



## WORTHINGTON SCHOOL DISTRICT

### Improving the Teacher Credentialing Process

As CIO of Worthington School District in central Ohio, Keith Schlarb is inundated with information about various technology solutions for the education market. "There are lots of vendors out there offering good products that meet a specific need a school might have," comments Schlarb. "None of them really integrate into the systems we have, and buying a product just to meet a specific need would require us to maintain the same data – such as teacher information – in multiple databases, increasing our administration costs and complexity. What many of these point solutions don't take into account is that we are a \$100 million business."

Schlarb began investigating how enterprise content management (ECM) could address multiple process efficiencies at Worthington School District in a unified way. An acceptable solution required a low cost of ownership and ease of administration, as Worthington faces the dual challenges of maintaining its "Excellent" rating from the state of Ohio even as enrollment is declining. While performing his due diligence in searching for a solution, Schlarb became aware of OnBase from Hyland Software, Inc. This enterprise-class software combines integrated document management, business process management and records management in a single, web-enabled application. OnBase solutions are used by thousands of commercial and government organizations – including K-12 school districts and colleges and universities — to streamline operations, reduce costs and share information.

After an investigation that involved references as far away as California, Schlarb found that a premier authorized OnBase reseller was located less than a mile away. With an office in the Columbus area, systems integrator Results

Engineering demonstrated how technologies such as document imaging and workflow could address Worthington's needs, beginning with the management of teachers' Individualized Professional Development Plans (IPDPs or "IppyDippy").

### Approving IPDPs ASAP

The IPDP process for Worthington's 800 certified staff members is overseen by the nine-member Worthington Professional Development Council (WPDC) which meets monthly to review plans and verify completion. This necessary process could be laborious, time consuming and expensive. For example, if a teacher's IPDP required completion of ongoing education, at a minimum s/he would submit a form requesting credit for completing the class and documentation that the class had been completed. These documents would have to be photocopied for each of the nine board members. As a result, board members were presented with enormous stacks of paper in preparation for each meeting and the HR department was storing massive volumes of files.

Using OnBase, HR staffers scan all IPDP coursework completion documentation using a Böwe Bell & Howell 8100+ document scanner. These electronic images, in conjunction with forms from the core business application, are then made available to WPDC members from any web browser via the school's Stoneware portal. The forms also are available to any other authorized users, such as the principals and the teachers themselves. For instance, teachers can complete a licensing renewal request online and submit it with supporting documentation already in the system. The principal is notified electronically that the request was submitted and can review and approve the relevant materials prior to submitting the request

### AT A GLANCE

With approximately 9,800 students, Worthington School District is among the top 7% of Ohio schools based on state assessments. To maintain efficiency and high standards and reduce costs as enrollment declines, Worthington School District implemented OnBase to streamline the IPDP (Individualized Professional Development Plan) process and plans to expand the solution to other business and educational activities.

### BENEFITS

- Reduced costs for printing, copying, distributing and storing paper documents
- Online accessibility improves efficiency by making documents available to multiple users
- Incremental enhancements can meet ongoing enterprise needs
- Improves ability to monitor status of IPDPs for 800 certified staff

### APPLICATIONS

- IPDP
- HR

### ONBASE SOFTWARE

- Document Imaging
- COLD/ERM
- CD Authoring
- EDM Services
- E-Forms
- Workflow
- Web Server
- Export
- E-Forms
- Full Text Indexing

### COMPLEMENTARY PRODUCT INTEGRATIONS

- Böwe Bell & Howell 800i document scanner
- APPX software
- Stoneware, Inc. Web Portal

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to the WPDC. WPDC members can review the documents online at their convenience, eliminating the need to create paper files. In addition to conserving resources, Schlarb says that providing access to electronic files has reduced the length of the meetings.

Because HR is currently heading up the process, they also have access to information needed to change pay structure classifications. For example, when a teacher has completed the graduate credit required to move to the next classification, that documentation already is stored in the system as part of the IPDP.

### **Ongoing Enhancement Won't Be a Capital Expense**

Utilizing the existing database, Worthington School District is using the OnBase system for other purposes and plans to further expand its use. OnBase is integrated with WSD's core business application from APPX Software, which manages both student and personnel records, creating searchable electronic versions of COLD reports. Being able to search for, and view reports from, a desktop is not only more efficient than shuffling through paper files, it also reduces printing and distribution costs.

Schlarb says that because of its security and document retention features, OnBase also may be used to maintain additional HR files. He also has plans to use OnBase to address processes in Payroll and Accounting.

OnBase's modular design allows organizations to deploy incremental enhancements or expand usage quickly and without requiring a large capital expenditure. Because many processes can be managed with this single system, OnBase has lower administrative costs than operating parallel systems. OnBase also reduces other operating costs such as paper, printing/copying, file storage and labor.

More importantly, electronic documents can increase efficiency and productivity, reducing the amount of time needed to perform tasks. OnBase makes documents of all types readily

available to those who need them, even if they are off-site. It also prevents the risk of misplaced documents inherent in passing paper files around the campus.



[www.onbase.com](http://www.onbase.com)