

# Hickman Mills C-1 School District



## **TECHNOLOGY PLAN 2006-2010**

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## **MISSION & VISION**

### ***Hickman Mills C-1 School Mission***

The mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.

### ***Technology Vision***

The Hickman Mills C-1 School District will provide access to technology that supports students, teachers, administrators, and community to be successful in a rapidly changing society and to improve student achievement.

### ***District Vision***

In order to accomplish the Mission of the Hickman Mills C-1 School District, the Board of Education is committed to:

- Educating all students to achieve high levels of academic performance while fostering positive growth in social and emotional behaviors and attitudes essential to succeed in our diverse and competitive society.
- Involving schools, families, businesses, and the community as partners in preparing our students for lifelong learning.
- Securing sufficient resources to provide the best educational opportunities for students through an equitable financial plan while being cost-responsive.
- Hiring and developing administrative, certified, and classified personnel who recognize and foster the unique potential of each student.
- Ensure the most efficient use of district facilities and resources to enhance the learning environment and academic achievement for our students.
- Become well-informed on educational and community issues to determine the best direction for our school district.

## TECHNOLOGY PLANNING

### *District Description*

The Hickman Mills C-1 School District is known statewide as being a leader in providing exciting educational programs for students and staff. These practices go hand-in-hand with the goals of the District's Board of Education. Their vision is to provide the best opportunity to all who attend school and work in Hickman Mills C-1 School District.

The Hickman Mills C-1 School District, the first consolidated school district in the state of Missouri, is composed of approximately 24,000 citizens with diverse cultural, social and economic backgrounds. The District is located in southern Jackson County and offers instructional services to more than 7000 students, of whom approximately 68% qualify for free or reduced meals, with 11 schools qualifying for Title I funding. The District CSIP was adopted in 2004 and the most recent MSIP review was conducted in Spring 2005 resulting in full accreditation.

<b>Hickman Mills C-1 Schools Enrollment</b>	
Freda Markley Early Childhood Center	220 students, 32 certified staff
Burke Elementary	460 students, 36 certified staff
Dobbs Elementary	384 students, 32 certified staff
Ingels Elementary	460 students, 35 certified staff
Johnson Elementary	338 students, 31 certified staff
Santa Fe Elementary	414 students, 35 certified staff
Symington Elementary	360 students, 31 certified staff
Truman Elementary	363 students, 36 certified staff
Warford Elementary	368 students, 31 certified staff
Ervin Middle School	856 students, 64 certified staff
Smith-Hale Middle School	889 students, 71 certified staff
Hickman Mills High School	1154 students, 83 certified staff
Ruskin High School	903 students, 72 certified staff
Day/Management II School	76 students, 50 certified staff
Crittenton Center	36 students, 8 certified staff
Spofford School	33 students, 2 certified staff

The District provides educational resources and staff to children from birth through grade twelve. The Freda Markley Early Childhood Center houses the Parents as Teachers program and the Early Childhood Preschool program for children under the age of five. There are eight neighborhood elementary schools for students in grades kindergarten through five. Students in grades six through eight attend one of two middle schools. There are two high schools for grades nine through twelve. Additional programs are available for at-risk and special

needs students. The Hickman Mills C-1 School District is a Missouri Department of Elementary and Secondary Education accredited district.

## ***Technology Planning***

Technology planning is an ongoing process that translates the district's organizational policy, school improvement plan, and technology needs into concrete actions. The Hickman Mills C-1 School District views technology as a valuable resource to enhance learning and information management for students, teachers, and administrators. The District Technology Council has come together to revise and update the 2003-2008 Technology Plan as adopted by the Board of Education and approved by the Missouri Department of Elementary and Secondary Education. This revision incorporates changes made throughout the District and reflects new technology initiatives.

This plan provides a roadmap for how technology assists the efforts detailed in the Comprehensive School Improvement Plan/Board of Education Goals and for the implementation of technology that results in more efficient expenditures of our limited resources. The primary function of the technology plan is that actions proposed are solely focused on the improvement of student achievement. This technology plan also represents opportunities for ongoing dialogue and professional development. As technology advances in our society, the integration of technology tools and processes into the schools will help prepare students to succeed in the 21<sup>st</sup> Century.

Technology integration is important because it supports district efforts for education reform. To ensure that technology is effectively integrated into the schools, educators and community members must collaborate to create a formal technology plan. The revision of this plan is to integrate technology resources and tools into the daily activities of our District's students, staff, administrators, and community to support educational outcomes, not just for the acquisition of computers and software. To be successful, a technology plan must promote meaningful learning and collaboration, provide for the needed professional development and support, and respond to change with flexibility.

The technology plan is a product of the District's Technology Council, representing students, teachers, administrators, technical support staff, parents and community leaders. The council formed five subcommittees to ensure equitable representation in each of the five Technology Focus Areas. Subcommittees conducted detailed and comprehensive review of the previous technology plan's activities, outcomes, and overall progress through evaluation of district data. As subcommittees concluded their work on each of the Technology Focus Areas, a comprehensive review process was used to assure input from all stakeholders. In the final review stage, the Board of Education has considered the technology plan and approved the plan. The technology plan places in motion

a flexible process that includes regular monitoring and adjustment of actions based on formative evaluation using data-rich sources.

**CURRENT STATUS**

The District has compiled comprehensive and appropriate data in each of the five Technology Focus Areas. This data was compiled from the following sources:

- District Census of Technology
- District CSIP
- Technology distribution by building to determine equity
- Professional development needs assessments and a review of current practices in professional development
- Current levels and types of use
- Surveys of teachers and administrators
- Curriculum guides
- Technology work order data
- Student achievement results
- Current technology policies
- Examination of use and effectiveness of current management and communication tools
- State Technology Plan

The 2005-2006 Hickman Mills C-1 School District Technology Council first met on September 12, 2005 to revise the 2003-2008 District Technology Plan. At this meeting, Instructional Technologists introduced technology planning, reviewed the existing plan, established a timeline for completion of a revised technology plan, and created subcommittees for each focus area. Subsequent monthly meetings occurred to develop the plan.

***District Technology Council***

<b>TFA 1: Student Learning</b>		
Kristie Sanborn	Instructional Technology	Baptiste Education Center
Rick Whitsell	Instructional Technology	Hickman Mills High School
Holly Phillips	Classroom Teacher	Dobbs Elementary
Mike Rittermeyer	Computer Technician	Baptiste Education Center
Tracy Pruitt	Classroom Teacher	Truman Elementary
Daniel Patterson	Classroom Teacher	Ruskin High School
Matthew Uppman	Student	Hickman Mills High School
Diann Markley	Library Media Specialist	Symington Elementary
Kelly Uppman	Parent	Warford/Hickman Mills HS
Ralph Corse	Curriculum Director	Administration Center
<b>TFA 2: Teacher Prep</b>		
Judy Boutz	Instructional Technology	Baptiste Education Center

Larry Walker	Instructional Technology	Ruskin High School
J.D. Swaffar	Library Media Specialist	Truman Elementary
Brian Tippie	Library Media Specialist	Ingels Elementary
Carol Sorenson	Classroom Teacher	Warford Elementary
Mike Church	Business Partner	District
Jean Baker	Library Media Specialist	Johnson Elementary
Holly Corum	Classroom Teacher	Ervin Middle School
<b>TFA 3: Administration, Communication, Data Management</b>		
Jennifer Bickford	Instructional Technology	Baptiste Education Center
John Sharp	Board of Education	Administration Center
Glenda Swaffar	Literacy Coach	Hickman Mills High School
Darryl O. Cobb	Assoc. Sup. Human Resources	Baptiste Education Center
Barb Witte	Classroom Teacher	Burke Elementary
Donna Brown	Secretary	Ruskin High School
Danny Tipton	Assistant Principal	Hickman Mills High School
Melinda Griffith	Nurse	Management II
Teresa Tanner	Principal	Early Childhood Center
<b>TFA 4: Resource Use</b>		
Tracy Dale	IT Supervisor	Baptiste Education Center
Andrew Jennings	Student	Hickman Mills High School
Jane Hooper	Library Media Specialist	Santa Fe Elementary School
LaDonna Wood	Library Media Specialist	Ervin Middle School
<b>TFA 5: Technical Support</b>		
Gary Hurd	IT Supervisor	Baptiste Education Center
Richard Eiken	Parent	Johnson Elementary
Ernie Jones	Community Member	District
Jenni Ball	IT Coordinator	Baptiste Education Center
<b>All TFA's</b>		
Corey Wales	IT Director	Baptiste Education Center



<b>TFA 4 – Resource Use and Distribution</b>		
1. Upgrade current infrastructure including bandwidth and electrical resources throughout the district to support current and future needs.	1. Upgrade bandwidth of WAN.	Met
	2. Upgrade the infrastructure for the LAN at each site.	Met
	3. Upgrade electrical needs at all sites to facilitate use of technology.	Met
2. Increase access to communicative technology across the district.	1. Increase communication between staff, families and the community.	Not Met
	2. Improve communication within the system.	Met
3. Create and maintain a definitive base of technology for learning and administration.	1. Create and maintain a definitive base of technology for learning.	Not Met
	2. Create and maintain a definitive base of technology for administration.	Met
<b>TFA 5 – Technical Support</b>		
1. Technical support will be more effective and efficient in assisting student learning needs, teacher preparation and instruction needs, and administration/ data/ communication needs by implementing district policies, procedures, and guidelines set forth by the computer industry and educational standards.	1. Technical support staff will meet district needs.	Not Met

## **DISTRICT TECHNOLOGY STRENGTHS/CONCERNS**

<b>STRENGTHS</b>	<b>TFA</b>
1. Every teacher has access to a Windows workstation with access to <i>SISwin</i> , email, Internet.	2,3,4
2. Each school has wireless laptop carts with laser printers (8 laptops & 1 printer/cart).	1,4
3. Online assessment tool for Reading and Math.	1,2
4. Increase in Title II-D funding for 2005-2006 school year.	2
5. Increase of Instructional Technologists from 3 to 5.	2
6. Utilize <i>SISwin</i> grade reporting for all elementary schools and Ruskin.	1,3
7. Use <i>SISwin</i> for all student data management.	3
8. District CSIP has technology imbedded within goals and objectives.	1,2,3
9. Online access to district email accounts.	2,3,5
10. District purchased license to <i>Gradekeeper</i> for use at school and home.	1,2,3
11. Telephone and voicemail access in every classroom and instructional area.	3,4,5
12. Voicemail account for every district employee.	3,5
13. Both high schools operating A+ Designated Programs.	1,2
14. Fiber networking to each district site.	4,5
15. 5 data ports/access points in each networked classroom.	1,4,5
16. Continuous updates/upgrades to current technology as new equipment is added.	4,5
17. Increase in current technical support staff.	5
18. Technical support staff is organized by expertise areas.	5
19. District Professional Development Council has formed a technology sub-committee.	2,3
20. District purchased access to UnitedStreaming online for all teachers.	1,2
21. District website with information about district activities and information about school buildings.	1,2,3
22. <i>PhoneMaster</i> system available for secondary schools to send messages about activities and events.	1,3
23. District Technology Help Desk line available for staff to call with questions and work orders.	2,3,5
<b>CONCERNS</b>	<b>TFA</b>
1. Need to revise and clarify the district replacement cycle for all technologies.	3,4
2. Specify what the district's definition of "technology" includes and encompasses.	4
3. Current <i>SISwin</i> version the district uses is outdated.	3
4. Need additional technical support staff to handle new technologies added.	5
5. Need to expand training and cross train technical support staff.	5
6. Small percentage of classrooms and instructional areas without network access.	3,4,5
7. Need to embed technology areas into curriculum and instruction.	1,2
8. Increase focus of technology through district and building professional development.	2
9. Limited teacher/staff access to technology components.	2
10. Limited student access to technology components.	1
11. Need additional data ports/access points in library media centers.	3,5
12. Need additional Instructional Technologists to support schools.	2

13. Implement and monitor technology standards for students and teachers based on NETS.	1,2
14. Webmaster and website support are needed.	3
15. District phone system is outdated.	3
16. Limited funding for technology district wide.	4
17. Technology needs for Special Services not addressed.	1,2
18. Need a review of all district technologies to assess/implement upgrades.	4,5
19. Need full-time staffing for Help Desk phone line.	3,5
20. Need communication of technology upgrades, outages, delays, and work order status.	3,5
21. Need access to student data for parents and students.	3
22. Provide all teachers access to attendance, grade book, reporting, and preparation on the network.	1,2,3,5
23. Limited/No access to printers for teachers and students.	1,2,3,4,5
24. Need curriculum integration with the student management system for all teachers/administrators.	1,2,3
25. PhoneMaster system is only available for secondary schools, not elementary and early childhood.	1,3
26. Technology work order response time is unknown and status of work orders is not available.	5
27. Continued training for all staff in the use of student data systems.	2,5
28. Limited ability to transfer student data between various internal/external data systems.	1,3,5

## **DATA SOURCES**

<b>Compiling Raw Data Analysis</b>	<b>TFA</b>
<b>DISTRICT DATA SOURCES</b>	
1. Missouri Assessment Program (MAP) student data	1,2,4
2. Closing the Achievement Gap data	1,2,4
3. Curriculum & Instruction Pacing Guides	1,2,4
4. Computer to Student ratio	1,4,5
5. HMC-1 CSIP	1,2,3,4,5
6. HMC-1 Technology Plan 2003-2008	1,2,3,4,5
7. District Online Assessments (SRI, Star Early Literacy, Star Reading, Standards Master)	1,2,4
8. SEAS program, IEP tracking	1,4
9. Technology Replacement Plan	4,5
<b>MISSOURI DATA SOURCES</b>	
10. MSIP Standards/Indicators 4 <sup>th</sup> Cycle	1,2,3,4,5
11. Show-Me Standards	1,2,3,4,5
12. Census of Technology	1,2,3,4,5
13. Education Technology Strategic Plan 2002-2006	1,2,3,4,5
<b>DISTRICT SURVEY DATA SOURCES</b>	
14. District Teacher Technology Survey	2,5
15. Summary of Fall Instructional Technology Workshops	2,3
16. District Technology Budget	1,2,3,4,5
17. District Policies (AUP, Computer Donation, Licensing)	1,2,3,4,5
18. District Professional Development Surveys and Evaluations	1,2
<b>DISTRICT TECHNOLOGY DATA SOURCES</b>	
19. SISwin	1,2,3,4
20. SISfin	3,4
21. HMC-1 email, phone, voicemail usage reports	3,4,5
22. PhoneMaster usage reports	3,4
23. Technology ticket resolution reports	3,4,5
24. Gradekeeper usage	2,3,5
25. UnitedStreaming usage reports	1,2,4
<b>ADDITIONAL SOURCES</b>	
26. 21 <sup>st</sup> Century Skills ITC Maps	1,2
27. National Education Technology Standards (NETS) for students and teachers	1,2

## TFA GOALS & OBJECTIVES

<b>TFA 1: Student Learning</b>	
<b>Goal:</b>	Improve student learning in all curricular areas by insuring the mastery of 21 <sup>st</sup> Century Skills.
<b>Objective 1:</b>	All Students will demonstrate 80% proficiency toward grade appropriate technology skills based upon National Educational Technology Standards (NETS).
<b>Objective 2:</b>	Provide students with ready access to technology tools and instruction to enhance learning in all content areas.
<b>TFA 2: Teacher Preparation and Delivery of Instruction</b>	
<b>Goal:</b>	Through continuous professional development, teachers will deliver effective technology enhanced instruction that motivates and challenges all students to achieve at high cognitive levels based on 21 <sup>st</sup> Century Skills.
<b>Objective 1:</b>	By the 2008/2009 school year, 80% of Hickman Mills CSD-1 School District teachers will be proficient in the use of current and emerging technologies to meet the National Educational Technology Standards for teachers.
<b>Objective 2:</b>	By the 2007/2008 school year, 100% of Hickman Mills CSD-1 School District teachers will use technology to plan lessons, access student records, facilitate classroom management, and communicate with student, parents and colleagues in an ongoing basis.
<b>Objective 3:</b>	By 2008/2009 school year, 100% of Hickman Mills C-1 School District teachers will annually implement at least one model technology infused lesson.
<b>TFA 3: Administration, Communication, Data Management</b>	
<b>Goal:</b>	Provide effective systems to assist the District in administration, data management, and communication to improve student learning.
<b>Objective 1:</b>	By the 2006/2007 school year, adopt and implement a student management system at all levels to facilitate administrative and instructional processes.
<b>Objective 2:</b>	By 2006/2007 school year, utilize district technology resources to improve two-way communication among staff, parents, students, and patrons of the District.
<b>Objective 3:</b>	By 2006/2007 school year, establish continuous training opportunities for staff, parents, students, and patrons in the use of various student data systems.
<b>TFA 4: Resource Use &amp; Distribution</b>	
<b>Goal:</b>	Provide current and equitable technology resources to the District community, including students, staff and patrons.
<b>Objective 1:</b>	Acquire, implement, and maintain resources to support technology

	operations.
<b>TFA 5: Technical Support</b>	
<b>Goal:</b>	Provide effective and timely technical support to the District community, including students, staff and patrons to promote adequate and equitable technical support.
<b>Objective 1:</b>	By the 2007/2008 school year, reduce average ticket resolution times to 8 business hours and provide 99% systems availability.

## **DATA ANALYSIS AND OBJECTIVES**

### **TFA 1: Student Learning**

#### **Data Analysis:**

Compiling Raw Data Table ([Data Sources](#)) lists a comprehensive inventory of data analyzed. The District Technology Council used appropriate data pertaining to student learning to identify strengths and concerns of our current learning environment. This provided direction in developing the action plan and steps for the 2006 -2010 Technology Plan. The Technology Council also reviewed the prior technology plan to identify strengths and concerns as well as progress in meeting prior objectives.

The District has made great strides in incorporating technology to improve student learning. These strides have included integrating technology in all curriculum guides, installing a fiber WAN to all buildings and purchasing wireless laptop computer labs for each building. However, overall the execution of the technology plan is lacking in systematic implementation and support. The District has adopted the NETS for student competencies, but a lack of student computers and a systematic evaluation of student progress toward these competencies have been identified as important issues to resolve. Our Student Learning Goal is to improve student learning in all curricular areas by insuring the mastery of 21<sup>st</sup> Century Skills. This will be accomplished by providing additional student computers and embedding quarterly technology/information literacy projects into district curriculum pacing guides.

#### **Goals and Objectives:**

**Goal:** Improve student learning in all curricular areas by insuring the mastery of 21st Century Skills.

**Objective 1:** All students will demonstrate 80% proficiency toward grade appropriate technology skills based upon National Educational Technology Standards (NETS).

**Objective 2:** Provide students with ready access to technology tools and instruction to enhance learning in all content areas.

#### **Action Plan:**

The objectives then led to the [TFA 1: Student Learning Action Plan](#) that generated steps to improve student learning. We linked the appropriate MSIP and CSIP standards in the action plan.

#### **Evaluation:**

Evaluation of these objectives will be ongoing and reviewed as identified in the action plan. Building Technology Committees will meet annually and report progress toward the goal and objectives as it relates to their building to the Technology Council. This will include staff assessment as it relates to technology and curriculum resource distribution. MAP scores, district assessments, dropout rates, graduation and completion rates, and graduate surveys will be analyzed to determine effectiveness of the action plan.

## ***TFA 2: Teacher Preparation and Delivery of Instruction***

### **Data Analysis:**

Compiling Raw Data Table ([Data Source](#)) lists a comprehensive inventory of data analyzed. The District Technology Council used appropriate data pertaining to teacher preparation and delivery of instruction to identify strengths and concerns. This provided direction in developing the action plan and steps for the 2006 -2010 Technology Plan. The Technology Council also reviewed the prior technology plan to identify strengths and concerns as well as progress in meeting prior objectives.

Getting technology into the hands of teachers has been a top priority for the District. The District infrastructure has been upgraded with fiber WAN for all buildings and multiple network drops installed in each classroom. Additionally, the District has ensured the installation of a teacher dedicated networked computer in each classroom. Teachers have been using online assessments to guide their instruction in Communication Arts and Mathematics. Online streaming videos have been purchased to assist teachers in harnessing the most effective video instructional practices. Professional development has been embedded into the school day by having an Instructional Technologist for each high school and three district-wide Instructional Technologists. Many teachers have been using the new wireless laptop labs to integrate technology into their lessons, but these computers are frequently utilized for online assessment purposes, which limits availability for integrated lessons. Formal technology integration courses have been offered to teachers primarily beyond contract time, which has resulted in limited impact.

The focus of this plan is to provide ongoing embedded technology integration professional development throughout the school year and provide building level support with an Instructional Technologist for each building. NETS competencies will be implemented for teachers. In addition, professional development will be provided during the implementation of a new student management system that will provide online lesson planning, grade book, and communication features. District teachers will develop model lessons to embed in the District Pacing Guides to ensure quality technology integrated lessons for all students.

### **Goals and Objectives:**

**Goal:** Through continuous professional development, teachers will deliver effective technology enhanced instruction that motivates and challenges all students to achieve at high cognitive levels based on 21st Century Skills.

**Objective 1:** By the 2008/2009 school year, 80% of Hickman Mills CSD-1 teachers will be proficient in the use of current and emerging technologies to meet the National Educational Technology Standards for teachers.

**Objective 2:** By the 2007/2008 school year, 100% of Hickman Mills CSD-1 teachers will use technology to plan lessons, access student records, facilitate classroom management, and communicate with student, parents and colleagues in an ongoing basis.

**Objective 3:** By 2008/2009 school year, 100% of Hickman Mills C-1 teachers will annually implement at least one model technology infused lesson.

**Action Plan:**

These objectives then led to the [TFA 2: Teacher Preparation and Delivery of Instruction Action Plan](#) and steps to improve teacher preparation and delivery of instruction which will ultimately improve student learning. We linked the appropriate MSIP and CSIP standards to these action plans.

**Evaluation:**

Evaluation of these objectives will be ongoing and reviewed as identified in the action plan. Building Technology Committees will meet annually and report progress toward the goal and objectives as it relates to their building. This will include staff assessment as it relates to technology and curriculum resource distribution. MAP scores, district assessments, dropout rates and graduation and completion rates, and graduate surveys will be analyzed.

### ***TFA 3: Administration, Communication, Data Management***

#### **Data Analysis:**

Compiling Raw Data Table ([Data Sources](#)) lists a comprehensive inventory of data analyzed. The District Technology Council used appropriate data pertaining to the Administration, Communication, and Data Management TFA to identify strengths and weakness of our administrative infrastructure. This provided direction in developing the action plan and steps for the 2006 -2010 Technology Plan. The Technology Council also reviewed the prior technology plan to identify strengths and concerns as well as progress in meeting prior objectives.

The strength of the District's technology is the network fiber WAN infrastructure and multiple network drops in each classroom. We have implemented district-wide Communication Arts and Mathematics online assessments to guide instruction. However, our current student management system is a proprietary database that has hindered our efforts to integrate the data and systems. The Technology Council agrees that we have the infrastructure in place, but need to provide data management and communication resources to utilize this network to the fullest. Our focus is to provide a student management system that will support online lesson plans, grades and communication features. It is also agreed that effective implementation of this system will require professional development for all end users and frequent evaluation of the system as indicated in the action plan.

#### **Goals and Objectives:**

**Goal:** Provide effective systems to assist the District in administration, data management, and communication to improve student learning.

**Objective 1:** By the 2006/2007 school year, adopt and implement a student management system at all levels to facilitate administrative and instructional processes.

**Objective 2:** By 2006/2007 school year, utilize district technology resources to improve two-way communication among staff, parents, students, and patrons of the District.

**Objective 3:** By 2006/2007 school year, establish continuous training opportunities for staff, parents, students, and patrons in the use of various student data systems.

#### **Action Plans:**

The objectives then led to the [TFA-3: Administration, Communication, Data Management Plan](#) that generated steps to improve administration, data management, and communication. We linked the appropriate MSIP and CSIP standards to these action plans.

#### **Evaluation:**

Evaluation of these objectives will be ongoing and reviewed as identified in the action plan. Building Technology Committees will meet annually and report progress toward the goal and objectives as it relates to their building. This will include staff assessment as it relates to technology and curriculum resource distribution. Student

Management System Functionality Analysis, MAP scores, district assessments, dropout rates, graduation and completion rates, and graduate surveys will be analyzed.

## ***TFA 4: Resource Use & Distribution***

### **Data Analysis:**

Compiling Raw Data Table ([Data Sources](#)) lists a comprehensive inventory of data analyzed. The District Technology Council used appropriate data pertaining to the Resource Use and Distribution TFA to identify strengths and concerns of our district resources. This provided direction in developing the action plan and steps for the 2006 - 2010 Technology Plan. The Technology Council also reviewed the prior technology plan to identify strengths and concerns as well as progress in meeting prior objectives.

The District has made technology a top priority through a recent bond and levy increase. These initiatives allowed the District to provide an exceptional infrastructure with fiber WAN for all buildings and multiple network drops installed in each classroom. The District has added a networked teacher dedicated workstation to each classroom and a wireless laptop computer lab for each building. While these improvements have been beneficial, our District needs continue to be acquisition of additional computers, presentation devices, software management and storage capacity. The Resource and Distribution Action Plan was developed through addressing the needs of the other TFA's.

### **Goals and Objectives:**

**Goal:** Provide current and equitable technology resources to the District community, including students, staff and patrons.

**Objective 1:** Acquire, implement, and maintain resources to support technology operations.

### **Action Plans:**

The objectives then led to the [TFA 4: Resource and Distribution Action Plan](#) that will generate steps to improve administration, data management, and communication. The appropriate MSIP and CSIP standards have been linked to these action plans.

### **Evaluation:**

Evaluation of this objective will be ongoing and reviewed as identified in the action plan. Building Technology Committees will meet annually and report progress toward the goal and objective as it relates to their building. This will include staff assessment as it relates to technology and curriculum resource distribution. Student Management System Functionality Analysis, MAP scores, district assessments, dropout rates, graduation and completion rates, and graduate surveys will be analyzed.

## ***TFA 5: Technical Support***

### **Data Analysis:**

Compiling Raw Data Table ([Data Resources](#)) lists a comprehensive inventory of data analyzed. The District Technology Council used appropriate data pertaining to the Technical Support TFA to identify strengths and concerns. This provided direction in developing the action plan and steps for the 2006 -2010 Technology Plan. The Technology Council also reviewed the prior technology plan to identify strengths and concerns as well as progress in meeting prior objectives.

The District has a professional technical support staff that works diligently in keeping the computers, network and other technology equipment working efficiently. However, the District has more than doubled its inventory of computers, peripherals and software in the past five years without increasing its technical staff. Resolution time for technical assistance has increased due to the demands of increased technology.

### **Objectives:**

**Goal:** Provide effective and timely technical support to the District community, including students, staff and patrons to promote adequate and equitable technical support.

**Objective 1:** By the 2007/2008 school year, reduce average ticket resolution times to 8 business hours and provide 99% systems availability.

### **Action Plans:**

The objectives then led to the [TFA 5: Technical Support Action Plan](#) that generated steps to improve technical support. We linked the appropriate MSIP and CSIP standards to these action plans.

### **Evaluation:**

Evaluation of this objective will be ongoing and reviewed as identified in the action plan. Building Technology Committees will meet annually and report progress toward the goal and objective as it relates to their building. This will include staff assessment as it relates to technology support.

# DISTRICT TECHNOLOGY ACTION PLAN

## TFA 1: Student Learning

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Improve student learning in all curricular areas by insuring the mastery of 21<sup>st</sup> Century Skills.

**Objective 1:** All Students will demonstrate 80% proficiency toward grade appropriate technology skills based upon National Educational Technology Standards (NETS).

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
1.1.1	Develop and implement grade appropriate technology competencies assessments based on NETS.	6.1.3 6.4.1 6.4.4	SA 8.4	Instructional Technology	March 2006	May 2006	No Additional Cost
1.1.2	Incorporate the NETS into all pacing guides for classroom use.	6.1.3 6.4.4	SA 8.4	Curriculum and Instruction Instructional Technology	March 2006	August 2006	No Additional Cost
1.1.3	Embed model technology infused lessons into pacing guides for each grade level.	6.4.1 6.4.2	SA 9.4	Curriculum and Instruction Instructional Technology	June 2006	Summer Annually	No Additional Cost
1.1.4	Monitor the progress and the effect of technology in student learning.	6.4.2 6.4.4	SA 8.4	C&I Research and Development	8/2006	May Annually	No Additional Cost

# DISTRICT TECHNOLOGY ACTION PLAN

## TFA 1: Student Learning

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

Goal: Improve student learning in all curricular areas by insuring the mastery of 21<sup>st</sup> Century Skills.

Objective 2: Provide students with ready access to technology tools and instruction to enhance learning in all content areas.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
1.2.1	Provide students with technology rich environments to improve instruction and address various learning styles (includes presentation devices, adaptive devices, and student computers.)	6.4.1	SA 9.4	Information Technology Instructional Technology	March 2006	August 2010	District/ Grants/ Bond (TFA 4.1.8)
1.2.2	Provide student access to student management system for viewing grades, daily lessons, learning resources, and to communicate with teachers.	6.4.1 6.4.3	SA 14.2	Information Technology Instructional Technology	February 2006	January 2007	District/ Grants/ Bond (TFA 4.1.7)
1.2.3	Provide expanded learning resources via Internet based delivery systems. i.e. Polycorn, Blackboard, Vantage Learning/My Access.	6.1.3 6.4.4	SA 8.5 SA 9.4	Information Technology Instructional Technology Curriculum and Instruction	June 2006	January 2009	District/ Grants (TFA 4.1.6)
1.2.4	Utilize technology-based tools to measure student learning and modify instructional strategies.	6.2.2 6.4.2	SA 3.6 SA 3.7	Information Technology Instructional Technology Curriculum and Instruction	August 2005	Review Annually	District (TFA 4.1.15)

## DISTRICT TECHNOLOGY ACTION PLAN

### ***TFA 2: Teacher Preparation and Delivery of Instruction***

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Through continuous professional development, teachers will deliver effective technology enhanced instruction that motivates and challenges all students to achieve at high cognitive levels based on 21<sup>st</sup> Century Skills.

**Objective 1:** By the 2008/2009 school year, 80% of Hickman Mills CSD-1 teachers will be proficient in the use of current and emerging technologies to meet the National Educational Technology Standards (NETS) for teachers.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
2.1.1	Using NETS teacher competencies, the district will develop an accountability system to gauge progress toward teacher and administrator proficiency levels.	6.1.3 6.4.1 6.4.4	SA 9.2	Curriculum and Instruction Professional Development Coordinator Instructional Technology Human Resources	March 2006	June 2006	No Additional Costs
2.1.2	Technology courses for staff and administrators will be offered at the basic, intermediate and advanced levels to achieve mastery.	6.4.3 6.7.2	SA 8.3	Curriculum and Instruction Professional Development Coordinator Instructional Technology	August 2006	Review Annually- May	No Additional Costs
2.1.3	Monitor progress toward teacher NETS competencies.	6.1.3	SA 9.2	Principals Instructional Technology	August 2006	Review Biannually- September December	No Additional Costs
2.1.4	Building School Improvement Plans will include strategies for ongoing Instructional Technology Professional Development.	6.4.3 6.7.2	SA 8.3	Building Lead Teams Instructional Technology	March 2006	March Annually	No Additional Costs
2.1.5	The District will provide at least one Instructional Technologist per building.	6.4.4	SA 2.2	Human Resources	August 2006	August 2006	District/ Grants \$480,000/yr

## DISTRICT TECHNOLOGY ACTION PLAN

### ***TFA 2: Teacher Preparation and Delivery of Instruction***

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Through continuous professional development, teachers will deliver effective technology enhanced instruction that motivates and challenges all students to achieve at high cognitive levels based on 21<sup>st</sup> Century Skills.

**Objective 2:** By the 2007/2008 school year, 100% of Hickman Mills CSD-1 teachers will use technology to plan lessons, access student records, facilitate classroom management, and communicate with student, parents and colleagues in an ongoing basis.

<b>Strategy</b>	<b>Task or Activity</b>	<b>MSIP</b>	<b>CSIP</b>	<b>Responsibility</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Funding Source</b>
2.2.1	Provide teachers access to student management system for viewing grades, daily lessons, learning resources, and to communicate with parents and students.	6.4.1	SA 1.2	Information Technology Instructional Technology	February 2006	August 2006	District/Grants (TFA 4.1.7)
2.2.2	Provide in-service to teachers and administrators on utilizing lesson plans, student records, classroom management, and communication features of the student management system.	6.4.3	SA 2.2 SA 8.3	Instructional Technology Curriculum and Instruction Professional Development Committee	July 2006	Ongoing	District/Grants/PD Costs TBD
2.2.3	Review usage statistics from student management system of students, staff, and parents to provide targeted support and increase utilization.	6.4.2	SA 3.7 SA 8.4	Instructional Technology Principals Curriculum and Instruction	October 2007	End of each Quarter	No Additional Costs

## DISTRICT TECHNOLOGY ACTION PLAN

### ***TFA 2: Teacher Preparation and Delivery of Instruction***

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Through continuous professional development, teachers will deliver effective technology enhanced instruction that motivates and challenges all students to achieve at high cognitive levels based on 21<sup>st</sup> Century Skills.

**Objective 3:** By 2008/2009 school year, 100% of Hickman Mills C-1 teachers will annually implement at least one model technology infused lesson.

<b>Strategy</b>	<b>Task or Activity</b>	<b>MSIP</b>	<b>CSIP</b>	<b>Responsibility</b>	<b>Start Date</b>	<b>Target Date</b>	<b>Funding Source</b>
2.3.1	Annual summer institutes will provide professional development in technology enhanced lesson design. Participants will create model technology infused lessons for each grade level.	6.1.3 6.4.4 6.7.2	SA 2.2 SA 9.4	Summer Institute Participants Curriculum and Instruction Instructional Technology Professional Development Committee	June 2006	Summer Annually	District / Grants/ PD \$25,000/yr
2.3.2	Implement model technology infused lessons.	6.1.3 6.4.4	SA 2.2 SA 9.4	Summer Institute Participants Building Instructional Technologist	August 2006	Review Biannually January May	No Additional Costs
2.3.3	Model technology infused lessons developed during the annual summer institutes will be embedded into the curriculum guides for each grade level.	6.1.3 6.4.4	SA 2.2	Curriculum Chairperson Curriculum and Instruction	June 2006	August 2006	No Additional Costs
2.3.4	Summer institute participants will provide building level in-services to assist in the creation of additional technology infused lessons.	6.1.3 6.4.4 6.7.2	SA 8.3	Summer Institute Participants	August 2006	Quarterly	District/ Grants/ PD Costs TBD
2.3.5	Building teachers will observe model lessons taught by summer institute participants.	6.7.2	SA 2.2 SA 9.3	Summer Institute Participants Building Teachers Building Instructional Technologists	August 2006	Ongoing	No Additional Costs

## DISTRICT TECHNOLOGY ACTION PLAN

### **TFA 3: Administration, Communication, Data Management**

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Provide effective systems to assist the District in administration, data management, and communication to improve student learning.

**Objective 1:** By the 2006/2007 school year, adopt and implement a student management system at all levels to facilitate administrative and instructional processes.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Est. Cost/Funding Source
3.1.1	Evaluate current and alternative student management systems for student records.	6.4.1 8.7.1	SA 8.4	Information Technology District Focus Groups	October 2005	December 2005	No Additional Costs
3.1.2	Select a student management system for student records.	6.4.1 8.7.1	SA 8.4	Information Technology District Focus Groups	February 2006	April 2006	No Additional Costs
3.1.3	Create an implementation plan for the new student management system.	6.4.1	SA 8.4	Information Technology Instructional Technology	December 2005	April 2006	No Additional Costs
3.1.4	Implement new student management system.	6.4.1 8.7.1	SA 8.4	Information Technology Instructional Technology	April 2006	August 2006	District/Grants (TFA 4.1.7)
3.1.5	Conduct semi-annual needs assessment and system evaluation of the student management system.	6.4.1 6.4.4	SA 8.4	Information Technology Instructional Technology	December 2006	December and May Annually	No Additional Costs

## DISTRICT TECHNOLOGY ACTION PLAN

### **TFA 3: Administration, Communication, Data Management**

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

Goal: Provide effective systems to assist the District in administration, data management, and communication to improve student learning.

Objective 2: By 2006/2007 school year, utilize district technology resources to improve communication among staff, parents, students, and patrons of the district.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Est. Cost/Funding Source
3.2.1	Assess/survey staff, parents, students, and district patrons of which two-way communication tools are utilized and make recommendations of needs to the Technology Council based on survey results.	8.8.2 7.5.3	SA 8.1 SA 8.4 SA 14.2	Information Technology Council	October 2006	Review December Annually	District/Grants \$1000
3.2.2	Evaluate and implement a broadcast (one-way) notification system to communicate with the community about events and cancellations through phone and email.	7.5.3	SA 14.10	Information Technology	January 2006	May 2006	District/Grants (TFA 4.1.12)
3.2.3	Implement web enhancements for access to district information and student data.	6.4.4	SA 8.6 SA 14.2	Information Technology Instructional Technology Curriculum & Instruction	August 2006	January 2007	District/Grants Costs TBD
3.2.4	Provide district staff email and phone contacts online for community members to access and utilize for two-way communication.	7.5.3	SA 14.2	Information Technology Webmaster	October 2005	September 2006	No Additional Cost
3.2.5	Evaluate automated calling systems for substitutes and make acquisition recommendations.	6.4.4	EF 1.2	Information Technology Human Resources Technology Council	June 2006	August 2006	No Additional Cost

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3.2.6	Review/evaluate effectiveness of current library automation system and make recommendations to the Technology Council of needs.	6.8.1	SA 7.3 SA 8.1	Library Media Specialists	May 2006	August 2006	No Additional Cost
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## DISTRICT TECHNOLOGY ACTION PLAN

### **TFA 3: Administration, Communication, Data Management**

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Provide effective systems to assist the District in administration, data management, and communication to improve student learning.

**Objective 3:** By 2006/2007 school year, establish continuous training opportunities for staff, parents, students, and patrons in the use of various student data systems.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Est. Cost/Funding Source
3.3.1	Develop implementation plan for in-service on using the features of the student management system.	6.4.3	SA 1.2 SA 8.3	Instructional Technology Information Technology	March 2006	June 2006	No Additional Costs
3.3.2	Provide parents access to student management system for viewing grades, daily lessons, learning resources, and to communicate with teachers.	6.4.4 7.5.3	SA 5.7 SA 13.7 SA 14.1 SA 14.2	Principals Instructional Technology Information Technology	February 2006	January 2007	District/Grants (TFA 4.1.7)
3.3.3	Provide in-service to staff, students and parents on utilizing features of the student management system.	6.4.3	SA 5.7 SA 14.1	Instructional Technology Curriculum and Instruction Professional Development Committee	July 2006	Ongoing	District \$750/yr
3.3.4	Provide in-service to staff, students and parents on utilizing features of the broadcast (one-way) notification system.	6.4.3	SA 8.3 SA 14.10	Instructional Technology Curriculum and Instruction Professional Development Committee	July 2006	Ongoing	District \$250/yr
3.3.5	Evaluate additional in-service needs for all district data systems and conduct appropriate trainings.	6.7.5	SA 5.7 SA 8.4	Instructional Technology Curriculum and Instruction Professional Development Committee	July 2006	Ongoing	No Additional Costs

# DISTRICT TECHNOLOGY ACTION PLAN

## TFA 4: Resource Distribution and Use

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Provide current and equitable technology resources to the District community, including students, staff and patrons.

**Objective 1:** Acquire, implement, and maintain resources to support technology operations.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
4.1.1	Apply for e-rate funding	6.4.4	SA 8.4	Information Technology	November 2005	November Annually	District/ 22% of e-rate commitment
4.1.2	Increase the WAN bandwidth where needed.	6.4.1	SA 8.4	Information Technology	July 2006	March Annually	District/ 22% of e-rate commitment
4.1.3	Support the use of cell and other portable technologies for communication and administration (TFA 3.2.1, TFA 3.2.2).	6.4.1	SA 8.4	Information Technology	Continuation	March Annually	District/ 22% of e-rate commitment
4.1.4	Provide all sites access to a 2 GB backbone with 100 MB lines to each network node. (TFA 1.2.1, TFA 1.2.2, TFA 1.2.3, TFA 2.1.2, TFA 2.2.2, TFA 3.3)	6.4.1	SA 8.4 FR 1.2	Information Technology	May 2006	September 2006	District/ 22% e-rate commitment
4.1.5	Provide servers and storage for district technology initiatives. (TFA 1.2.1, TFA 1.2.2, TFA 1.2.3, TFA 2.1.2, TFA 2.2.2, TFA 3.3)	6.4.1	SA 8.4 FR 1.2	Information Technology	Continuation	March Annually	District/ Grants \$1.5 million
4.1.6	Expand Internet based delivery systems for staff development and student learning. (TFA 1.2.1, TFA 1.2.2, TFA 1.2.3, TFA 2.1.2, TFA 2.2.2, TFA 3.3)	6.4.1 6.4.4	SA 8.4	Information Technology Instruction Technology Curriculum & Instruction PDC	September 2006	September 2007	District/ Grants PD Costs TBD

Hickman Mills CSD-1 School District Tech Plan

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
4.1.7	Provide new student management system (TFA 1.2.2, 2.2.1, 3.3.1.4)	6.4.1 8.7.1	SA 8.4	Information Technology	February 2006	August 2006	District/Grants \$115,000 yr1; \$65,000/yr
4.1.8	Increase the number of computers for students to a 2:1 student/computer ratio and provide the support infrastructure. (TFA 1.2.1, TFA 1.2.3, TFA 1.2.4)	6.4.1 6.4.4	SA 8.4 FR 1.2	Information Technology	March 2006	August 2010	District/Grants/Bond \$3.5 million
4.1.9	Provide every classroom with presentation devices. (i.e. ceiling mounted projector, speakers, wireless tablet presenter, and screen.) (TFA 1.2.1, TFA 1.2.3, TFA 2.3.2)	6.4.1 6.4.4	SA 8.4 FR 1.2	Information Technology Instructional Technology	March 2006	August 2007	District/Grants/Bond \$2.1 million
4.1.10	Provide technology resources for district support staff and administration. (TFA 3.1.4, TFA 3.2.4, TFA 3.2.5)	6.4.1	SA 8.4	Information Technology	Continuation	Ongoing	District/Grants Costs TBD
4.1.11	Provide telecommunications to all sites. (TFA 3.1.4, TFA 3.2.4, TFA 3.2.5)	6.4.1	SA 8.4	Information Technology	Continuation	March Annually	District/ 22% of e-rate commitment
4.1.12	Provide broadcast (one-way) notification system. (TFA 3.2.3)	7.5.3	SA 8.4	Information Technology	January 2006	May 2006	District/Grants \$15,000/yr
4.1.13	Implement replacement cycle for district technology.	6.4.1	SA 8.4 FR 1.2	Information Technology	Continuation	Ongoing	District/Grants Costs TBD
4.1.14	Review current data systems throughout the District and make recommendations to the Technology Council of needs. (i.e. Financial, Food Services, Library Automation)	6.4.1	SA 7.1 SA 8.1 SA 8.4	Information Technology Technology Council	Continuation	Ongoing	No Additional Cost
4.1.15	Provide technology based tools to measure student learning and modify instructional strategies.	6.4.4	SA 8.4	Information Technology Curriculum and Instruction	August 2005	Review Annually	District/Grants \$15,000/yr

## DISTRICT TECHNOLOGY ACTION PLAN

### TFA 5: Technical Support

*The Mission of the Hickman Mills C-1 School District is to educate all students to become lifelong learners.*

**Goal:** Provide effective and timely technical support to the District community, including students, staff and patrons to promote adequate and equitable technical support.

**Objective 1:** By the 2007/2008 school year, reduce average ticket resolution time to 8 business hours and provide 99% systems availability.

Strategy	Task or Activity	MSIP	CSIP	Responsibility	Start Date	Target Date	Funding Source
5.1.1	Increase technical support staff to meet the needs of current technology initiatives based upon ISTE recommendations of technician to computer ratio.	6.4.4	SA 8.6	Information Technology	March 2006	July 2006	District/Grants \$300,000/yr
5.1.2	Evaluate need for additional technical staff to support new technology initiatives.	6.4.4	SA 8.6	Departments Acquiring New Technology Initiatives Information Technology	March 2006	At time of each new initiative	No Additional Cost
5.1.3	Provide a system for online submission and tracking of support requests.	6.4.1	EF 1.2	Information Technology	March 2006	August 2006	District/Grants \$3,000/yr
5.1.4	Provide continuous professional development for technical support staff.	6.7.3	SA 8.3	Information Technology	Continuing	March Annually	District/Grants \$12,000/yr
5.1.5	Provide basic trouble shooting skills through in-service and handouts to building staff.	6.4.3	SA 8.3	Information Technology Instruction Technology	Continuing	March Annually	No Additional Costs
5.1.6	Purchase and implement network software and hardware to optimize, monitor and secure district LAN and WAN.	6.4.1	EF 1.2	Information Technology	July 2006	September 2006	District/Grants \$100,000

## **COMMUNICATION / DISSEMINATION, MONITORING, AND EVALUATION**

### ***Communication/Dissemination***

Dissemination of the District Technology Plan will be presented by the Instructional Technology Team to the following internal groups:

- Hickman Mills CSD-1 School District Board of Education
- District Administrators
- School Principals
- Instructional Leaders
- District web site (<http://www.hickmanmills.org>)
- Annual Progress Report summarized in newsletters

In addition, the Technology Plan will be disseminated to the following outside parties:

- District web site (<http://www.hickmanmills.org>)
- District parent/community publications

### ***Monitoring and Implementation***

The Technology Council will meet at least annually and monitor the attainment of goals and objectives. The Technology Department and Curriculum and Instruction Department will utilize the plan for annual setting of yearly goals and objectives. A wide variety of data sources were utilized in the creation of this Technology Plan to evaluate strengths and concerns and derive goals and objectives to support or implement correction strategies. This analysis of data will assist the District in making timely corrections to assure that components of the Technology Plan are being addressed.

### ***Evaluation***

Evaluation of the effectiveness and recommendation for revisions for the Technology Plan will be conducted annually in May with the District Technology Council. Building Technology Committees will meet annually and report progress of goals that relate to their buildings to the District Technology Council. The review will use the following criteria and assessment:

- The status of each TFA goal and objective will be reviewed.
- Each TFA's action plan and steps will be analyzed.

- Staff professional development surveys, student surveys, student management system functionality analysis, MAP scores, district assessments, dropout rates, graduation and completion rates, and graduate surveys will be analyzed.

Revisions and corrections will be made to address the changing needs of the District as determined by the Technology Council.