

# Quincy Public Schools Implementation to Aspen



Quincy School  
Committee Meeting  
March 20, 2013

**Keith Segalla, Executive Director**

Career & Technical Education and Instructional Technology

**Ellen Garofalo**, Coordinator Data Processing

**Ellen Hunter**, Data Support/Technical Supervisor

# ~ Purpose ~

Aspen our new student information system is a local company located in Hingham, Massachusetts. Aspen a web-based product is implementing it's application in 60,000 schools throughout the country.

Aspen maximizes teacher effectiveness and learning by continually integrating system efficiencies; curriculum; instruction; and on-line learning management that benefits our users.

# Our users include:

District Level Administrators

School Staff

Principals / Assistant Principals

Teachers, Deans, Student Support Staff

Nurses, Secretaries, Attendance Aides

Students and Parents

# ~ Agenda ~

- **Selection Process**
- **Overview of Aspen Applications**
- **Implementation**

# Selection Process Framework

## ~ 4 Elements ~

- (1) Establishing a Selection Team** ~ consisting of Leadership Team Members, Principals, Assistant Principals, High School Guidance Department Chairs, Middle School Student Support Staff, Information Technology Team Members (City/School System) **September 2012**
- (2) Product Presentations/Demonstrations** ~ Vendors presented and demonstrated their integrated products to members of the selection team **October/November 2012**
- (3) Team Rating/Selection Process** ~ Survey rating the various components were completed by Selection Team Members **December 2012**

## (4) Additional Considerations ~ MA DESE; local user groups; references from local communities; and Other local Aspen Districts

### Abington

Amesbury

Andover

Athol-Royalston

Attleboro

### Barnstable

Bedford

Belmont

Billerica

Blackstone

### Blue Hills Tech

Boston

### Braintree

Brookline

Burlington

Chelmsford

### Chelsea

Concord

Dartmouth

Dighton

Dover Sherborn

### Duxbury

Easton

### Everett

Fairhaven

### Fall River

### Fitchburg

Framingham

Franklin

### Lawrence

GNB Tech

Hamilton Wen

### Hanover

### Haverhill

### Hingham

### Holbrook

### Hull

Innovation

### Leominster

Lexington

Lincoln

Littleton

### Lowell

Ludlow

### Malden

Manchester Essex

Mansfield

Marblehead

McCann Tech

Melrose

Middleborough

Milford

Millbury

Minuteman

Monomoy

MontyTech

NashobaTech

Nauset

NE Metro Tech

Newburyport

North Attleborough

### Norwell

### Plymouth

### Rockland

Saugus

### Scituate

Seton

Somerville

### South Shore Ed Collab

Swampscott

Swansea

Tewksbury

Triton

Walpole

West Bridgewater

Westwood

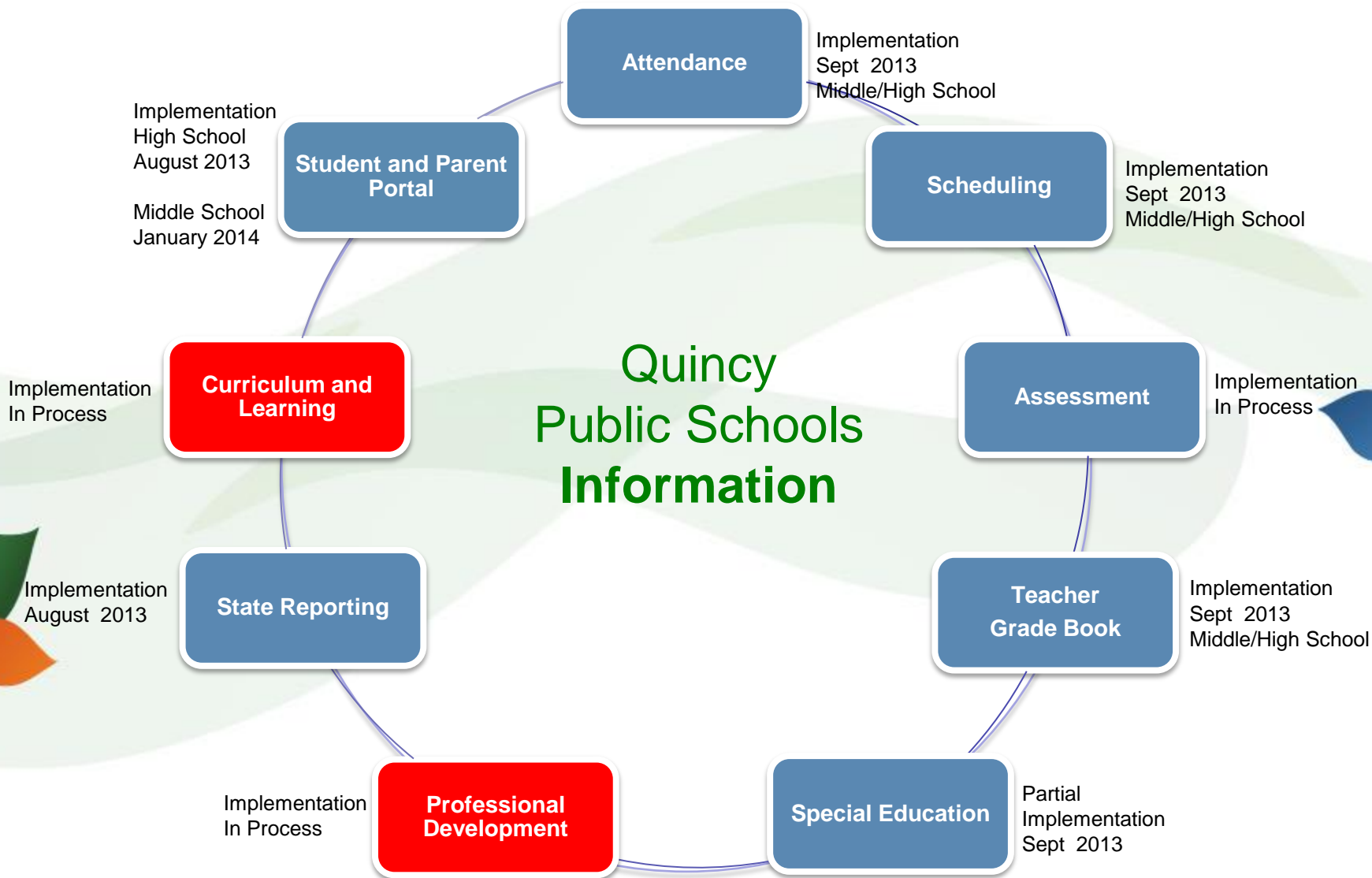
### Weymouth

Wilmington

-  South Shore Communities
-  Gateway Cities



# An Overview of Quincy's Student Information System and Implementation of Aspen Components and Modules



# Student/Parent View

Aspen Public Schools 2009-2010

Adams, Tyler

Change View Select Student Set Preferences Log Off

Student View

Pages My Info Academics Activities Calendar Locker



Home

Schools

Classes



Global Voices



Psychology



Pers Finance



Physics



Intro to Bus



Guitar

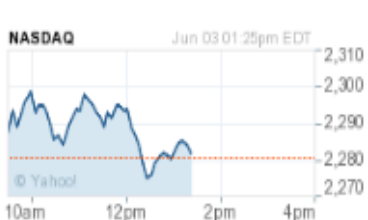
## Banner

Edit

### Dow Jones Industrial Avg



### NASDAQ Composite



### S&P 500



### Nikkei Index



Blog Category All Month Current New Entry

## Common Financial Analysis Web sites

5/4/2010

<http://www.cnbc.com/>

<http://www.bloomberg.com/>

<http://www.nasdaq.com/>

<http://www.nyse.com/>

Posted on 5/4/2010 3:51 PM • Categories: Personal Finance

## Basic Investing

5/4/2010

Found this article on the web. I think it provides valuable insight into basic investment principals that we have been discussing in class. I strongly encourage you to click on the link below and spend some time reading the article. As budding investors, you'll need this type of baseline information at your fingertips to make informed decisions. Please send me a note if you find additional web sites that you find interesting or of value as you build your portfolios.

## Class Information

Course: 02313-002 Personal Finance  
 Instructor: Mcgonagle, Katherine ([kmcgonagle@topica.com](mailto:kmcgonagle@topica.com))

School: Crow Point High School Room: C107  
 Schedule: C(2,5) D(1,4) Next meeting: 6/4/2010 11:13 AM

### Attendance

|           | 1 | 2 | 3 | 4 |
|-----------|---|---|---|---|
| Absent    | 1 | 1 | 1 | 1 |
| Tardy     | 0 | 0 | 0 | 0 |
| Dismissed | 0 | 0 | 0 | 0 |

### Averages

|                                  | 1       | 2        | 3       | 4 |
|----------------------------------|---------|----------|---------|---|
| Homework/Classwork               | 42.0 F  | 77.0 C+  | 40.0 F  |   |
| Participation/Observation/Effort | 70.0 C- | 73.0 C   | 69.0 D+ |   |
| Projects/Articles/Misc           | 27.0 F  | 100.0 A+ |         |   |
| Quiz                             | 87.0 B+ | 75.0 C   | 52.0 F  |   |
| Tests                            | 72.0 C- | 64.0 D   | 67.0 D+ |   |
| Overall                          | 62.0 D- | 75.0 C   | 57.0 F  |   |

Submit Assignments



## Quincy Public Schools Aspen Implementation Timeline

| TASKS   | PURPOSE   | DUE DATE             | TRAINING VENUE                      | LEAD/TEAM(S)  | NOTES or PRESENTATIONS     | COMPLETED |
|---|---|----------------------|-------------------------------------|---|----------------------------|-----------|
| <b>Aspen Introduction</b>   | Overview to QPS Administrators (SLT, Principals, etc.)            | 1/24<br>1/28<br>2/13 | On-Site                             | QPS IT Team   | Available in Staff Academy | √         |
| <b>Kick Off Meeting</b>   | Overview of Process and Resource Discussion                       | 2/13                 | On-Site                             | SLT and QPS IT Team                                     | Available in Staff Academy | √         |
| <b>Site Visit Planning</b><br>(see schedule below)  | Business Process Review   | 2/25<br>2/27         | On-Site                             | John Golski<br>Keith Segalla                            | Available in Staff Academy | √         |
| <b>Validation Team Demonstration</b><br><b>Attendance and Enrollment</b><br>10:00 a.m. – 12:00 noon | To expose QPS Staff to Aspen in preparation for Validation        | 3/15                 | WebEx<br>PWMS, Room 28              | Barb Sochacki<br>QP Secretaries Team                    | Available in Staff Academy | √         |
| <b>Validation Team Demonstration</b><br><b>Assessment</b><br>10:00 a.m. – 11:00 a.m.                | To expose QPS Staff to Aspen in preparation for Validation        | 3/19                 | Webinar<br>Point Webster<br>Room 28 | Barb Sochacki<br>Mary Fredrickson                       |                            |           |
| <b>School Committee Presentation</b>  | Share selection process, overview, timeline, training, etc...     | 3/20                 | Quincy High School Auditorium       | Keith Segalla<br>Ellen Garofalo                         |                            |           |
| <b>Validation Team Demonstration</b><br><b>Conduct</b><br>1:00 p.m. – 2:00 p.m.                     | To expose QPS Staff to Aspen in preparation for Validation        | 3/28                 | Webinar<br>Point Webster<br>Room 28 | Barb Sochacki<br>QPS IT Team,<br>MS Assistant, HS Deans |                            |           |
| <b>Begin Core Reports Collection</b>  | Review to determine customizations & development Service Requests | 4/2                  | N/A                                 | QPS IT Team   |                            |           |
| <b>Validation Training</b>  | On-Site hands-on  | 4/25, 4/26           | Quincy High                         | Barb Sochacki   |                            |           |

| TASKS  | PURPOSE  | DUE DATE                    | TRAINING VENUE  | LEAD/TEAM(S)   | NOTES or PRESENTATIONS | COMPLETED |
|--|--|-----------------------------|-----------------|--|------------------------|-----------|
| <p>9:00 a.m. – 11:30 a.m.<br/>12:00 noon – 2:30 p.m.</p> <p><b>Distribution of Validation Tasks to Teams</b></p> | training of validation team members, task review, process discussion of QPS Project Lead's needs for smooth validation |                             | School Room 436 | QPS IT Team, Principals, Assistant Principals, Guidance, Deans, Curriculum, Secretaries Team |                        |           |
| <b>Develop Training Plan</b>   | Develop Training Schedule<br>Discuss training needs, attendees, timing before/after Go Live date.                      | Begin 5/13<br>Finalize 6/14 | Webinar         | Barb Sochacki<br>Follett Training Team Lead<br>SLT<br>QPS IT Team                            |                        |           |
| <b>Elementary Homerooms Assigned</b>   |  | 7/2                         |                 | Elementary School Secretaries  |                        |           |
| <b>Middle School Scheduling Complete</b>   |  | 7/3                         |                 | Middle School Principals/Guidance  |                        |           |
| <b>Elementary Schedules Complete*</b><br>(*Excluding ELL and SPED classes)                                       |  | 8/2                         |                 | Elementary Principals<br>QPS IT Team   |                        |           |
| <b>High School Schedules Complete</b>  |  | 8/2                         |                 | High School Guidance   |                        |           |
| <b>StarBase use ceases</b>   |  | end of day 8/7              |                 | Entire District/All End Users  |                        |           |
| <b>Go Live in School Year 2013-2014</b>  |  | 8/12                        |                 | QPS District   |                        |           |

**Business Process Review - Meeting Schedule****March 14 – March 26**

| <b>AREA OF REVIEW</b>  | <b>DATE &amp; TIME</b>                       | <b>PROPOSED TEAM MEMBERS</b>   |
|--|--|--|
| <b>Conduct and Class Period Attendance</b>   | Thursday 3-14-2013<br>9:00 a.m. – 11:00 a.m. | ES: Ruth Witmer, Nick Ahern, Renee Malvesti<br>MS: Adam Wolf, Stacey Bucci<br>HS: Sue Nash, Ellen Sullivan   |
| <b>High School Scheduling/Grading</b>  | Thursday 3-14-2013<br>12:00 noon – 2:00 p.m. | Paula McGeady, Helena Skinner<br>Mike Connor, Ellen Murray   |
| <b>Registration, Enrollment, Transfer, Withdrawal and Daily Attendance</b>   | Thursday 3-21-2013<br>9:00 a.m. – 11:00 a.m. | ES: Carol Loughman, Mary Orlando, Linda Whealan<br>MS: Kathy Graney, Kathy Scribi<br>HS: Loretta Paul, Barbara Allen   |
| <b>Middle School Scheduling/Grading<br/>(Participants include Master schedule developer,<br/>plus single student scheduling and maintenance)</b> | Thursday 3-21-2013<br>12:00 noon – 2:00 p.m. | AMS: Maureen MacNeil, Lauren Riggs<br>BMMS: Larry Taglieri, Christie Cronin<br>CMS: Jen Fey-Beers, Colleen Connerty<br>PMS: Stacey Bucci, David Bogan<br>SMS: Christine Barrett, Courtney Mitchell, Shane Abboud |
| <b>Elementary School Scheduling/Grading</b>  | Tuesday 3-26-2013<br>9:00 a.m. – 11:00 a.m.  | Jim Hennessy, Dan Gilbert, Diane O'Keeffe, Maryanne Palmer, Steve Sylvia   |
| <b>Permanent Records/Transcripts</b>   | Tuesday 3-26-2013<br>12:00 noon – 2:00 p.m.  | ES: Jeanne DeBoer, Patty DiBenedetto, Judy Tobin<br>MS: Debbie Golden, Cathie Joyce<br>HS: Janice Donovan, Helena Skinner, Loretta Paul, Paula McGeady   |

## VALIDATION CYCLE

April 26 – August 7

|  |             |  |  |  |
|--|-------------|--|--|--|
| <b>Validation Cycle Begins</b><br>Each Team/Group collaborating and validating the data they see or use every day. |             | 4/29 – 06/28   |  | QPS IT Team, Principals, Assistant Principals, Guidance, Deans, Curriculum, Secretaries Team |
| <b>Mapping &amp; Data Correction Round #1</b>  | 5/13 – 5/17 | Follett Software Company in collaboration with IT Team                                       |  | One week   |
| <b>Refresh Data in Conversion Environment</b>  | 5/17        | Follett Software Company to pull data from StarBase  |  |  |
| <b>Begin Data Validation Round #2</b>  | 5/20 – 5/24 | QPS IT Team, Principals, Assistant Principals, Guidance, Deans, Curriculum, Secretaries Team |  | Only 1 week  |
| <b>Mapping &amp; Data Correction Round #2</b>  | 5/27 – 5/31 | Follett Software Company in collaboration with IT Team                                       |  | One week   |
| <b>Refresh Data in Conversion Environment</b>  | 5/31        | Follett Software Company to pull data from StarBase  |  |  |
| <b>Data Validation Round #3</b>  | 6/3 – 6/7   | QPS IT Team, Principals, Assistant Principals, Guidance, Deans, Curriculum, Secretaries Team |  | 1 week   |
| <b>Mapping &amp; Data Correction Round #3</b>  | 6/10 – 6/14 | Follett Software Company in collaboration with IT Team                                       |  | 1 week   |
| <b>Refresh Data in Conversion Environment</b>  | 6/14        | Follett Software Company to pull data from StarBase  |  | 1 week to 6/24   |
| <b>Data Validation Round #4</b>  | 6/24 – 6/28 | QPS IT Team, Principals, Assistant Principals, Guidance, Deans, Curriculum, Secretaries Team |  | 1 week   |
| <b>Mapping &amp; Data Correction Round #4</b>  | 7/1 – 7/12  | Follett Software Company in collaboration with IT Team                                       |  | 2 weeks  |
| <b>Final Data Upload (Refresh) to Conversion Environment</b>   | 8/7         | Follett Software Company to pull data from StarBase  |  |  |

# Resources:

- **Aspen Implementation Update ~**  
Publication #1
- **Meeting Minutes**  
Aspen Implementation Team ~  
Kick-Off Meeting, February 13, 2013
- **Email Updates**
- **Quincy Public Schools Website**

# Questions

The background features several horizontal, wavy bands in shades of light green and teal. Scattered across these bands are several question marks in different colors: a purple one on the left, a light blue one below it, a grey one in the center, and another grey one at the bottom. On the far left, there is a small orange leaf, and on the far right, there are two green leaves, one above the other.