

**MO DEPT ELEMENTARY  
AND SECONDARY  
EDUCATION**

**EPEGS**

**Submitted Date:** 04/14/2010

**Education Technology  
Plan**

**SCHOOL YEAR:**  
2009 - 2010

**DISTRICT:** 096-119 SPECL. SCH. DST. ST. LOUIS CO.

**Mission  
Statement:**

In collaboration with partner districts, we provide technical education and a wide variety of individualized educational and support services, designed to ensure the student's successful contribution to our community.

**Local Needs:**

The school improvement process began with interviews conducted with each SSD Board of Education member to sample the feelings, issues & concerns in the minds of these District Stakeholders. In addition, focus groups representing all SSD constituencies were held with the following groups: students, certified staff, parents, paraprofessionals, area coordinators, partner district liaisons, partner superintendents, non-instructional directors, instructional directors, & secretarial employees. An environmental scan was completed that reviewed District strengths, weaknesses, opportunities & threats. Various SSD studies, evaluations & reports were reviewed & summarized for discussion by the Core Planning Team, including - student performance data (APR, AYP, SPP, AQ, & Accountability Report Card), a program evaluation of SSD's Consolidated Federal Programs, the 2006 Public Review Committee report, a Professional Development audit, SSD's 2007 Rolling Plan, the SSD Technology Plan, & a formal survey completed in 2006 by American Viewpoint. The following needs were identified: improve student success on MAP, improve student success on APR indicators (state assessment, attendance, graduate outcomes, close the achievement gap of students on performance indicators, develop a plan to ensure equitable distribution of resources and expertise, enhance collaboration with partner districts, between SSD and general education teachers, reduce workload, streamline communication, improved parent orientation and training, develop a Comprehensive Safety Plan which includes disaster planning, and improve parental communication and involvement.

1. **Goal:** Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

1. **Objective:** Meet AYP

**MSIP Standard:** 6.1,6.2,6.3,6.4,6.5,6.6,6.8,6.9,7.1,7.2,7.3,8.7,9.1

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	58%			N/A
2010 - 2011		63%		N/A
2011 - 2012		68%		N/A
2012 - 2013			73%	N/A

**Comments: METSP Goal S1, S2; Percentage of schools/sites meeting AYP.**

1. **Strategy:** Utilize integrated instructional data sources to make data driven decisions for students and provide immediate feedback.

**MSIP Standard:** 6.1,6.2,6.3,6.4,6.6,6.8,8.7

**Persons Responsible:** Administrator for Program Evaluation

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Use Pulse to display data results to school data teams.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

2. **Strategy:** Increase student engagement and achievement by incorporating 21st Century Skills into classroom instruction.

**MSIP Standard:** 6.1,6.3,6.4,6.8,7.1,7.3,9.1

**Persons Responsible:** Instr. Technology Spec., Computer Access Facilitators, Augmentative Communication Facilitators

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 08/02/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Evaluate the effectiveness of eMINTS programs in SSD schools and make recommendations for program continuance, enhancement, and/or expansion.

**Date To Implement Action Step:** 08/02/2010

**Date of Completion:** 06/28/2013

2. **Action Step:** Provide opportunities for professional learning activities focused on 21st Century Skills.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 06/28/2013
  3. **Action Step:** Provide school specific professional learning activities focused on 21st Century Skills.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 06/28/2013
  4. **Action Step:** Provide assistive technology hardware and software to ensure access to curriculum.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 06/28/2013
3. **Strategy:** Implement an electronic portfolio system.  
**MSIP Standard:** 6.1,6.3,6.4,6.5,6.8,6.9,7.1,7.2  
**Persons Responsible:** Technology Specialists, Teacher Level Staff  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013
1. **Action Step:** Pilot program at North Technical High School and with other identified students.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/30/2011
  2. **Action Step:** Increase the number of students using the electronic portfolio.  
**Date To Implement Action Step:** 07/01/2011  
**Date of Completion:** 06/28/2013

2. **Objective:** Meet post-secondary criteria.  
**MSIP Standard:** 6.1,6.2,6.3,6.4,6.7,6.8,6.9,7.1,9.4

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	21.4%			N/A
2010 - 2011		26.4%		N/A
2011 - 2012		31.4%		N/A
2012 - 2013			36.4%	N/A

**Comments:** METSP Goal S1, S2; Percentage of schools/groups meeting post-secondary outcomes.

1. **Strategy:** Ensure students demonstrate current technology skills for post-secondary placement.  
**MSIP Standard:** 6.1,6.3,6.4,6.9,7.1,7.3,9.4  
**Persons Responsible:** Dir of CTE, Dir of Spec Ed Schools, Tech Literacy Staff, Tech Spec  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 08/02/2010  
**Date of Completion:** 06/28/2013
  1. **Action Step:** Develop a high school curriculum for technology skills that address needs for post-secondary placement for career and technical education (CTE) schools and special education schools.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 06/28/2013
2. **Strategy:** Provide an accessible repository for resumes for secondary students to assist in post-secondary placement.  
**MSIP Standard:** 6.2,6.4,6.8,7.1,7.3  
**Persons Responsible:** Tech. Spec., Comm. Dept., Tech. Serv.  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 08/02/2010  
**Date of Completion:** 06/28/2013
  1. **Action Step:** House resumes for students in transition.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 06/28/2013
3. **Strategy:** Utilize alternative learning systems (i.e. PLATO, Orchard, etc.) for alternative learning purposes and for credit recovery in SSD buildings and programs.  
**MSIP Standard:** 6.3,6.4,6.7,6.8,7.1  
**Persons Responsible:** Assoc. Sup. for Learning & Assessment, Dir. of CTE, Dir. of Spec Ed Schools, Building Principals  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013
  1. **Action Step:** Utilize online reporting from DESE and other reporting services (i.e. STAR) for student achievement reporting and analysis to identify student needs.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013

2. **Goal:** Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

1. **Objective:** Recruit, attract, develop and retain highly qualified staff who effectively integrate technology into teaching and learning.

**MSIP Standard:** 6.3,6.4,6.7,6.8

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	51%			N/A
2010 - 2011		61%		N/A
2011 - 2012		71%		N/A
2012 - 2013			75%	N/A

**Comments: METSP Goal T1, T2; Percentage of staff who meet highly qualified criteria.**

1. **Strategy:** Provide a continuum of differentiated professional learning opportunities as well as the technology infrastructure (hardware and software) to support the use of technology that will sustain and allow for growth in technology integration.

**MSIP Standard:** 6.3,6.4,6.7,6.8

**Persons Responsible:** HR, Inst Tech Spec, Assistive Tech. Staff, Aug. Comm. Tech. Staff, Dir of Planning & Development, CTO

**Funding Source Name:** Special Education Part B IDEA – ARRA, Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 09/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Provide real time (synchronous) professional learning that is face to face which includes instructional, assistive and educational technology (examples: Academy 1, district wide training and SSD building level training).

**Date To Implement Action Step:** 09/01/2010

**Date of Completion:** 06/28/2013

2. **Action Step:** Provide (asynchronous) professional learning through a learning management system that supports professional networks, web-based courses and online communities (examples: atomic learning/training, wiki, web-based learning management system, SharePoint, and web conferencing).

**Date To Implement Action Step:** 09/01/2010

**Date of Completion:** 06/28/2013

3. **Action Step:** Provide professional learning that is a 'blended/hybrid model' with face to face as well as online and integrated structural supports.

**Date To Implement Action Step:** 09/01/2010

**Date of Completion:** 06/28/2013

2. **Strategy:** Provide professional learning to support newly acquired technology tools and technology training models for staff and students.

**MSIP Standard:** 6.4,6.7,6.8

**Persons Responsible:** Inst Tech Spec, Assistive Tech Staff, Aug Comm Tech Staff, Dir of Planning & Development, CTO

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 09/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Provide professional learning opportunities for staff developers to effectively use technology training modules and teach newly acquired technology tools.  
**Date To Implement Action Step:** 09/01/2010  
**Date of Completion:** 06/28/2013
2. **Action Step:** Provide professional learning with coaching for effective and efficient use of technology (examples: interactive whiteboards, learning management systems, web conferencing, assistive and instructional technology).  
**Date To Implement Action Step:** 09/01/2010  
**Date of Completion:** 06/28/2013
3. **Action Step:** Provide professional learning to support additional eMINTS classrooms at SSD sites.  
**Date To Implement Action Step:** 09/01/2010  
**Date of Completion:** 06/28/2013
4. **Action Step:** Provide professional learning to support middle and secondary teachers who are implementing a Technology Rich Classroom (TRC) model (one-to-one computing).  
**Date To Implement Action Step:** 09/01/2010  
**Date of Completion:** 06/28/2013
5. **Action Step:** Provide SIS professional learning at career and technical education (CTE) schools to support/insure entering lesson plans/homework/grades online.  
**Date To Implement Action Step:** 09/01/2010  
**Date of Completion:** 06/28/2013

3. **Strategy:** Develop and implement a plan for more effective use of available instructional and assistive technology resources by teachers and students such as hardware, software, and online resources that are available to support student learning.

**MSIP Standard:** 6.4,6.7,6.8

**Persons Responsible:** Inst. Tech. Spec., Assistive Tech. Staff, Aug Comm. Tech. Staff, SSD Principals

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Instructional Technology Specialists and Assistive Technology Facilitators will meet with building principals annually to plan professional learning activities and/or support.

**Date To Implement Action Step:** 09/01/2010

**Date of Completion:** 06/28/2013

2. **Objective:** Recruit/hire staff that demonstrate Information & Communication Technology (ICT) skills.

**MSIP Standard:** 6.4,6.7,6.8

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	60%			N/A
2010 - 2011			100%	N/A
2011 - 2012			100%	N/A
2012 - 2013			100%	N/A

**Comments: METSP Goals T1, T2; Percentage of increase noted in MSIP walk through using Grappling's Technology and Learning Spectrum.**

1. **Strategy:** Hire and develop staff to meet performance based criteria in the area of technology.

**MSIP Standard:** 6.4,6.7,6.8

**Persons Responsible:** HR, PD, Inst Tech Staff

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Collaborate with universities to enhance technology skill sets of students exiting education pre-service programs.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

2. **Action Step:** Revise teacher performance based evaluation to include National Education Technology Standards (NETS).

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

3. **Action Step:** Develop and implement a technology skills screening tool.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

3. **Goal:** Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

1. **Objective:** Provide instructional resources and equipment to all teachers and students to support and extend curriculums.

**MSIP Standard:** 6.2,6.3,6.4,6.5,6.6,6.8,7.1,7.3,8.10

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	20%			N/A
2010 - 2011		40%		N/A
2011 - 2012		60%		N/A
2012 - 2013			100%	N/A

**Comments: METSP Goal R1; Asset Tracking Data; Percentage of completion of service calls measured by the established average day to close goal as reported in the Tech Support Help Desk Service Log Data.**

1. **Strategy:** Ensure equitable access to a broad range of technology resources for all students and staff to support 21st Century Skills and assistive technology needs.

**MSIP Standard:** 6.2,6.3,6.4,6.5,6.6,6.8,7.1,7.3

**Persons Responsible:** Assoc Sup of Learning & Assessment, SSD Principals, CTO, Network Mgr

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Ensure Internet and LAN connected computers in all SSD classrooms and media centers.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/30/2011

2. **Action Step:** Ensure a computer to each teacher, administrative staff member, and support staff as needed.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013



- 3. **Action Step:** Create a District wide computer refresh cycle that ensures systematic deployment and access to current technologies.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 12/31/2010
- 4. **Action Step:** Create a plan that catalogs and identifies existing curriculum software and any future curriculum appropriate software that is required to support instruction and individual student needs.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013

2. **Strategy:** Maintain infrastructure including LAN/WAN, Internet and wireless connectivity that is robust, reliable, and secure to support and improve instructional and administrative processes.  
**MSIP Standard:** 6.3,6.4,6.5,6.8,7.1,7.3,8.10  
**Persons Responsible:** CTO, Network Mgr, Tech Support Mgr, Sys Admin, Tech Support Spec  
**Funding Source Name:** Safe Schools - ARRA, Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/29/2012

- 1. **Action Step:** Upgrade network infrastructure to support emergent technologies.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/29/2012

2. **Objective:** Provide efficient and effective technical support for all technology users.  
**MSIP Standard:** 6.4,6.5,6.7,8.10,8.4  
**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	33%			N/A
2010 - 2011			100%	N/A

**Comments:** METSP Goal TS1; Percentage of completion of service calls measured by the established average day to close goal as reported in the Tech Support Help Desk Service Log Data.

- 1. **Strategy:** Create a regional technical support structure.  
**MSIP Standard:** 6.4,6.5,6.7,8.10  
**Persons Responsible:** CTO, Tech. Support Mgr.  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 12/31/2010

1. **Action Step:** Reorganize district wide technical support into north, central, and south regions.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 12/31/2010

4. **Goal:** Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

1. **Objective:** Increase the capacity to reach parents and the community through the use of accessibility features within the SSD website.

**MSIP Standard:** 6.4,7.1,7.5,7.6,8.9

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	0			N/A
2010 - 2011		0		N/A
2011 - 2012		1		N/A
2012 - 2013			2	N/A

**Comments:** METSP Goal TS1; Increase in accessibility features of SSD website.

1. **Strategy:** Review accessibility features of the new SSD website, recommend priority accessibility feature(s) and implement feature(s).

**MSIP Standard:** 6.4,7.5,7.6,8.9

**Persons Responsible:** Chief Information Officer

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 10/01/2010

**Date of Completion:** 01/31/2013

1. **Action Step:** Form a committee of stakeholders (community members, parents, staff) to research and evaluate Web accessibility standards.

**Date To Implement Action Step:** 10/01/2010

**Date of Completion:** 06/30/2011

2. **Action Step:** Identify accessibility features to be implemented.

**Date To Implement Action Step:** 10/01/2010

**Date of Completion:** 06/30/2011

3. **Action Step:** Deploy indentified features.

**Date To Implement Action Step:** 10/03/2011

**Date of Completion:** 01/31/2013

2. **Objective:** Increase the capacity to reach parents and community through an increase in use of on-line methods and tools.

**MSIP Standard:** 6.4,7.5,7.6,8.9

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	4 online tools			N/A
2010 - 2011		4 online tools		N/A
2011 - 2012		5 online tools		N/A
2012 - 2013			6 online tools	N/A

**Comments: METSP Goal A2; Increase in the identification and deployment of new on-line methods and tools.**

1. **Strategy:** Evaluate current on-line methods and tools to recommend and implement additional methods and tools.

**MSIP Standard:** 6.4,7.1,7.3,7.5,7.6,8.9

**Persons Responsible:** CIO, Asst. Sup. of Planning & Development

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 10/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Using stakeholder input, evaluate the usage of current tools and recommend new online tools.

**Date To Implement Action Step:** 10/01/2010

**Date of Completion:** 06/30/2011

2. **Action Step:** Deploy new online tools.

**Date To Implement Action Step:** 10/03/2011

**Date of Completion:** 06/28/2013

3. **Objective:** Increase the percentage of teachers in SSD career and technical education (CTE) schools and special education schools who provide student data thru the parent portal of the SSD Student Information System (SIS).

**MSIP Standard:** 6.4,7.1,7.3,7.5,7.6,8.9

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	1 school; 1 teacher in pilot			N/A
2010 - 2011		7 schools; 25% teachers		N/A
2011 - 2012		7 schools; 50% teachers		N/A
2012 - 2013			7 schools; 100% teachers	N/A

**Comments: METSP Goal S1, A2; Increase in the number of SSD sites and instructional staff providing access to student data through the SIS parent portal.**

1. **Strategy:** Evaluate use of parent portal of the SSD Student Information System (SIS), make recommendation for deployment of additional features and implement.  
**MSIP Standard:** 6.4,7.1,7.3,7.5,7.6,8.9  
**Persons Responsible:** SIS Mgr., Assoc. Sup. for Learning & Assessment  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 6/28/2013
  1. **Action Step:** Using stakeholder input, evaluate the current usage of parent portal.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 09/30/2010
  2. **Action Step:** Identify features to be implemented.  
**Date To Implement Action Step:** 08/02/2010  
**Date of Completion:** 12/31/2010
  3. **Action Step:** Deploy indentified features.  
**Date To Implement Action Step:** 10/01/2010  
**Date of Completion:** 6/28/2013

5. **Goal:** Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

1. **Objective:** Develop a technology framework to support the district wide accountability system that is used to monitor, analyze, and report continuous improvement performance measures and objectives.

**MSIP Standard:** 6.3,6.4,6.5,6.7,7.1,7.3,7.5,8.1,8.9

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	0%			N/A
2010 - 2011		25%		N/A
2011 - 2012		70%		N/A
2012 - 2013			100%	N/A

**Comments: METSP Goal A2; Increase in the percentage of key performance indicators that can be documented with the accountability system.**

1. **Strategy:** Define and implement a data model, train users, and deploy a district wide accountability system.  
**MSIP Standard:** 6.3,6.4,6.5,6.7,7.1,7.3,7.5,8.1,8.9  
**Persons Responsible:** Asst. Sup. for Planning & Development, Encore DB Admin, Systems Admin,  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013

1. **Action Step:** Determine purpose and key questions or problems that need to be answered or solved.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 12/31/2010
2. **Action Step:** Design project plan to ensure requirements are accurately gathered and project scope and execution are articulated to stakeholders.  
**Date To Implement Action Step:** 01/03/2011  
**Date of Completion:** 04/29/2011
3. **Action Step:** Develop data models and processes to handle data integrity, security structure, data analysis, and reconfiguration to allow standardization of reporting formats. Determine software and hardware requirements.  
**Date To Implement Action Step:** 05/02/2011  
**Date of Completion:** 08/31/2011
4. **Action Step:** Purchase and install selected hardware and software.  
**Date To Implement Action Step:** 09/01/2011  
**Date of Completion:** 10/31/2011
5. **Action Step:** Develop system wide testing plan that verifies data integrity, both within the system and within reports extracted from the data system.  
**Date To Implement Action Step:** 11/01/2011  
**Date of Completion:** 01/31/2012
6. **Action Step:** Develop and communicate training materials and schedules to stakeholders.  
**Date To Implement Action Step:** 01/02/2012  
**Date of Completion:** 03/30/2012
7. **Action Step:** Develop plan to evaluate effectiveness.  
**Date To Implement Action Step:** 04/02/2012  
**Date of Completion:** 05/31/2013
8. **Action Step:** Deploy accountability system.  
**Date To Implement Action Step:** 06/01/2012  
**Date of Completion:** 06/28/2013

2. **Objective:** Develop best practices to improve data quality throughout the district to support continuous improvement goals.

**MSIP Standard:** 6.4,6.6,6.7,8.2

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	0%			N/A
2010 - 2011		50%		N/A
2011 - 2012		75%		N/A
2012 - 2013			100%	N/A

**Comments: METSP Goal A1, A2; Number of indentified best practices approved and published. 1) Review of organizational structure. 2) Implementation of recommendations.**

1. **Strategy:** Design and implement a data governance process to ensure data quality and standards that support continuous improvement in administrative, teaching and learning systems.

**MSIP Standard:** 6.4,6.6,6.7,8.2

**Persons Responsible:** Sup, Cab, Dir Fin, HR Mgr, SIS Mgr, Dir Sp Ed Sch, Dir PD, MIS Dir, Encore DBA, Inst Tec Sp, Pur Mgr

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Create a data standards work group committee with representation from stakeholder groups to create, review, update and publish data and quality standards across all district information systems.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
2. **Action Step:** In collaboration with partner districts, the District will develop standards for the sharing of common data between districts.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
3. **Action Step:** Review the organizational structure of the District's student data systems (SIS, ENCORE, MOSIS, Financial Audit Requirements, DESE audits and procedures) and make a reorganization recommendation that provides for effective and efficient management/operations.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013

3. **Objective:** Implement governance strategies to improve operational effectiveness and efficiency across all programs.

**MSIP Standard:** 6.4,8.10,8.5,8.6,8.7,8.11

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	25%			N/A
2010 - 2011		75%		N/A
2011 - 2012			100%	N/A
2012 - 2013			100%	N/A

**Comments: METSP Goal A1, A2, R1; Annual review of Disaster Recovery Plan, management of mission critical support systems, and hosted technology solutions (SAS). Percent completion of automated requisition approval system implementation.**

1. **Strategy:** Implement/improve effective and efficient operations within administration, data systems, and critical support systems.

**MSIP Standard:** 6.4,8.10,8.5,8.7,8.11

**Persons Responsible:** CTO, CFO, MIS Dir, Assoc Sup of HR, Dir PD, Sys Admin, Tech Support Mgr, Network Mgr, Dir Fac

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Annually review all hosted (off-site) solutions and evaluate the strategic direction of these systems based on cost, accessibility of data, district data standards and alignment to business goals, and continuous improvement.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

2. **Action Step:** Review management of critical/crisis support systems (UPS, back-up generator, fire suppression, data center environment and disaster recovery) and recommend changes based on efficiency and effectiveness and need.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

3. **Action Step:** Test critical support systems in accordance with the District's Disaster Recovery Plan to ensure reliability of operation during a critical system(s) outage.

**Date To Implement Action Step:** 07/01/2010

**Date of Completion:** 06/28/2013

2. **Strategy:** Streamline the supply chain management of technology-related purchases.  
**MSIP Standard:** 6.4,8.5,8.6  
**Persons Responsible:** Dir Fin, Dir Pur, CTO, MIS Dir, Sys Admin, Tech Support Mgr  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013

1. **Action Step:** Develop and publish technology standards for all departments to utilize when making technology related purchases.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/30/2011
2. **Action Step:** Screen technology requisitions to ensure technology standard compliance.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
3. **Action Step:** Develop automated approval process that passes appropriate technology-related requisitions to Technology Services Department for approval.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/30/2011

4. **Objective:** Maximize the safe and effective use of technology by seeking to increase funding resources, improve technology expenditure reporting process, and provide professional development funding.

**MSIP Standard:** 6.4,6.7,8.10,8.5,8.11

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	75%			N/A
2010 - 2011			100%	N/A
2011 - 2012			100%	N/A
2012 - 2013			100%	N/A

**Comments:** METSP Goal A2, R1; Annual report of grants procured by the district for technology expenditures. Annual report of professional development courses related to safe and effective use of technology.

1. **Strategy:** Maximize funding received through available federal, state, local, and vendor grants.  
**MSIP Standard:** 6.4,8.5  
**Persons Responsible:** CFO, CTO, Grants Dir, PD, Pur Mgr  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013



1. **Action Step:** Annually review technology grants which are available through federal and state sources.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
2. **Action Step:** Publish grant sources for staff in the various district media outlets.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
3. **Action Step:** Seek out vendor grants and rebate programs.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013

2. **Strategy:** Make available to staff courses related to the safe and effective use of technology.

**MSIP Standard:** 6.4,6.7,8.10,8.11

**Persons Responsible:** Assoc Sup for Planning & Development, Dir PD, CTO, Sys Admin, Network Mgr, Tech Support Mgr

**Funding Source Name:** Local Funds, Basic Formula - State Monies

**Date to Implement Strategy:** 07/01/2010

**Date of Completion:** 06/28/2013

1. **Action Step:** Identify courses addressing the safe and effective use of technology.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013

5. **Objective:** Maintain compliance with all technology related policies and procedures.

**MSIP Standard:** 6.4,6.6,6.8,7.1,7.3,8.1,8.7,8.8

**Progress Measure:**

School Year	Baseline	Progress	Target	Target Met
2009 - 2010	75%			N/A
2010 - 2011			100%	N/A
2011 - 2012			100%	N/A
2012 - 2013			100%	N/A

**Comments:** METSP Goal A2; Number of policies and procedures updated/created annually. Implementation of electronic AUP.

1. **Strategy:** Update existing policies and procedures and develop new policies and procedures in accordance with federal, state, local, and district requirements.  
**MSIP Standard:** 6.4,6.6,6.8,7.1,7.3,8.1,8.7,8.8  
**Persons Responsible:** BOE, Cab, Sys Admin, Network Mgr  
**Funding Source Name:** Local Funds, Basic Formula - State Monies  
**Date to Implement Strategy:** 07/01/2010  
**Date of Completion:** 06/28/2013

1. **Action Step:** Review technology related standards, regulations, and laws for federal, state, and local agencies and update technology policies as required.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/28/2013
2. **Action Step:** Implement an electronic Acceptable Use Policy (AUP) for staff, students, and guests.  
**Date To Implement Action Step:** 07/01/2010  
**Date of Completion:** 06/30/2011

**Additional Elements:**

The No Child Left Behind Act (NCLB) states that districts must have long-range education technology plans to apply for program funds and that the plan address specific evaluation requirements. Describe the process and accountability measures the district will use to evaluate the extent to which activities funded by an NCLB program are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging State academic standards.

**TECHNOLOGY PLAN MISSION STATEMENT** The technology mission of Special School District (SSD) is to support the district's mission of improving student achievement by integrating technology into the curriculum. Specifically, technology is viewed as a means for students to engage in problem solving, higher-order thinking skills, reflective thinking processes and exploration in the classroom environment. All aspects of technology will be equitably distributed to all groups to successfully integrate technology as a common classroom tool in SSD schools and in collaboration with partner districts. The SSD Technology Plan mission statement reflects the overall purpose of the district as well as the Comprehensive School Improvement Plan (CSIP) to meet individual student needs. The current SSD Rolling Plan calls for a Technology Plan Implementation Committee which will oversee, revise and report on the progress of the long-range technology plan. It will be the responsibility of this committee to direct the implementation of the Technology Focus Areas (TFAs) as outlined in this plan.

**MONITORING AND EVALUATION** Monitoring and evaluation will be accomplished through the previously mentioned Technology Plan Implementation Committee. The committee will meet once a month to assess, monitor and report progress on goals and action plans with a focus on one TFA per meeting. This will allow for twice a year reporting on each TFA. The Technology Plan Implementation Committee will consist of representatives from each TFA sub-committee of the development committee, as well as other stakeholders related to the TFA. Evaluation of the plan is an ongoing responsibility of the Technology Plan Implementation Committee. Progress reports for each TFA are used to adjust goals, budgets and action plans as necessary. Results of the SSD Technology Plan as a whole are reported annually to the Long-Range Planning Committee, which reports its own results to the BOE annually.



The Universal Service Fund E-rate Program states that district long-range plans must address five essential elements. The district provides assurances to DESE that the technology plan contains the following:

- Clear goals and realistic strategies for using telecommunications and information technology to improve education services;
- Professional development strategies to ensure that staff know to use these new technologies to improve education services;
- Assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services;
- Sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy; and
- Evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.