or 260-724-6200, fax 260-724-6201 or e-mail us at the following addresses:

Executive Director:	Bob Huffman	bhuffman@r8esc.k12.in.us
Director of Programs:	Amy Leeson	aleeson@r8esc.k12.in.us
Workshop Coordinator:	Mary Ellen Fuller	mfuller@r8esc.k12.in.us
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PBL Coaches:	Al Summers	asummers@r8esc.k12.in.us
	Bryan Iddings	biddings@r8esc.k12.in.us
Courier:	Steve Magsamen	smagsamen@r8esc.k12.in.us

Visit the Region 8 ESC web page at **http://www.r8esc.k12.in.us** to access current information concerning activities and projects at Region 8 ESC.

From our home page, you can reference:

- *About Us*: R8 Staff, R8 Member Listings, Map to R8, and Executive Board Members, Meeting Schedule, Agendas & Minutes
- *Communications: News Notes*, Region 8 Annual Report, Operational Report and Procedures Handbook, Interlocal Agreement
- *Instruction:* Alternative Ed, Curriculum Council, IDOE & Educator Licensing, SES Tutoring, RtI and 8 Steps Process
- *Resources:* The Region 8 ESC Video/Resource catalog and scheduling system, links to the IAESC Professional Development video catalog, IDOE Learning Connection, IN Academic Standards, IN K-12 Science, and NISTEM
- S*ervices:* Cooperative Purchasing Information; Bus Bids, A-V Repair Service, Discount Opportunities, Courier Service schedule, Schools Closing & Delay Service
- *Technology:* Member corporation and school homepages
- *Workshop*: Staff Development listings, catalog and online registration

What is an Education Service Center?

- A regional cooperative formed by local school corporations.
  There are 9 Education Service Centers in the state. Region 8 ESC serves Northeast Indiana.
- An agency that allows every school corporation in its service area an opportunity to participate voluntarily.

What is the purpose of an Education Service Center?

- To offer educational services which can be provided more effectively and efficiently on a cooperative basis than on an individual basis.
- To supplement educational services available in the local school districts.
- To support activities provided within the local school districts.
- To better equalize educational opportunities and costs for all students.
- To provide a single voice on certain issues for all of Northeast Indiana schools.

What is the Region 8 ESC service area?

- 15 Counties in Northeast Indiana

What members are being served?

- 35 public school corporations
- 11 private/parochial schools
- Approximately 94,120 students
- Approximately 6,800 professional staff

How is Region 8 ESC governed?

- Control of Region 8 ESC is vested in a Governing Board. The Governing Board is composed of superintendents of school corporations that are members of the Education Service Center. The Governing Board meets bi-annually in May and November and elects the Executive Board.
- The Region 8 ESC Executive Board consists of 11 member superintendents. Officers and members for 2011-12 include:

  Chairperson..... Tracey Shafer, Huntington
  Vice-Chair ..... Steve Yager, Southwest Allen Co.
  Secretary ..... Wylie Sirk, North Adams

Sherry Grate, DeKalb Central	Jerry Harshman, Eastbrook
Dennis Stockdale, G-K-B	Tim Long, Jay
Scott Mills, Northern Wells	Steve Darnell, Smith- Green
Scott Litwiller, South Adams	Ann Linson, East Noble

- The Executive Board meets the second Friday of each month at 10:30 a.m. at the Region 8 ESC office with October, December and April meetings scheduled on an as-needed basis and no meeting scheduled for July. The Governing Board meets jointly with the Executive Board the second Friday of November and May. All superintendents, or their representative, are invited to attend.
- Board Meeting dates, agendas and minutes and Staff Reports are posted on the Region 8 ESC website under *About Us.*

COOPERATIVE PURCHASING

What school today isn't looking for ways to run leaner and more efficiently? Region 8 offers several cooperative purchasing opportunities, programs and discount opportunities. Visit our website www.r8esc.k12.in.us for links and additional information.

CUSTODIAL SUPPLIES

Region 8 has partnered with Janitor's Supply to bring you the following items at a reduced cost. Visit the main page of our website for a link to the price list which includes Paper Products, Trash Can Liners, Harmony Products, Floor Care & Maintenance Products, Carpet Care Products, Floor Pads, Batteries, Disposable Gloves, Wet & Dust Mops, Bathroom Products, Aerosols, Chemicals, Glass & Window Products, Brooms & Squeegees, Mats, a Royal Vacuum & other Miscellaneous Items.

Trash can liner prices are valid until December 29, 2011. All other items are valid until March 31, 2012. If you have any questions, contact Linda Crider at 800-669-4565 or lcrider@r8esc.k12.in.us.

K12INDIANA through BPS LIVE

A partnership between the state of Indiana and Educational Service Centers (ESC's) gives K-12 public school the purchasing advantage of statewide-negotiated contracts, organized into convenient online catalogs, all on one easy-to-use website.

K12Indiana provides browsing, pricing comparison, purchase order execution, demand aggregation and reporting with customization available based on the needs of each school (i.e., approval workflow down to the building or grade level).

The system is in accord with State Board of Accounts rules and guidelines and is in the final phases of integration with the most commonly used K12 accounting systems including Komputrol, RDS and Skyward.

New vendors are added to the list regularly. Current categories include AV Supplies & Equipment, Books, Communications, Computer Hardware & Software, Copy Paper, Equipment Maintenance, Fuel, Janitorial Products, Maintenance, Repair & Operations, Office & School Furniture, and Office Products, Purchasing cards, Shipping and Tires.

To receive more information on K12Indiana, register your corporation &/or schedule training for the BPS Live website, contact Linda Crider at 800-669-4564 or lcrider@r8esc.k12.in.us.

COOPERATIVE BUS PURCHASING

Region 8 ESC members can take advantage of the CIESC web-based bus purchasing program, regardless of the size of their order. A district ordering one bus gets the same price as a district ordering 20 buses. Visit our website and choose Services on the left side. Through this program you will be able to:

- Save money - Ordering in quantity always saves money, even when it comes to buses. When many schools order through one program, vendors can offer better prices.
- Simplify ordering and save time. All the information you need – vendors, specifications, bids, and contacts – is available in one convenient package.
- Assure accuracy in ordering. Every order is reviewed to make sure you're getting what you want at the right price, and your order is discussed with you if there are any questions.
- Find the bus that fits your needs - All school bus manufacturers and bus styles are available.

Purchasing periods for 2011-12 **Fall**..... **October 4, 2011 through January 31, 2012**
Spring..... **April 3, 2012 through July 31, 2012**

REGION 8 ESC FOOD BIDS

Using information from participating school corporations, Region 8 ESC develops specifications, advertises, reviews, and tallies bids annually in the spring for Bread & Bakery Products, Milk & Dairy Products, Cafeteria Food & Supplies, and Pass Through Commodity Products. The R8ESC Executive Board then awards Dairy & Bakery bids to the most responsive and responsible bidder for each school corporation. The Cafeteria Food & Supplies bid is awarded by line-item and the Pass Through Commodities is awarded by manufacturer. Bid periods for all categories awarded are July 1 through June 30.

1. Districts/private schools eligible for food bid purchases are only those members that agreed to forego a local bid and participate in the Region 8 ESC food bid.
2. Bid participation information, registration form and bid timelines are sent to all member Food Service Directors/Managers and Superintendents in March.
3. Bids are evaluated in May by the participating Food Service Directors and award recommendations are submitted to the Executive Board for approval.
4. Bid award information, documentation and pricing is sent to each participating district/school Food Service Director in June.
5. Contact the vendor directly with any problems/questions regarding your order, service or delivery. If the problems/questions are not resolved, contact Region 8 ESC.

2012-13 BID TIMELINES

July 1, 2012 – June 30, 2013

March 27, 2012	Bid Documents mailed to Vendors
March 27 & April 3	Newspaper Legal ads
May 1, 2012	Bid Opening
May 9, 2012	Evaluation
June 8, 2012	Bid Award - Executive Board Meeting
June 25, 2012	Award Catalog Dissemination via email
August 6, 2012	Catalog/Documentation Dissemination via courier

DISCOUNTS, PROGRAMS & OTHER OPPORTUNITIES

Region 8 ESC does not recommend products but we do wish to make our members aware of special offers and discounts available from the vendors listed below. Visit our website **http://www.r8esc.k12.in.us,** choose Services > Purchasing and click on Discount Opportunities for the most up-to-date information, additional opportunities, details, and vendor links.

Adobe CLP Agreement through SHI
APPLE Computers - K-12 Education
Canvastic LLC
EdAlive
Microsoft Products & Work At Home program
Microsoft Student Select Program
netTreker d.i. - Indiana standards-aligned digital resources Ohio Distinctive Software
Ohio Distinctive Software
Primax Education Group/PrimaxStudio - School Website design & development
Safe Schools Project (First Advantage) - Expanded Criminal History Background Checks
Schoolwires - Website management tools
Selectsoft Publishing
Sophos Anti-Virus - IT security & control

AUDIO-VISUAL REPAIR

Region 8 ESC has negotiated an agreement with K&S Electronics to repair audio-visual equipment. Items to be repaired will be picked up and delivered to your regular Region 8 ESC drop-site by the Region 8 Courier.

Special offers may be made for the Summer Preventive Maintenance Program for A/V Equipment. Information and pricing, for both on-site and carry-in, is posted on the Region 8 website at **http://www.r8esc.k12.in.us > Services > Repair Service**

CONDITIONS:

1. Audio-Visual Equipment - $30.00/hour + parts & labor
   (Overheads, tape recorders, VCR's CD players and basic DVD players)

   Video/TV Equipment - $50.00/hour + parts & labor
   (TV's, Camcorders, A/V Amplifiers & Mixers, Slide Projectors and LCD Projectors)

   Laminators - $55.00/hour + parts & labor

   A $10.00 per unit handling fee will be added for all items transported by the Region 8 courier.
2. Be sure to include any needed power cords, supplies, etc. as may be needed in repairing the item.

PROCEDURES

1. Machines to be repaired must be delivered to the Region 8 ESC pickup location in the corporation.
2. Each machine to be repaired must be accompanied by a Region 8 repair tag with the following information:
   A. Name of contact person
   B. Telephone number of contact person
   C. Name of school and corporation
   D. Type of equipment
   E. Model and serial number
   F. Maximum repair cost school is willing to pay
   G. A clear, concise explanation of the problem or actions requested (this can save you money).
3. Machines not accompanied by this information will not be picked up.
4. Region 8 ESC will invoice the school for repairs and the per unit handling fee when work is completed. **DO NOT PAY FROM THE REPAIR TAG.**
5. When using a Purchase Order for repairs, please include the repair tag number.

NOTE: Please call Region 8 ESC at 800-669-4565 if you have a number of items to be picked up at one time. Our courier may be unable to pickup large TV's and Laminators. (over 50 lbs or too bulky).

Contact Ken Stout, K&S Electronics directly to if you have questions or to schedule on-site repair. Onsite repairs will be charged a $50.00 travel fee one way, divided into 15 min increments. (ie: 1.75 hours to arrive, the travel fee would be $87.50) There is no charge for the return trip. Be sure to mention that you are a Region 8 ESC member.

Cell: 317-413-0629
Email: kenstout@gmail.com

CAREER CRUISING GUIDANCE SYSTEM

Region 8 ESC is offering the *Career Cruising* career guidance program to member high schools FREE-OF-CHARGE for the 2011-12 school year. Career Cruising, an online program, offers state-of-the-art tools for students, as well as career advisors, teachers, and administrators. Students can store career exploration and planning information, keep track of career development activities, and create career education plans. With seamless integration into the career and education planning process, Career Cruising's Portfolio Tool and Resume Builder lead students effortlessly through the steps of preparing for the world of work. Teachers, advisors, and administrators can use Career Cruising to customize the Portfolio Tool, view and manage student information, and access its comprehensive reporting capabilities.

Member Middle Schools may purchase Career Cruising for 2011-12 at the Region 8 discounted $395.00 rate. Contact Connie Rich for more information.

ESCRFT

ESCRFT is our workman's compensation and liability insurance pool. The pool officially began on January 1, 2008. We encourage school corporations not currently members to consider asking ESCRFT for quote three months before your next anniversary date. This pool should give you excellent protection at consistent pricing over the years. You and others will be much more in control of costs. Contact Bob Huffman at 800.669.4565 or bhuffman@r8esc.k12.in.us

LEARN360

An affordable choice in online streaming video with access to over 73,000 media resources from trusted educational publishers and producers, which will ENGAGE your students, ENRICH their learning experiences and drive them to excel both inside and outside of the classroom.

The fee for 2011-12 is $550 and includes all the new media Learn360 will be adding as well as other enhancements. Training will be offered in three choices: basic system training that can be completed online, training in person with a trainer in the room and a more comprehensive training that shows the integration of the use of video tools in the classroom. If you wish to order this program for your building, please fill out the order form available on our website and return it, along with a purchase order, made out to Region 8 ESC. Contact Phil Germann at 800.669.4565 or pgermann@r8esc.k12.in.us with questions.

PARENT NOTIFICATION SYSTEM "WE ARE CLOSED TODAY"

The We Are Closed Today Website service provides a state of the art way to notify area news media, staff and parents in the event that your organization has to delay, close or early dismiss due to any action beyond your control. As a Region 8 ESC member, you are able to utilize this service free-of-charge. Visit http://www.weareclosedtoday.com/

The individual who has administrative access can login to this system and with a few mouse clicks perform the necessary action. Once this action has been entered, the system then notifies via email, SMS text message or voice notification the updated status to any community member who wants to be notified. In addition to this, the local radio stations that are connected to this will be electronically notified of this updated status via a desktop application which runs on computers that are viewable by radio personalities. The television stations who are connected will receive a different electronic feed that can be formatted so it can be inserted directly to the character generator which gets displayed on the television screen.

Parent may receive notification via e-mail messaging after signing up for the program. The signup process is simple and is managed by the parent not a school employee.

Contact Phil Germann at 800.669.4565 or pgermann@r8esc.k12.in.us with questions.

STAFF APPLICATION TRACKING SYSTEM

SearchSoft is an Automated Personnel Application Tracking System designed specifically for school districts to help simplify the job application process. Six Region 8 ESC school corporations have joined together with the Center to provide this on-line certified and classified staff application system. The primary benefit of the joint venture is the significant reduction in the cost per school district and a potential increase in the applicant pool of an individual district.

Advantages of the On-line Certified and Classified Staff Applications System include:

- All logic and processing of applications resides on a server, housed at Region 8 ESC
- A secure website is maintained to ensure privacy of the information stored on the server
- Applicants are able to submit application data through the Web
- Applicant may designate any or all of the six participating districts to which they wish
- The system eliminates manual processing, filing and searching of applications
- School personnel with administrator access may search and query the application database

Contact Phil Germann, admin@r8esc.k12.in.us, at Region 8 ESC with questions or for more information.

SUBSTITUTE/EMPLOYEE MANAGEMENT SYSTEM

ESchool Solution's SmartFind*Express* system provides automated substitute placement for absent teachers. Via the internet or by use of a touch-tone phone, teachers report absences 24 hours a day, toll free, up to a year in advance, and the system calls qualified substitutes for placement, starting 30 days before the absence. Teachers can request their 'favorite' substitute, and the system will give that person priority before moving down the list of qualifications by job responsibilities, site, and corporation.

The advantages of your ESC's involvement in this program are numerous as well:

- This is a centralized system (housed at Region 8 ESC), eliminating:
  - Need for local floor space, system administrators/operators, and dedicated phone lines.
  - Multiple computers, software, and maintenance contracts
- Help desk coverage 6:00 a.m. to 4:30 p.m., Monday through Friday
- A larger sub pool than might be achieved individually.
- Windows-based with enhanced daily/weekly job reporting capabilities
- Web-based employee absence, substitute, and statistical reports available

The system currently supports approximately 3200 teachers and over 1,100 substitutes serving ten school corporations in northeast Indiana.

Contact Connie Rich, connie@r8esc.k12.in.us, at Region 8 ESC with questions or for more information.

TECH RECYCLING

What to do with old, outdated and practically useless electronic equipment - all those computers, monitors, laptops, televisions, & printers? Region 8 provides a free service that will help you address that need for your schools through an agreement with Vintage Tech Recyclers. Less than 50 pieces will picked up by our courier driver who comes to your school every other week.

If you have over 50 pieces to recycle Vintage Tech Recyclers will come to your site. <u>There is no cost to the school.</u> All computers will have the data removed (9R2 certified) so you can be assured that none of your school data remains on the hard drive. Additionally, you will receive a report and a certificate from Vintage Tech Recyclers verifying the equipment was recycled. Contact Phil Germann at 800.669.4565 or pgermann@r8esc.k12.in.us with questions. A listing of 'accepted & not accepted items' can be found on our website.

WinSNAP / SCHOOL-LINK TECHNOLOGIES

WinSNAP (Food Service POS and Inventory System) allows students and staff to use a debit card or PIN (Personal Identification Number) to purchase breakfast, lunch and ala-carte items, and tracks items served and cash used through the food program more efficiently. Parents enjoy the program, because they can make prepayments into their children's accounts, and be bothered less frequently with having to send cash and have the comfort of knowing their money is being used for food. Food Service and administrative personnel like the program because manual tracking of reimbursable meals and cash, as required for state reports, is significantly reduced. Also, free and reduced student anonymity is maintained.

The advantages of your ESC's involvement in this program are numerous:

- A price break for SL-Tech WinSNAP Hardware and Software
- Our staff provides installation, training and support for WinSNAP at a lower cost than could be achieved in the non-ESC marketplace
- Training customized to your requirements – as much or as little as you need
- The ability to import data from nearly any student record system
- Local support with a true interest in success

Region 8 personnel are experienced in WinSNAP installation, training and upgrades. They also provide on-site both beginning and end of school year data transfer support.

Visit SchoolLink Technologies website at http://www.sl-tech.net for a virtual tour of SL-Tech products including WinSNAP. If you have questions or would like more information, contact our Technology Department at admin@r8esc.k12.in.us, or call or 800-669-4565.

PROFESSIONAL DEVELOPMENT WORKSHOPS AND OTHER LEARNING OPPORTUNITIES

Region 8 ESC helps member schools to develop excellence in teaching, learning and educational leadership through its facilitation of regional professional development programs. Workshops range in length from a few hours to multi-day series and are presented regionally or state-wide. The Center also facilitates workshops for the IDOE in the northeast Indiana region. Professional Growth Points (PGP's) are also provided for a wide variety of trainings and meetings that can be used to renew teacher licensing.

Workshop topics come from a variety of sources, including individual teacher recommendation or through the recommendation of one of our several planning councils. Currently, Region 8 ESC takes its direction from our governing and executive boards, as well as study groups and planning councils in curriculum, alternative education, technology, guidance, and leadership.

Amy Leeson, Director of Programs, is available to consult with administrators about professional development plans and envisioning future plans. She can also recommend a presenter. A workshop or a series can be designed to suit the needs of individual school districts and can be held at Region 8 ESC or at a location chosen by the school. Consultation with Amy Leeson about the design of the program and the needs of the participants is the first step. Contact her at aleeson@r8esc.k12.in.us, or 800-669-4565.

Watch for our Region 8 ESC *NewsNotes* and our Workshop Registration website for the schedule or call us today with your questions, insights and anticipated needs.

Our On-Line Workshop Catalog and Registration webpage is available at http://www.r8esc.k12.in.us and click on Workshops. The site gives you the option of browsing our currently offered courses and/or creating a personal account for registering for our classes. The site is designed to make registration convenient for individuals, as well as make information available to districts, schools and individuals. Registrants create their own account with a User ID and password and receive immediate confirmation of registration via email. Educators can ask for a transcript of classes taken through Region 8 ESC. See the following page for Registration Procedures.

Workshops may be cancelled in the event of low registration. Posting of cancellations is sent by e-mail to participants who have registered and is also noted on the Region 8 ESC website.

WORKSHOP REGISTRATION PROCEDURES

TO REGISTER:

Registration must be completed online. Visit our web site at www.r8esc.k12.in.us, choose "Workshops" then click the View by Month or Alpha button at top of page. Once you find the workshop, click on the workshop time to view a description of the workshop and all information as to time and fee. Scroll to bottom of page and click the Register Now button.

If you have attended a workshop through Region 8 ESC within the past 7 years, you should have an ID and password. Enter this information in the left side of the box.

If you have not attended a Region 8 workshop and are "New to the Site" please click the "Create Account" button on the right side of the box. Then enter an ID of your choosing (we recommend first initial last name) and then a password *you will remember*. We recommend the password be the corporation name or school name. If registering a group of people, each person must be registered individually. Contact Mary Ellen Fuller at 800-669-4565 or mfuller@r8esc.k12.in.us with questions..

Complete the information requested. An email address is required for each registrant because reminders, additional workshop information, or workshop cancelation notices will be sent via email. A home phone number is also required in case we need to call the morning of a workshop should the presenter not be able to arrive or because of weather cancellations. Region 8 ESC does not sell registrant information to other entities.

After completing the information, click the "Submit Registration" button at the bottom of page. A confirmation will appear on your screen immediately. Print the confirmation for your records. If you do not receive a confirmation notice on your screen or via email after registration, please call our office at 800-669-4565 or 260-724-6200.

Any registration made 10 days or less prior to the workshop may be subject to a late registration fee.

TO CANCEL A REGISTRATION:

Login to the registration system using your ID and password.

Click on Modify/Un-register from events.

The workshop should be in blue, and you may un-register from the workshop by clicking on the workshop name.

You will receive a screen notice that you have un-registered. At this time you will know that you are no longer registered for the workshop. Please print this notice as confirmation.

Please Note:

Cancellations must be made 10 days prior to the workshop date or full payment will be expected and invoiced.

COLLABORATIVE NETWORKS

Contact Amy Leeson, Director of Programs, at aleeson@r8esc.k12.in.us or 800-669-4565 for more information on the networks. Visit the Region 8 Workshop Registration site for meeting dates, times and locations and to register for these sessions.

Alternative Schools

This group is organized to support alternative school educators. Participation is voluntary and meetings are publicized so that anyone may attend. There are quarterly sessions held during the school year with agenda created by the membership. Networking among diverse programs is encouraged.

Counselor Network

A biannual counselor roundtable provides opportunities for counselors and school social workers to stay current on topics of interest and network with other counselors in northeast Indiana schools.

Curriculum Council

A long established group of curriculum directors, staff development specialists and others interested in the important issues surrounding the development of curriculum and the professional development to reach school goals. Representative(s) of every school corporation are encouraged to attend the meetings, held the third Friday of each month.

READING RECOVERY CONSORTIUM

A project, which has trained more than 125 first-grade teachers in appropriate teaching strategies, for working with students who are having difficulty in learning to read. Reading Recovery® is a well-established reading program with strong credentials in making a lasting, significant difference in the learning of these students. The program involves the training of teacher leaders, who then train others to be Reading Recovery® teachers.

This year, Michelle McGregor and Carol Gaff serve as Reading Recovery® Teacher Leaders. Michelle will support 9 Reading Recovery® teachers in continuing contact and Carol Gaff will serve an additional 7 teachers.

Participating school corporations are Manchester Community Schools, Northwest Allen County Schools, Southern Wells Community Schools, St Joseph-St Elizabeth School, and Whitley County Consolidated Schools.

SUPPLEMENTAL EDUCATIONAL SERVICES

After-school tutoring is offered to Title I students who are deemed unsuccessful, who are in a Title I building, and who receive free/reduced lunch. These students are gathered into groups of no more than six. A teacher from the building, who works for Region 8 ESC after school, gives lessons from a prepared, vetted curriculum to these small groups of students for eleven weeks. Students receive individual attention and special support. Teachers are supervised by the ESC SES Director, Bob Hansbarger. Contact him at bhansbarger@r8esc.k12.in.us or 800-669-4565.

NEWS NOTES AND PROFESSIONAL SEMINAR NOTICES

NEWS NOTES is our Service Center newsletter. It is published on a monthly basis and contains information about Region 8 ESC services including cooperative purchasing, calendar of events, highlights, technology updates, staff development highlights, and comments from the director.

News Notes is emailed as a link and also in pdf format to a designated contact in each district/private school to be forwarded to all school's administrative staff and teachers. Current and archived NewsNotes are also posted on http://www.r8esc.k12.in.us > Communications then *News Notes.*

In addition to *News Notes*, Technology Flyers and Professional Seminar Notices and Brochures are published at various times throughout the year. These flyers are used to provide details about the content of our workshops and seminars as well as registration information.

LIBRARY OF INSTRUCTIONAL RESOURCES

PROCEDURES FOR RESERVING REGION 8 ESC RESOURCES:

Teachers may reserve instructional and professional materials at no cost throughout the school year and for summer school. The Region 8 ESC courier delivers resources on a standard bi-weekly schedule.

The entire collection is available online at **www.r8esc.k12.in.us** - choose Resources, then R8 Online Video/Resource Catalog. The catalog is searchable by Title, Keyword, Description, and Subject Area. Requests may be submitted electronically from this site.

VIDEOS / DVD's

Region 8 ESC has approximately 3,000 titles videos and DVD's. The lending period is 2 weeks however, if a longer period is needed please note that in the request. Depending on availability, an extension may also be requested by contacting Linda Crider at 800-669-4565 or email resource@r8esc.k12.in.us.

The request procedure is simple and straightforward. Requests can be made in the following manner:

1) Access the Region 8 ESC website and submit a request online
2) Call the Region 8 ESC Resource line at 800-669-2634
3) Email resource@r8esc.k12.in.us with the information on the Resource Request form

Ordering Resources

Requests must be received no later than noon the day before your scheduled delivery date. Requests received after noon will be scheduled for the next delivery date. Exceptions – when our office is closed (Thanksgiving, Christmas vacation, Memorial Day, Labor Day) requests must be received by noon on our last business day. There is no limit to the number of videos that can be ordered at one time. If you are ordering a number of resources, please order online, email, or send in the Resource Request form.

Courier System

The Region 8 ESC courier delivers to a designated site in each corporation on a standard **bi-weekly** schedule. It is *very important* that videos/resources to be returned are ready at the designated pickup point before the Region 8 ESC courier arrives. Our courier has a daily schedule to meet and cannot wait for items to be collected.

Extension of Pickup Date

If you have a video/resource and would like to extend the pick-up date, please call our office line (800-669-4565) so that you can talk to a "live" person and not voice mail *before noon* the day before the pick-up date indicated on the shipping label. We will check the availability and let you know if an extension is possible.

Late Returns

You will be responsible for returning late items that are scheduled for another user via priority mail at your expense. Call Region 8 at 1-800-669-4565 for mailing instructions. If the item is not sent on, you and your principal will receive a "*Late Fee*" notice of $15.00 for each item not forwarded and your corporation/school will receive an invoice for that amount.

The following listing is meant only as a preview of the Instructional Resources available to you free-of-charge as a Region 8 ESC member. Visit our on-line Video/Resource catalog and type *Resource* in the Subject Search box. You are sure to find materials that are just right for you.

STARLAB:

The StarLab (ID # 9000) is a portable planetarium system consisting of an inflatable dome, projector, and projection cylinders. Six cylinders come with the StarLab: Northern Starfield, Celestial Coordinates, Constellation, Mythological Constellation, American Indian, and Earth. Six other cylinders are available on a first come, first serve basis: Plate Tectonics #9002, Biological Cell #9003, Deep Sky Object #9004, African Mythology #9081, Chinese Legends #9082, and Hindu Mythology #9083.

Lending of the StarLab is based on the ADM (1 day for every 125 ADM) on a first come, first serve basis. Those interested in borrowing the StarLab must undergo training in the proper use of the equipment. This beginning training is routinely given each year at no cost to members. Check the Region 8 ESC Workshop website for information and to register.

VOYAGE OF THE MIMI:

The Voyage of the Mimi (ID# 9010) is a multi-media package that combines advantages of video, computer software, and print materials while learning about whales, the ocean, and the interdependence of man. They are recommended for use in the middle schools. The lending period for Voyage of the Mimi materials is five weeks although longer periods may be scheduled depending on availability.

VOYAGE OF THE MIMI II:

The Voyage of the Mimi II (ID# 9011) is also a multi-media package that combines the advantages of video, computer software, and print materials while learning about archaeology, rain forests and interdependence of man. They are recommended for use in the middle schools. The lending period for the Voyage of the Mimi II materials is five weeks although longer periods may be scheduled depending on availability.

LEGO-DACTA:

The lending period for each set is three longer weeks although longer periods may be scheduled depending on availability.

Lego Simple Machines (ID# 5900) contains 14 student kits of legos for primary level students.

Lego Technic I (ID# 9005) is used in the elementary classroom to extend student understanding of simple machines. The set includes 12 Lego packs, 12 student activity packs, and 1 teacher activity pack.

Lego: Exploration Mars (ID# 9200) For Intermediate thru HS students, Exploration Mars takes teams of four students through 60 hours of activities and curriculum contained in two main challenges, each of which fully integrates math, science, and technology into exciting inquiry-based activities. They will build an obstacle field out of LEGO bricks, all on a 4' x 8' vinyl mat that mimics the surface of the Red Planet. Students collect and analyze, navigate obstacles that they've built out of LEGO bricks, conduct meteorology, hydrology, and geological experiments.

MISCELLANEOUS RESOURCES:

Additional resources/kits include a *School Safety Kit, Crash! The Science of Collisions, Get Real About Aids* kits for grade levels 4-6, 6-9 and 9-12**,** *Get Real About Violence* kits for grades K-3 and 4-6, and other resources available for use by teachers and administrators in our member schools.

Region 8 ESC
Video/Resource Request Form

School Corporation: _____

School: _____

Media Coordinator: _____

Teacher: _____

Phone Number: _____

Video / Resource Number 1st Choice	Video / Resource Number 2nd Choice	Video / Resource Title	Preferred Date	Not Before	Not After

Note: The more flexible you can be, the greater the likelihood the reservation can be made.

Pleas remember the Region 8 ESC courier delivers resources on a standard bi-weekly schedule.

Return this form through the courier or mail to: Region 8 ESC
251W - 850N
Decatur, IN 46733

Visit our web page http://www.r8esc.k12.in.us to order online and choose
Resources then R8 Online Video Catalog and Request.

ESC of I PROFESSIONAL VIDEO LIBRARY

Southern Indiana ESC houses the state ESC of I collection of over 800 titles, which is available free-of-charge for use statewide by all ESC members. Teachers and administrators in member school districts may reserve an extensive list of professional videos for educators and support staff materials at no cost throughout the school year and for summer school. Whether for individual use or for a school in-service, a wide variety of topics is available.

The ESC of I PVL Catalog is available in pdf format on our Resource website. There is no charge for this service for ESC members. Shipping costs are covered by the Indiana Association of Educational Service Centers (IAESC).

Requesting A Video/DVD From the ESC of I PVL Collection:

Requests can be made online (see below) or by completing the following State ESC Request Form and mailing or faxing to the Southern Indiana Education Center.

If you have ordered videos from the state Professional Video Library previously, you can order videos online and receive immediate confirmation. Please contact the SIEC at 812-482-6641 or video@siec.k12.in.us if this would be your first order as they will need to assign you a user number. You may then visit the SIEC web site at http://www.siec.k12.in.us and *click* PVL Catalog/Scheduling System to place an order. You will need to provide an email address to receive immediate confirmation of your order.

If you would like to browse the SIEC online catalog but do not have an account, visit the above website, enter your name and click Guest.

The items you order will be shipped via UPS to your school. A UPS return label will accompany the shipment. To return the items, please repackage them and apply the return label. Give the package to a UPS driver who visits your school or schedule a pickup by calling 1-800-PICK-UPS. You also have the option of dropping the package off at a UPS Customer Center or an Authorized Shipping Outlet.

The scheduling process allows **fifteen school days** from the SHIP DATE to the DUE DATE. However, a fee of $5.00 per day may be charged to your school for items not returned by the due date. Please call Peggy at (812) 482-6641 if you need to check on a possible extension. These videos and DVDs are loaned to schools throughout Indiana and are sometimes scheduled back-to-back. Please be courteous and return the items promptly.

ESC of I Professional Video Library

Video/DVD Order Form

Teacher Name_____ Date_____

School _____ School ID#_____

Street Address _____

City, State, Zip _____

School Phone Number ( )_____

School Corporation _____

Your Education Service Center _____Region 8 ESC Member_____

Video Number	Video Title	Preferred Date	Not Before	Not After

Mail to: Professional Video Library
Southern Indiana Education Center
1102 Tree Lane Drive
Jasper, Indiana 47546
video@siec.k12.in.us

FAX to: 812-482-6652

COMPUTER LAB

Region 8 ESC maintains a ten-station PC, Windows XP-based lab for the primary purpose of conducting technical and staff development workshops. This lab is connected to the Internet for Internet-related training and also supports video/audio capture, video editing, scanning, projection units and SmartBoard technology. Region 8 ESC believes strongly in the 'hands-on' approach to computer, network and staff development education, and is committed to maintaining the lab in a manner appropriate to a successful learning experience with current software packages and technology. With this belief we constantly work to upgrade our lab with new equipment. We recently upgraded our SmartBoard and projector system to help participants view information being presented. The lab computers can print to either a color printer or a laser printer for real-world examination of workshop exercises.

The lab is seen as a valuable resource in the overall scheme of services Region 8 ESC provides. Coupled with very attractive workshop pricing, this lab is an important item in our portfolio of developmental services and is also available for member school corporations' use to provide staff development sessions.

Training

Technology workshops are offered by Region 8 ESC trainers not only in our lab, but also at district sites, with training tailored to the needs of the individual schools. Our Workshop Catalog and Registration webpage is available at http://www.r8esc.k12.in.us and click on *Workshops*. The site gives you the option of browsing our currently offered courses and/or creating a personal account for registering for our classes.

Region 8 staff is also trained in the use of the Learning Connection. Training can be customized to teaching staff or administrators.

Contact Phil Germann, Technology Director, at 800-669-4565 or email techworkshops@r8esc.k12.in.us to reserve our lab for your use or to schedule a Region 8 trainer at your school lab.

IP Video Conferencing

Region 8 ESC maintains a Tandberg 880MXP IP (Internet Protocol) video conferencing system to help us better support and communicate with our member school districts. This will permit us to provide fast and reliable video conferencing to our members. Contact Phil Germann or John Humphrey to schedule a demonstration and discover some of the possible uses for this technology.

TECHNICAL CONSULTING

Consistent with the goals of Region 8 ESC, to provide quality support services to our members, we have a technology staff to focus specifically on technology-related issues. The topics addressed encompass all areas of technology, not necessarily just those which are directly computer related. For example, telecommunications, video services, Internet connection issues and so forth are topics on which Region 8 ESC directs attention and focus, toward helping school corporations derive the most from limited technology funds.

As technology changes, our staff is able to address the pertinent issues and assist with the overall planning which is crucial to establish school board and community buy-in to major projects.

Region 8 ESC is committed to devoting staff resources to parallel the issues confronted by today's rapidly changing educational community.

2011 - 2012 COURIER ROUTE

MONDAY

Smith-Green - Churubusco High School	# 1 Eagle Drive, Churubusco
Whitley Co. Administration Office	107 North Walnut Street, Columbia City
Whitko Community Schools	432 South First Street, Pierceton
Warsaw Community High School	1 Tiger Lane, Warsaw
Manchester Administration Office	404 West 9th Street, North Manchester
North Miami Elementary School	632 E - 900 N, Denver
MSD Wabash County Admin. Office	204 N - 300 W, Wabash
Wabash City Administration Office	1101 Colerain Street, Wabash
Huntington Co. Comm. Admin. Office	2485 Waterworks Road, Huntington

TUESDAY

Fremont Administration Office	1100 West Toledo Street, Fremont
Steuben Co. MSD - Angola High School	350 S. John McBride Ave. Angola
Hamilton High School	901 South Wayne Street, Hamilton
DeKalb Co. Eastern - Eastside Jr/Sr HS	903 East Green Street, Butler
DeKalb Co. Central Administration Office	3326 CR 427, Waterloo
East Noble High School	901 Garden Street, Kendallville
Saint John Lutheran School	301 South Oak Street, Kendallville
West Noble High School	5094 US Highway 33, Ligonier
Central Noble High School	302 Cougar Court, Albion
Saint Joseph Lutheran School	301 West Houston Street, Garrett
Garrett-Keyser-Butler Admin. Office	801 East Houston Street, Garrett

WEDNESDAY

North Adams - Bellmont High School	1000 East North Adams, Decatur
Saint Joseph Catholic, Adams Co.	127 North 4th Street, Decatur
Adams Central High School	222 W. Washington Street, Monroe
South Adams Administration Office	1027 US 27 South, Berne
Jay School Corporation Admin. Office	1927 Tyson Road, Portland
Blackford Co. Schools Admin. Office	0668 W - 200 S, Hartford City
Southern Wells Schools Admin. Office	9120 S - 300 W, Poneto
MSD Bluffton-Harrison Admin. Office	805 East Harrison Street, Bluffton
Northern Wells Administration Office	312 North Jefferson Street, Ossian

THURSDAY

Eastbrook Administration Office	5605 S - 900 E, Marion
Marion Community Administration Office	1240 South Adams Street, Marion
Saint Paul Catholic School	1009 Kem Road, Marion
Oak Hill United Administration Office	1474 North 800 West-27, Converse
Madison-Grant Administration Office	11580 South E00W, Fairmount
Mississinewa Schools - RJ Baskett MS	125 N. Broadway Street, Gas City
Lakeview Christian School	5318 South Western Avenue, Marion

FRIDAY

Suburban Bethlehem Lutheran School	6318 W. California Road, Ft. Wayne
Northwest Allen Co. Administration Office	13119 Coldwater Road, Fort Wayne
St. Vincent DePaul School	1720 East Wallen Road, Fort Wayne
Bishop Dwenger High School	1300 E. Washington Ctr Road, Ft. Wayne
Saint Charles Borromeo School	4910 Trier Road, Fort Wayne
Blackhawk Christian School	7400 East State Blvd., Fort Wayne
East Allen Co. Schools Administration Office	1230 SR 930 East, New Haven
Imagine MASTer Academy	2000 N. Wells Street, Ft Wayne
Saint Joseph-Saint Elizabeth School	2211 Brooklyn Avenue, Fort Wayne
Southwest Allen Co. MSD Admin. Office	4824 Homestead Road, Fort Wayne

REGION 8 ESC MEMBERS

Corporation	Superintendent
Adams Central Community Schools	Michael Pettibone
Blackford County Schools	Ken Kline
Bluffton-Harrison, MSD	Wayne Barker
Central Noble Comm. School Corp.	Chris Daughtry
DeKalb Co. Central Schools	Sherry Grate
DeKalb Co. Eastern Schools	Jeffrey Stephens
East Allen County Schools	Karyle Green
East Noble School Corporation	Ann Linson
Eastbrook Schools	Jerry Harshman
Fremont Community Schools	Ben Roederer
Garrett-Keyser-Butler Schools	Dennis Stockdale
Hamilton Community Schools	Jon Willman
Huntington Co. Community Schools	Tracey Shafer
Imagine MASTer Academy	James Huth
Jay School Corporation	Tim Long
Madison-Grant School Corporation	John Trout
Manchester Community Schools	Bill Reichhart
Marion Community Schools	Stephen Edwards
Mississinewa School Corporation	Michael Powell
North Adams School Corporation	J. Wylie Sirk
North Miami Community Schools	Mary Ann Irwin
Northern Wells Schools	Scott Mills
Northwest Allen County Schools	Chris Himsel
Oak Hill United School Corporation	Joel Martin
Smith-Green Schools	Stephan Darnell
South Adams Schools	Scott Litwiller
Southern Wells Schools	James Craig
Southwest Allen County MSD	Steve Yager
Steuben County, MSD	Brent Wilson
Wabash City Schools	Jason Callahan
Wabash County, MSD	Sandra Weaver
Warsaw Comm. School Corporation	Craig Hintz
West Noble School Corporation	Dennis VanDuyne
Whitko Community Schools	Steve Clason
Whitley Co. Consolidated Schools	Patricia O'Connor

Private/Parochial Schools	Principal
Bishop Dwenger High School	Jason Schiffli
Blackhawk Christian School	Bill Hartman
Lakeview Christian School	Doug Ballinger
Saint Charles Borromeo School	Rob Sordelet
Saint John Lutheran School, Noble	Tim Walz
Saint Joseph School, Adams	Karla Hormann
Saint Joseph School, DeKalb	Kristine Call
Saint Joseph-Saint Elizabeth School	Lois Widner
Saint Paul Catholic School	Elisha Schlabach
Saint Vincent DePaul School	Sandra Guffey
Suburban Bethlehem Lutheran School	Rich Brune'