Sometime this week, you were probably driving on one of the freeways in Southern California. More than likely, somewhere along one of the freeways, construction was taking place with the intent to increase capacity and provide faster travel times by either adding lanes, adding transition lanes, or adjusting on and off ramps. Just as Cal-Trans is trying to keep up with the demands and use of vehicles on these freeways, OCDE has been planning, designing, and implementing upgrades to our network infrastructure (freeways) to provide additional capacity and to keep data moving quickly from the school sites and district office to the Internet and OCDE business applications.

Currently OCDE provides a 10 GB connection (or ten freeway lanes) out to the Internet. On average, combined district use is 1.5 GB (1 ½ freeway lanes) with a peak of 3 GB (3 freeway lanes). At first glance, it would seem that there is plenty room for growth as there are 7 GB (7 freeways lanes) open. With school districts providing technology to students in one to one and bring your own device (BYOD) initiatives and gearing up for support of Smarter Balance and Common Core initiatives, the 7GB of connectivity may not be sufficient.

We are evaluating future growth options that include 40 GB and 100 GB connectivity to the Internet. Our core hardware at the Operations Center which currently supports 1GB for business applications is currently being upgraded to support 10GB. As you can surmise from what OCDE is doing to make sure we don’t create any bottlenecks, everyone is using more and more data. This is the world we live in today, which is not unique to education.

(continued on page 2)
CRYSTAL BELL AWARD

The Crystal Bell Award is OCDE’s highest level of employee recognition.

DAVID MORIKAWA, Software Engineer, was honored with the 2012 Crystal Bell Award. David joined OCDE in January 2002.

His Crystal Bell nomination notes: Both colleagues and clients have great respect for David’s winning demeanor and work ethics. David has also been instrumental in supporting the financial system, creating new reports as well as supporting the Financial Web Inquiry. He deserves to be awarded the Crystal Bell for his dedication to OCDE and his work, colleagues, family and friends.

David earned his college Bachelor of Science degree in Biochemistry from UCLA. He is an avid world traveler and enjoys annual trips with his wife and son.

OCDE HR 2.0

The new custom HR 2.0 application replaces the Bi-Tech/SunGard product. It was developed completely in-house by OCDE staff utilizing the latest web technology.

The product incorporates many of the features typical of web based applications.

Enhancements include:
- Easier navigation & consolidated data entry screens
- Stronger integration with Payroll, including hourly bridging of data to the Payroll application
- Real time HR data in the Business Objects environment for ad hoc reporting
- Improved reporting/downloading performance through use of Crystal reports.

OCDE was the first district to go live on the HR 2.0 and Budget Pro 2.0 applications in November 2011. Magnolia School District followed in June of 2012.

Conversion of the remaining 17 districts over to the HR 2.0 application began in December 2012. Migration of all districts is anticipated by summer of 2013.

Please contact Michelle Harnish, Manager, HR Systems/Benefits, for more information, mharnish@ocde.us.

CO-LOCATION SERVICES

OCDE now offers rack space in our Operations Center for school districts to co-locate computer hardware and storage for business continuity.

Space is available in 2U increments. For features, specifications, and/or information contact Louis Mazzarini.

BUILDING FREEWAYS BY LOUIS MAZZARINI (CONT. FROM PAGE 1)

At the 2012 Super Bowl, the wireless network was able to support 8,260 connections. At this year’s Super Bowl in the Superdome, the wireless network was designed to support 30,000 simultaneous connections. Next year’s Super Bowl will more than likely require significantly more connections. The trend of additional connections at the Super Bowl is similar to what districts are facing with providing additional connectivity to their students. The Federal, State and local requirements will mean that districts will need robust network connectivity to handle the additional bandwidth and that OCDE will need to provide sufficient bandwidth as the district connections aggregate at the main Operations Center.
OCDE supports various applications including custom programs developed in-house to meet the ever-growing needs of Orange County school districts. Application user groups meet on a regular basis to provide continuous feedback.

- **ACCOUNTS PAYABLE**
- **ACCOUNTS RECEIVABLE**
- **BANK RECONCILIATION**
- **BUDGET PRO**
- **BUSINESS APPLICATION DASHBOARD**
- **ELECTRONIC CONTENT MANAGEMENT (ECM)**
- **ELECTRONIC REPORT MANAGEMENT (ERM)**
- **EMPLOYEE CONNECTION**
- **EMPLOYEE INFORMATION SYSTEM (EIS)**
- **FINANCIAL WEB INQUIRY**
- **FIXED ASSETS**
- **FUND MANAGEMENT (FMS)**
- **GENERAL LEDGER**
- **HEALTH BENEFITS**
- **HUMAN RESOURCES**
- **KINDER TRACK**
- **PAYROLL**
- **REGISTRATION**
- **RETIREMENT**
- **ROOM RESERVATION**
- **STORES INVENTORY**
- **TEACHER CREDENTIALS**
- **TIME ATTENDANCE (T/A)**
- **WORKFLOW**

### BUSINESS APPLICATIONS

**ACCOUNTS PAYABLE**
The Accounts Payable module generates payments for vendor goods or services provided. It is closely integrated with the Purchasing, Encumbrances, General Ledger & Fixed Assets modules.

**ACCOUNTS RECEIVABLE**
With this component, a district can invoice and bill customers for services or goods provided. Users can selectively print invoices, or invoice sum-maries, as well as customer statements.

**BANK RECONCILIATION**
This custom application pulls in the daily payroll and accounts payable checks that have been paid from Wells Fargo Bank. These items are then matched against the database of issued checks, enabling a current status file of outstanding checks. Manual entries in the database can be verified to maintain a check and balance with funding.

**BUDGET PRO**
This application is customized for each school district to provide a means to project employee salaries and benefits budget. Human Resource Application data is utilized to allow the district to update their budget database.

**BUSINESS APPLICATION DASHBOARD**
All web-based business applications are served through the Information Technology Stoneware Dashboard. This portal provides secured access with dual-factor authentication to OCDE Business Applications: Payroll, Time Attendance, Fund Management, Accounts Payable, Bank Reconciliation, Imaging, COLD (ERM), Financial, Human Resource.

**ELECTRONIC CONTENT MANAGEMENT (ECM)**
Also known as ECM, imaging is a growing trend in education to scan and store paper records that would normally clutter offices, fill filing cabinets and occupy boxes in land containers. Scanned images are indexed for quick retrieval. Some examples of commonly scanned documents are student cumulative files, personnel records, purchase orders, invoices and contracts. OCDE uses a web-based product called DocuPeak, created by WebiPlex. OCDE uses DocuPeak to scan documents in nearly every division, and offers the product as a services to school districts. Scanned documents can be retrieved via the web, or can be added to in-house or other applications. Several district customers utilize a link added to the Financial Web Inquiry screens which pulls imaged Accounts Payable records from DocuPeak.

**ELECTRONIC REPORT MANAGEMENT (ERM)**
ERM, formerly referred to as COLD, facilitates faster report turn–around and enhances district reporting capabilities. ERM creates permanent records, such as payroll reports, to be posted for district access, query and export. It also provides districts with a permanent electronic copy of retention required documents such as payroll registers. ERM is accessed through the Stoneware Dashboard.

**EMPLOYEE CONNECTION**
This is an internal website for OCDE employees as a resource on general policies, standard OCDE forms, and to find out what is happening at OCDE.

**EMPLOYEE INFORMATION SYSTEM (EIS)**
EIS is one of OCDE’s custom applications. It allows employees to access important information, such as Time Attendance balances, W2 forms, and on-line pay stubs. Employees can access EIS from any computer with internet access. This system greatly reduces the number of calls to payroll departments to check leave balances and to reprint pay stubs.

**FINANCIAL WEB INQUIRY**
This custom application provides authorized users with quick and easy web access to financial and budget information maintained in the Financial Application.

**FIXED ASSETS**
This module allows districts to monitor, track and report all capitalized and non-capitalized fixed assets. It performs various depreciation calculations and maintains depreciation balances. Optional integration with Purchasing and Accounts Payable modules reduces data entry within Fixed Assets.

**FUND MANAGEMENT (FMS)**
This custom application is used to manage fund balances on a daily/hourly basis. The fund cash
**BUSINESS APPLICATIONS (CONTINUED)**

KINDER TRACK

OCDE’s Child Development department uses this system to manage subsidized child care services funded by the California Department of Education. Timesheets for each provider and child combinations can be calculated automatically. Kinder Track helps to streamline the process of generating provider payments. It also maintains provider, family and child information, and authorizes childcare schedules. This application ensures OCDE is meeting state-mandated reporting requirements.

PAYROLL

OCDE maintains and supports its custom Payroll Application, which is provided to all Orange County school districts. Payroll is processed 4 times per month, averaging a staggering 90,000 checks/stubs generated each month. Approximately 3.1 billion dollars is paid in salaries to Orange County educators and support staff annually. At the end of each calendar year, approximately 90,000 W2s are generated. In 2004, OCDE’s Payroll Application received the “American Payroll Association’s Prism Award for Best Use of Technology.” Security features help secure transmissions between the school district and payroll system, as well as for STRS and PERS reporting.

REGISTRATION

NRegister is a custom conference registration application used by several OCDE divisions for specific functions. A meeting organizer can create an event, specify registration requirements, and even allow attendees to select which type of lunch they would like. It is a resource for planning events.

A second registration system, Organization Management System (OMS) is used which was developed by the San Bernardino County Office of Education.

RETIREMENT

The Payroll Application links with Retirement to provide complex Retirement Reporting for all employees in Orange County. The system was developed to properly process and report retirement earnings and contributions to both the Public Employee Retirement System (CALPERS) and the state Teachers Retirement System (CALSTRS).

ROOM RESERVATION

This custom application developed exclusively at OCDE facilitates the management of reserving conference rooms. Staff can log-in with on-line access to search for available rooms. It provides the ability to reserve a single room or multiple rooms for specific time period and days. Specific seating configuration and set-up needs can also be noted.

STORES INVENTORY

Stores Inventory is used to account for assets purchased by a district which are being stored in warehouse inventory until needed at a district’s department or school site. Its three major functions are: receiving, inventory control and on-line order processing. This module integrates with Purchasing, Encumbrance and General Ledger modules.

TEACHER CREDENTIALS

As part of the Human Resource Application, Credentials maintains all Orange County teachers’ credentials. It is updated regularly with data from the State Commissions of Teacher and Credentialing. This information includes subject, grade authorized for credential holders, and credential effective dates.

TIME ATTENDANCE (T/A)

School districts can elect to use the custom T/A Application in conjunction with the Payroll Application. T/A provides complex vacation, sick, and compensatory time maintenance and reporting. Additionally, T/A allows the import of substitute time and generation of timesheet lines within the Payroll Application. It is an excellent tool for maintaining accurate time-off balances for district employees.

WORKFLOW

Through the WebiPlex DocuPeak product, OCDE provides forms automation capability. Users can map out a traditional paper-based approval process, such as Purchase Order Approval and electronically route the document for approvals. This greatly reduces the amount of time involved in traditional paper-based approvals. It allows the requestor to check the status of a request on-line.
Network & Telecommunications staff have the role of supporting OCDE’s Local Area Network (LAN), the Wide Area Network (WAN) and Internet connectivity. The current network infrastructure includes 3 DS3, 1 Gig-A-Man, 2 Gigabit Opt-E-Man, 56 T-1 circuits, 5 Sunesys fiber terminations, 3 Cox Cable circuits and 11 Time Warner Cable circuits. Also supported are servers, data storage, desktop and mobile devices.

The Systems & Database team supports all servers, data storage, desktop and mobile devices.

OCDE employees. Virtual Desktop Computers are now at the Kalmus site. About 260 Thin Clients have been deployed with an anticipated 50 more to be installed. Thin Clients save on the cost of hardware, ease of maintenance, but also help in going green with savings on electricity and air conditioning. Cost savings are also realized when rolling out new software.

**EMAIL**

Electronic messaging is provided with Microsoft Outlook and Exchange 2007 for 2,000 employees at OCDE, ACCESS and Special Education Sites throughout the county.

**EMAIL ARCHIVING**

To comply with federal regulations, OCDE has implemented Source One from EMC. The product allows the archiving of all incoming and outgoing mail with no impact on customers.

EMC’s Source One uses an EMC Centera that allows for the storage for all data in an unalterable format.

**INSTRUCTIONAL SERVICES SUPPORT**

The IT division provides technical support to the Instructional Services Division, primarily with the Educational Technology unit, for their programs, applications and servers

**INTERMAPPER**

This network software provides a visual representation of bandwidth utilization. This free service is available to all districts with circuits that terminate at OCDE.

**NETWORK SECURITY**

Of prime concern is the security of the OCDE infrastructure. Network security is provided with the latest equipment and software tools available. Intrusion detection and bandwidth utilization are monitored and logged 24 hours a day. Connectivity to the OCDE Business Continuity Site is also maintained for financial, HR, payroll, imaging and time attendance applications.

**SERVERS & STORAGE**

The Database & Systems team maintain all servers, databases, SANs and tape libraries. Over 175 servers are a mix of both Windows and AIX UNIX operating systems.

**SMART PHONES**

Approximately 160 Blackberry devices are supported on a

**NETWORK ACCESS**

Along with Internet connectivity, 2 DNS servers are maintained for not only the k12.ca.us domains but also domains of .com, .us and .org. OCDE is the Internet Service Provider (ISP) for the 28 school districts as well as all Regional Occupations Centers and OCDE’s ACCESS division and schools. OCDE currently has a 10 Gigabit connection to the internet through the K12 HSN and CENIC network. In accordance with the Federal Children Internet Protection Act, we also provide filtering of all internet traffic. Each district administers its own set of rules allowing each district the flexibility needed to allow access for all customers.
Blackberry Enterprise server. These devices allow OCDE and ACCESS staff to maintain communication via email and cellular phone when away from the office. The Blackberry also allows access to calendars.

OCDE is also responsible for over 70 cell phones from all major carriers. Additionally, 25 pagers are supported for use in Special Education and ACCESS programs.

**VIDEO CONFERENCING**

Video conferencing is available through the 56 Polycom VXS7000 units and numerous webcams deployed to school districts and school sites throughout the county. Bridges for multipoint calls are accomplished on the K12HSN Codian Bridge.

**VOICE AND DATA**

Approximately 1,800 OCDE and ACCESS users are supported on a Cisco AVID Voice over IP phone system. The system includes Unity Unified messaging, Berbee paging and desktop video conferencing.

**BUSINESS CONTINUITY**

The data OCDE processes is highly confidential and mission-critical. Due to this fact, steps are taken to ensure all data is secure and all critical applications can be brought back online within a short period of time if a power outage were to occur.

First, all mission-critical application data is stored on a Storage Area Network (SAN) which ensures maximum stability. Second, data is backed-up onto disk and tape. One set of tapes remains on-site for quick retrieval. A second set of tapes is stored off-site. Then, all data is mirrored to a SAN at an off-site disaster recovery center. The building is built to withstand natural disasters, including an 8.0 earthquake.

**CO-LOCATION SERVICES**

OCDE now offers rack space in our Operations Center for school districts to co-locate computer hardware and storage for business continuity. Space is available in 2U increments.

**HELP DESK**

Help desk support is provided for business applications, systems and network county-wide. Hours of operation are 7 a.m. through 5 p.m., Monday through Friday.

**REPORT DEVELOPMENT & AD-HOC REPORTING**

OCDE is constantly working to ensure all applications’ reporting capabilities meet the requirements of our customers. The Ad-Hoc reporting tools are used for Payroll, Time Attendance, and Human Resource applications. Customers can build reports and queries quickly, allowing access to information when they need it. Ad-Hoc reports are created with Business Objects XI, Crystal Reports and Web Intelligence.

**TRAINING**

In the Information Technology Training Lab, training is provided on the various business applications. Fifteen student stations are maintained with the latest equipment and software.

**WEB SITE MANAGEMENT**

OCDE’s web development team supports 80+ web sites with individual pages approaching 2,000. All OCDE web sites are utilizing SharePoint as a content management system to give customers more control over their own websites.
# OCDE Services to School Districts

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As of Jan. 28, 2013
While we cannot pass Measure M bonds for transportation, we are constantly reviewing the best methods to increasing, and make necessary infrastructure modifications, to maximize the current technology and minimize the cost.

With the introduction of Common Core and Smarter Balance last year, we waited as long as we could before we ventured into our infrastructure upgrade to provide the best “freeways” we can to our customers. Those customers are you, the ones that provide feedback and suggestions. Every year we have pushed the boundaries of existing technology to provide you with the best of breed in technology to assist you with the resources and tools you need to succeed.

In closing, as representatives of education, you are faced with many obstacles as you try to achieve goals of student success. In addition, other challenges include the various technologies that will support your Teachers, Principals, Support Staff and Administrators in enhancing the learning experience of the future leaders of tomorrow...the students in Orange County.