



# 2010-2013 Technology Plan

# Executive Summary

## Introduction

The Technology Plan is a document that is required by the State Department of Elementary and Secondary Education. It is to be written and approved every three years. An approved Technology plan is also required by the Federal Government to receive funds under the Universal Service Fund for Schools and Libraries program, also known as E-Rate. The plan defines how technology will support the mission, goals and objectives of the District. This plan is organized around five themes. The themes are Student Performance, Highly Qualified Staff, Governance, Parent and Community Involvement and Facilities, Support and Instructional Resources. Objectives were developed by the Technology Committee to define the things the District should do with technology to support these five themes. Each objective has one or more strategies that define how the objective may be achieved. In most cases the strategies were further divided into action steps. The Technology Committee is a group of district stakeholders including students, parents, teachers, support staff, administrators, a school board member and members of the business community. The primary purpose of this committee is to develop the plan every three years and then meet biannually to monitor its implementation and make revisions as necessary.

This summary describes in narrative form the objectives and strategies contained in the Technology Plan. Detailed information regarding the objectives, strategies and action steps may be found in the Technology Plan itself.

## Student Performance

The Student Performance section of the Technology Plan focuses on ways that technology will be used to “Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.” It contains objectives which seek to more effectively assess and improve student technology competencies, use technology to enhance student learning and provide new and innovative ways such as online course materials for students to learn at home as well as at school. These objectives were created to address needs identified through analysis of 8th grade technology literacy scores, student technology surveys and current trends in educational technology research. Strategies developed to achieve these objectives include the creation of grade-level specific student technology standards, an annual process to select, test and implement educational technologies and the selection of systems that will allow students to learn anywhere at any time.

## Highly Qualified Staff

The Technology Plan’s Highly Qualified Staff section addresses ways that technology should be used to “Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.” The objectives here focus on providing high quality professional development in the use of technology to all staff as well as providing the daily support needed to integrate technology into the classroom and workplace. The strategies for reaching these objectives include creating technology competency standards for staff members, developing professional development activities to meet those standards, ensuring School Improvement Plans include a technology

integration component, modifying duties and schedules for technology user support providers to increase the amount of time they spend training and collaborating with teachers and providing teachers with the tools and guidelines to help them extend their classroom beyond the school day and school building.

## **Facilities, Support and Instructional Resources**

This section of the Technology Plan discusses the ways that technology should be used to “Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.” It contains objectives which seek to provide pervasive educational technology to all students, maintain sufficient network resources, offer centralized purchasing of educational technology, continue operations in the event of a disaster, provide adequate staff to support educational technology resources, and use technology to support and improve the functioning of district departments. These objectives address needs identified through the analysis of Technology Services inventory and budget, requests from district departments, and recent research regarding the benefits of ubiquitous computing. The strategies developed to achieve these objectives include creating an online district educational technology resource catalog, developing a comprehensive disaster recovery plan and review process, reviewing the 5-year technology replacement projections annually, monitoring and upgrading network resources, implementing various management systems in specific departments and creating plans to provide electronic textbooks and pervasive computer technology to students and teachers.

## **Parent and Community Involvement**

The Parent and Community Involvement portion of the Technology Plan focuses on ways that technology should be used to “Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.” The objective for this section is focused on using technology to effectively communicate with all District stakeholders. This objective was developed in response to the need to quickly communicate via the numerous methods of communication now in common use. Strategies for achieving this objective include maintaining accurate contact information, annually review communications policies to include appropriate technology systems, provide full text search capabilities for district documents, and implement a voice-over-ip phone system.

## **Governance**

The Governance section of the Technology Plan addresses ways that technology should be used to “Govern the LEA/ District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.” The objectives in this section seek to provide technology systems that support district-wide functions as well review and communicate technology related policies. These objectives were identified through analysis of district Electronic Communications Policy, Copyright Guidelines and requests from district administrators for district-wide data management systems. The strategies created to achieve these objectives include implementing several different data management systems as well as reviewing and communicating technology and copyright policies annually.

## Technology Committee Members

Name	Building	Stakeholder	Sub-Committee
Ruth Petrov	District	Board Member	Student Learning (Student Performance)
Bret Siegel	Apple	Business Rep	Resource Distribution (Facilities, Support and Instructional Resources)
David Miller	LC	Coordinator	Admin/Data/Comm (Governance, Parent and Community Involvement)
Jennifer Bober	WB	Elem Librarian	Student Learning (Student Performance)
Allison Bacon	RT	Elem Librarian	Technical Support (Facilities, Support and Instructional Resources)
Vicki Nienhuis	BW	Elem Principal	Teacher Prep (Highly Qualified Staff)
Sherri Baris	WB	Elem Teacher	Admin/Data/Comm (Governance, Parent and Community Involvement)
Robin Ishmael	DR	Elem Teacher	Resource Distribution (Facilities, Support and Instructional Resources)
Brendan Kearney	RA	Elem Teacher	Student Learning (Student Performance)
Kim Stinnett	HS	HS Librarian	Resource Distribution (Facilities, Support and Instructional Resources)
Tammy Hasheider	HS	HS Teacher	Student Learning (Student Performance)
Ben Schamber	HS	HS Teacher	Teacher Prep (Highly Qualified Staff)
Dawn Lynn	WB	ITS	Admin/Data/Comm (Governance, Parent and Community Involvement)
Randy Gindler	HT	ITS	Resource Distribution (Facilities, Support and Instructional Resources)
Rod Simpkins	RA	ITS	Student Learning (Student Performance)
Chip Ianiri	DR	ITS	Teacher Prep (Highly Qualified Staff)
Scott Wagner	HO	ITS	Teacher Prep (Highly Qualified Staff)
Jamie Richter	HS	ITS	Technical Support (Facilities, Support and Instructional Resources)
Tim Pecoraro	LC	LCAT	Student Learning (Student Performance)
Ron Orr	LC	LCAT	Technical Support (Facilities, Support and Instructional Resources)
Diana Rasmussen	HO	MS Librarian	Resource Distribution (Facilities, Support and Instructional Resources)
Julie Harder	HT	MS Librarian	Student Learning (Student Performance)
Teisha Ashford	HO	MS Principal	Admin/Data/Comm (Governance, Parent and Community Involvement)
Scot Mosher	HT	MS Principal	Technical Support (Facilities, Support and Instructional Resources)
Heidi Mansdoerfer	RT	Parent	Student Learning (Student Performance)
Travis Harder	WB	Parent	Technical Support (Facilities, Support and Instructional Resources)
Kirsten Gindler	HS	Student	Student Learning (Student Performance)
Alek Mansdoerfer	RT	Student	Student Learning (Student Performance)
Lisa Cwiklowski	EC	Support Staff	Admin/Data/Comm (Governance, Parent and Community Involvement)
Greg Southard	LC	Tech Director	All
Carol Huttegger	LC	Tech Staff	Teacher Prep (Highly Qualified Staff)

## 2009-2010 Technology Committee Meetings

- Tuesday, 11/17/09 6:00pm - 8:00pm
- Tuesday, 12/1/09 6:00pm - 8:00pm
- Tuesday, 12/15/09 6:00pm - 8:00pm
- Monday, 2/22/10 6:00pm - 8:00pm

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	Start Date	End Date	CSIP Align.
<b>Goal - Student Performance</b>			
<b>Objective 1. Use Educational Technology Standards to assess the technology competencies of all Pattonville students, as well as for 8th Grade Technology Literacy.</b>	6/1/10	6/28/13	G1 S7
Strategy 1. Develop and utilize common technology performance-based benchmarks for primary, intermediate, middle, and high school students to assess overall technology competency.	6/1/10	6/28/13	
Action Step 1. Revise the Pattonville Educational Technology Standards (K-12) to align with current NETS for students.	6/1/10	7/14/10	
Action Step 2. Create common technology performance-based benchmarks that align with Pattonville Educational Technology Standards (K-12) for primary, intermediate, middle and high school students.	8/16/10	10/15/10	
Action Step 3. Provide professional development to assist teachers in integrating the Pattonville Educational Technology Standards into their lessons.	10/18/10	6/30/11	
Action Step 4. Implement a process using the technology performance-based benchmarks to assess student technology competency (K-12).	7/1/11	6/28/13	
<b>Comments: Progress measure will be completion of each action step, 25% for each action step</b>			
<b>Objective 2. Use current and proven educational technologies to enhance student learning by 5% as measured by appropriate pre and post intervention assessments</b>	2/3/10	5/31/13	G1 S7
Strategy 1. Identify current trends in technology (i.e. Web 2.0 Tools (Wiki, Blogs, Social Networking, Instant Messaging, Audio/Video Chat), 1 to 1 initiatives, smart phones, iPods) and use them to enhance student learning	2/3/10	5/31/13	
Action Step 1. Research current trends in technology (i.e. Web 2.0 Tools (Wiki, Blogs, Social Networking, Instant Messaging, Audio/Video Chat), 1 to 1 initiatives, smart phones, iPods).	2/3/10	4/30/10	
Action Step 2. Evaluate educational utility of current technologies.	5/3/10	6/30/10	
Action Step 3. Select and implement useful technologies.	7/1/10	5/31/11	
Action Step 4. Measure the effectiveness of implemented technologies.	1/3/11	5/31/11	
<b>Comments: The District will analyze MAP, AIMSweb and local common assessment data to evaluate the effectiveness of educational technologies. This is a cyclical process that will occur each year in different subject areas and grade levels. Therefore, baseline for each year will be 0%.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 3. Increase the number of online learning opportunities and resources available to Pattonville students in school and at home by 5% each year. i.e. reference materials, textbook resources, teacher-created websites, blogs, podcasts, practice quizzes, and handouts.</b>	2/3/10	5/31/13	G1 S1
Strategy 1. Identify current online learning technologies and use them to provide alternative learning opportunities and resources to Pattonville students in school and at home.	2/3/10	5/31/13	
Action Step 1. Research current trends in online learning technologies.	2/3/10	4/30/10	
Action Step 2. Evaluate educational usefulness of current online learning technologies.	5/3/10	6/30/10	
Action Step 3. Select and implement useful online learning technologies.	7/1/10	5/31/11	
Action Step 4. Measure the effectiveness of implemented online learning technologies.	1/3/11	5/31/11	
<b>Comments: Achievement of this objective will be represented by a annual 5% increase in the number of online learning opportunities offered by the district. Baseline is the current number of online learning opportunities.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

Goal - Highly Qualified Staff	Start Date	End Date	CSIP Align.
<b>Objective 1. Create technology integration standards to ensure the use of technology by all staff to improve their ability to carry out the District mission, goals and objectives</b>	5/3/10	8/29/13	G1 S2
Strategy 1. The teacher evaluation committee will incorporate as appropriate, performance indicators based on national educational technology standards into teacher/support staff/admin evaluations	5/3/10	6/28/12	
Action Step 2. Select appropriate performance indicators from nationally recognized educational technology standards ie. NETS for Teachers, NETS for Administrators and revise as needed.	7/1/10	6/30/11	
Action Step 3. Formally adopt new performance indicators and communicate changes to staff	7/4/11	1/2/12	
Action Step 4. Train supervisory staff in assessment of new performance indicators and begin using in staff evaluations	1/2/12	6/28/12	
<b>Comments: The District will analyze technology professional development tracking data to evaluate progress. Progress measure will be completion of each action step, 33% for each action step.</b>			
<b>Objective 2. Create technology professional development programs to ensure the use of technology by all staff to improve their ability to carry out the District mission, goals and objectives</b>			
Strategy 1. Create a technology professional development program aligned with district educational technology standards for staff	1/3/11	8/29/13	
Action Step 1. Technology committee will work with the district Professional Development committee to develop a technology professional development program	1/3/11	1/2/12	
Action Step 2. Implement technology professional development program	1/2/12	1/1/13	
Action Step 3. Measure effectiveness of the professional development program through a longitudinal study of technology performance indicators in staff evaluations and student technology competencies	1/8/13	6/28/13	
Action Step 4. Revise technology professional development program as needed	7/1/13	8/29/13	
<b>Comments: Progress measure will be completion of each action step, 25% for each action step</b>			
<b>Objective 3. Provide all staff with equitable technology professional development opportunities and resources</b>			
Strategy 1. Provide equitable alternative professional development opportunities to Pattonville staff. i.e. online training	7/1/10	6/28/13	G1 S2
Strategy 2. Ensure adequate time for technology topics during district professional development opportunities to provide equitable technology professional development to all staff	7/1/10	6/28/13	
<b>Comments: The District will analyze technology professional development tracking data to evaluate progress. Achievement of this objective will be represented by a 90% average of positive feedback on professional development survey questions regarding availability of technology professional development in all sub-groups. i.e. certified, support, and building</b>			

Pattonville Technology Plan 2010-2013  
 Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 4. Provide the support necessary for all teachers to increase integration of technology into their instructional practice.</b>	7/1/10	6/28/13	G1 S2,S7
Strategy 1. Evaluate Instructional Technology Specialist duties and schedules to ensure maximum time for collaboration and training with teachers	7/1/10	6/28/13	
Strategy 2. School Improvement Plans will add or retain a Technology Integration component, as evidenced by curriculum creation, observation, certification completion, website creation, collaboration, reflection, etc.	7/1/10	6/28/13	
Strategy 3. Provide teachers with the tools and training needed to extend the classroom beyond the school day and the school building.	7/1/10	6/30/11	
Action Step 1. Provide convenient, safe and effective platforms for electronic teacher-student communications	7/1/10	6/30/11	
Action Step 2. Provide training and guidelines for electronic teacher-student communications to all teachers	7/1/10	12/31/10	
<b>Comments: Achievement of this objective will be represented by an 80% average of positive feedback on teacher technology survey questions regarding the level and quality of technology integration support.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

**Start Date**      **End Date**      **CSIP Align.**

**Goal - Governance**

<b>Objective 1. The district will implement technology-based systems to perform administrative functions in a timely and efficient manner.</b>	2/1/10	7/31/13	G1 S7
Strategy 1. Evaluate administrative functions yearly to determine appropriate hardware and software recommendations.	2/1/10	2/28/13	
Action Step 1. Review administrative functions annually to determine the need for additional administrative systems or upgrades to existing administrative systems.	2/1/10	2/26/10	
Action Step 2. Include additional systems or upgrades in the yearly Technology Services budget request.	2/1/10	2/26/10	
Strategy 2. Implement the Kronos electronic time keeping system and integrate with the Payroll system.	7/1/11	1/31/12	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/11	12/30/11	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	1/2/12	1/31/12	
Strategy 3. Provide a district-wide document imaging/archiving system.	1/3/11	7/31/12	
Action Step 1. Develop a needs document outlining the features most useful to the district and its stakeholders.	1/3/11	4/29/11	
Action Step 2. Select appropriate systems that will meet the needs of the district and its stakeholders.	5/2/11	12/30/11	
Action Step 3. Implement the selected systems in a way that will meet the needs of the district and its stakeholders.	2/1/12	2/28/12	
Action Step 4. Evaluate the effectiveness of the systems in meeting the needs of the district and its stakeholders.	7/2/12	7/31/12	
Strategy 4. Implement the financial management and payroll functions of the Integrated Financial and Administrative Solution (IFAS) system.	2/1/10	1/31/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders	2/1/10	7/1/10	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders	1/3/11	1/31/11	
Strategy 5. Implement the human resource management functions of the Integrated Financial and Administrative Solution (IFAS) system.	7/1/10	7/29/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/10	12/31/10	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	7/1/11	7/29/11	

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
Strategy 6. Evaluate and implement an instructional resource management system to share and secure district instructional resources, including print, media, and electronic.	7/1/11	7/31/13	
Action Step 1. Develop a needs document outlining the features most useful to the District and its stakeholders.	7/1/11	12/30/11	
Action Step 2. Select an appropriate system that will meet the needs of the District and its stakeholders.	1/2/12	6/29/12	
Action Step 3. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/2/12	12/31/12	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	7/1/13	7/31/13	
Strategy 7. Implement the AIMSweb assessment system to evaluate the academic progress of Pattonville students.	7/1/10	1/31/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/10	12/31/10	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	1/3/11	1/31/11	
Strategy 8. Implement the Pinnacle Analytics data warehouse system to analyze student information for academic purposes.	7/1/10	7/29/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/10	6/30/11	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	7/1/11	7/29/11	
Strategy 9. Implement PowerGrade 2.0 to enable standards based grading.	7/1/10	7/29/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/10	6/30/11	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	7/1/11	7/29/11	
Strategy 10. Implement the Video Insight video surveillance system in all school buildings	7/1/10	1/31/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/1/10	12/31/10	
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	1/3/11	1/31/11	
<b>Comments: Progress measure will be completion of each action step, 4% for each action step.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 2. Review and communicate all policies and policy changes relating to technology use and copyright in a timely manner.</b>	3/1/10	7/31/13	G3 S7
Strategy 1. Review the Electronic Communication Policy to determine necessary revisions on an annual basis.	3/1/10	7/31/13	
Action Step 1. Review the Electronic Communication Policy at the Spring Technology Committee meeting to determine necessary revisions.	3/1/10	4/30/10	
Action Step 2. Make the necessary revisions to Electronic Communication Policy	5/3/10	5/31/10	
Action Step 3. Obtain School Board approval.	6/1/10	6/30/10	
Action Step 4. Communicate revisions to the buildings prior to the upcoming school year.	7/1/10	7/30/10	
Strategy 2. Review the Copyright Policy and related documentation every three years to determine necessary revisions.	3/1/11	7/29/11	
Action Step 1. Review Copyright Policy every three years during the Spring Technology committee meeting to determine necessary revisions.	3/1/11	4/29/11	
Action Step 2. Make the necessary revisions to Copyright Policy.	5/2/11	5/31/11	
Action Step 3. Obtain School Board approval.	6/1/11	6/30/11	
Action Step 4. Communicate revisions to the buildings prior to the upcoming school year.	7/1/11	7/29/11	
Strategy 3. Evaluate and revise as needed the frequency of communication of the Electronic Communication and Copyright Policies to appropriate staff.	7/1/10	6/28/13	
<b>Comments: Achievement of this objective will be represented by completion of two tasks each year. A technology policy review during the Spring Technology Committee meeting and dissemination of technology policy changes during the summer.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

Start Date      End Date      CSIP Align.

**Goal - Parent and Community Involvement**

<b>Objective 1. Utilize technology to communicate with all District stakeholders (students, parents, staff, community) in a timely manner.</b>	3/1/10	6/28/13	G1 S5
Strategy 1. Maintain accurate contact information for all District stakeholders.			
Action Step 1. Develop and communicate data entry guidelines for district computer systems	7/1/10	6/28/13	
Action Step 2. Schools and departments will implement processes to ensure data entry guidelines are followed.	7/1/11	6/28/13	
Strategy 2. The district will evaluate all communication policies to include technology where appropriate (i.e. district web sites, teacher web sites, automatic phone/e-mail contact systems, etc.)	3/1/10	6/28/13	
Action Step 1. Annually review the role of technology in district communication policies and procedures.	3/1/10	4/30/10	
Action Step 2. Recommend systems as needed to improve the ability of the District to communicate with all stakeholders.	7/1/10	6/28/13	
Strategy 3. Improve the ability of all District stakeholders to access District policies and documentation.	1/3/11	2/28/11	
Action Step 1. Implement full text search capabilities for all online district policies and documentation.	1/3/11	2/28/11	
Strategy 4. Evaluate and implement a voice-over-ip telephone solution to enable more flexible and robust communications in district buildings.	1/3/12	1/31/13	
Action Step 1. Develop a needs document outlining the features most useful to the District and its stakeholders.	1/3/12	4/30/12	
Action Step 2. Select an appropriate system that will meet the needs of the District and its stakeholders.	5/2/12	7/2/12	
Action Step 3. Implement the selected system in a way that will meet the needs of the District and its stakeholders.	7/2/12	8/30/12	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the District and its stakeholders.	1/2/13	1/31/13	
Strategy 5. Improve SPAM filter capabilities to more accurately identify which messages should be blocked and which should be allowed	7/1/10	6/28/13	
Action Step 1. Review SPAM filter logs and statistics monthly.	7/1/10	6/28/13	
Action Step 2. Revise SPAM filter settings as needed.	7/1/10	6/28/13	
<b>Comments: The District will analyze logs of automated notification systems and spam filters as well as implementation timelines, Total Cost of Ownership and staff surveys for new systems to evaluate progress.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

Start Date      End Date      CSIP Align.

**Goal - Facilities, Support and Instructional Resources**

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 1. Provide pervasive educational technology resources to students and staff, both at school and at home</b>	4/1/10	6/28/13	G1 S7
Strategy 1. Develop and implement a plan to provide ubiquitous computing technology for all students and teachers.	4/1/10	6/28/13	
Action Step 1. Develop a plan to provide ubiquitous computing technology for all students and teachers.	4/1/10	7/30/10	
Action Step 2. Implement the plan as a pilot in multiple grade levels.	8/16/10	6/1/11	
Action Step 3. Review the results of the pilot and refine the plan as needed.	6/1/11	6/30/11	
Action Step 4. Implement the plan on a large scale as funds allow.	7/1/11	6/28/13	
Strategy 2. Develop and implement a plan to provide electronic textbooks and educational multimedia to students and teachers.	4/1/10	6/28/13	
Action Step 1. Develop a plan to provide electronic textbooks and educational multimedia to students and teachers.	4/1/10	7/30/10	
Action Step 2. Implement the plan as a pilot in multiple grade levels.	8/16/10	6/1/11	
Action Step 3. Review the results of the pilot and refine the plan as needed.	6/1/11	6/30/11	
Action Step 4. Implement the plan on a large scale as funds allow.	7/1/11	6/28/13	
Strategy 3. Develop and implement a plan to provide best practice educational technology resources in every classroom.	4/1/10	6/28/13	
Action Step 1. Develop a plan to provide best practice educational technology resources in every classroom.	4/1/10	7/30/10	
Action Step 2. Implement the plan as a pilot in multiple grade levels.	8/16/10	6/1/11	
Action Step 3. Review the results of the pilot and refine the plan as needed.	6/1/11	6/30/11	
Action Step 4. Implement the plan on a large scale as funds allow.	7/1/11	6/28/13	
<b>Comments: Achievement of this objective will be represented by an 80% average of positive feedback on staff and student technology survey questions regarding the availability of educational technology resources at school and home.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 2. Maintain sufficient network resources for the District to meet its mission, goals and objectives</b>			
	7/1/10	6/28/13	G3 S6
Strategy 1. Monitor district network usage and make improvements as needed to allow the use of effective educational technologies in the classroom.	7/1/10	6/28/13	
Strategy 2. Provide the necessary computer capacity and Internet bandwidth to conduct online end-of-course exams by 2011 and online MAP testing by 2012.	7/1/10	3/1/11	
Action Step 1. Evaluate the additional computer and bandwidth capacity needed to conduct online end-of-course exams by 2011 and online MAP testing by 2012	7/1/10	8/31/10	
Action Step 2. Develop a solution to meet the necessary requirements to conduct online end-of-course exams by 2011 and online MAP testing by 2012	9/1/10	12/31/10	
Action Step 3. Implement a solution to meet the necessary requirements to conduct online end-of-course exams by 2011 and online MAP testing by 2012	1/3/11	3/1/11	
Strategy 3. Monitor District Internet Content Filter and make adjustments as needed to allow the use of effective educational web sites in the classroom and prevent the accessing of inappropriate content.	7/1/10	6/28/13	
<b>Comments: Achievement of this objective will be represented by an 80% average of positive feedback on staff and student technology survey questions regarding the speed and quality of network resources.</b>			
<b>Objective 3. Maintain centralized selection and purchasing of educational technology resources to ensure district standards, inventory control, and copyright compliance.</b>			
	7/1/10	4/30/13	G3 S2
Strategy 1. Utilize a District approved educational technology resource catalog to communicate appropriate educational technology hardware, software and online resources for use in schools	7/1/10	4/30/13	
Action Step 1. Incorporate an educational technology resource review as a component of the curriculum materials adoption process.	7/1/10	7/30/10	
Action Step 2. Using the results of educational technology resource reviews, create an Educational Technology Resource Catalog.	8/2/10	11/30/10	
Action Step 3. Publish the Educational Technology Resource Catalog online and communicate its existence to all staff responsible for selecting, purchasing, installing or supporting educational technology.	12/1/10	12/31/10	
Action Step 4. Develop an online mechanism for district staff to submit questions, comments or requests regarding items in the catalog.	1/3/11	1/31/11	
Action Step 5. Annually review and update items in the Educational Technology Resource Catalog	3/1/11	4/29/11	
Strategy 2. Utilize line item funding and sinking funds accounts for major technology purchases.	1/3/11	3/29/13	
Action Step 1. Review the useful life of current educational technology resources annually.	1/3/11	3/30/11	
Action Step 2. Annually project the needed educational technology resource replacement cycle for the next five years.	1/3/11	3/30/11	
Action Step 3. Provide five year educational technology replacement projections to CFO annually.	1/3/11	3/30/11	
<b>Comments: Achievement will be represented by 90% or more of educational technology resources funded by district Technology Services budget versus building budgets.</b>			

Pattonville Technology Plan 2010-2013  
Objectives, Strategies and Action Steps

	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 4. Maintain the operation of critical technology systems in the event of a disaster.</b>	8/2/10	9/30/13	G3 S5
Strategy 1. Develop and implement a comprehensive Disaster Recovery Plan covering all aspects of Technology Services.	8/2/10	7/29/11	
Action Step 1. Define potential disaster scenarios and their impact on district systems. Prioritize the importance of each system to the operation of the District.	8/2/10	12/31/10	
Action Step 2. Develop and document procedures to enact for various disaster scenarios.	1/3/11	3/30/11	
Action Step 3. Purchase and install equipment necessary to implement disaster recovery procedures.	7/1/11	7/29/11	
Strategy 2. Test and revise the Disaster Recovery Plan annually.	7/1/11	9/30/13	
Action Step 1. Perform full scale tests of disaster recovery procedures each summer.	7/1/11	7/29/11	
Action Step 2. Review the effectiveness of disaster recovery procedures after each full scale test.	8/1/11	8/30/11	
Action Step 3. Revise Disaster Recovery Plan as needed to address issues uncovered during yearly testing.	9/1/11	9/30/11	
Strategy 3. Ensure each Technology Services position has more than one person with the training, experience and authorizations necessary to perform the mission critical tasks of that position.	8/2/10	7/31/13	
Action Step 1. Define the mission critical tasks of each Technology Services position.	8/2/10	12/31/10	
Action Step 2. Assign backup roles for each position to at least one staff member.	1/3/11	3/30/11	
Action Step 3. Train mission critical backup staff and provide necessary authorizations.	4/1/11	6/30/11	
Action Step 4. Annually provide time for mission critical backup staff to perform their assigned tasks.	7/1/11	7/29/11	
<b>Comments: Progress measure will be completion of each action step, 10% for each action step</b>			

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	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 5. Provide the staff and resources necessary to ensure the daily and effective use of technology to support District mission, goals and objectives.</b>	7/1/10	6/28/13	G1 S7
Strategy 1. Establish and implement staffing guidelines for the ratio of technology equipment supported by a single technical support staff member.	8/2/10	6/28/13	
Action Step 1. Form a committee to establish technology support ratios and guidelines.	8/2/10	8/31/10	
Action Step 2. Develop technology support ratios and guidelines.	9/1/10	10/29/10	
Action Step 3. Obtain approval for technology support ratios and guidelines.	11/1/10	12/31/10	
Action Step 4. Adjust Technology Services staff assignments and quantities to meet technology support ratios and guidelines.	1/3/11	6/28/13	
Strategy 2. Establish and implement staffing guidelines for the ratio of technology users supported by a single technical user support specialist or Instructional Technology Specialist.	1/3/11	6/28/13	
Action Step 1. Form a committee to establish technology user support ratios and guidelines.	1/3/11	1/31/11	
Action Step 2. Develop technology user support ratios and guidelines.	2/1/11	3/30/11	
Action Step 3. Obtain approval for technology user support ratios and guidelines.	4/1/11	4/29/11	
Action Step 4. Adjust Technology Services and Instructional Technology Specialist staff assignments and quantities to meet technology user support ratios and guidelines.	5/2/11	6/28/13	
Strategy 3. Evaluate and implement technology systems to increase technical support efficiency and communication (ie. helpdesk, knowledgebase, remote access, workorder systems.)	7/1/11	1/31/13	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	7/1/11	12/30/11	
Action Step 2. Select appropriate systems that will meet the needs of the department and its stakeholders.	1/2/12	3/30/12	
Action Step 3. Implement the selected systems in a way that will meet the needs of the department and its stakeholders.	7/2/12	8/31/12	
Action Step 4. Evaluate the effectiveness of the systems in meeting the needs of the department and its stakeholders.	1/1/13	1/31/13	
Strategy 4. Maintain current self-servicing certification status for district owned hardware and explore new opportunities for self-servicing certifications for district owned hardware (i.e. Apple, Xerox, Promethean, etc.)	7/1/10	6/28/13	
<b>Comments: Achievement of this objective will be represented by a 95% average of positive feedback on staff and student technology survey questions regarding the level and quality of technology support</b>			

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	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
<b>Objective 6. Utilize technology to create highly-functioning departments that support the management and activities of the district.</b>	10/1/09	1/31/14	G3 S2
Strategy 1. Provide more timely access to bus recordings, specifically, the secure distribution of recordings to principal and other appropriate staff.	10/3/11	1/30/13	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	10/3/11	12/30/11	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	1/2/12	6/29/12	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	7/2/12	8/31/12	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/1/13	1/30/13	
Strategy 2. Evaluate and implement a new printshop management system.	10/1/10	1/31/12	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	10/1/10	12/31/10	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	1/3/11	6/30/11	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	7/1/11	12/30/11	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/2/12	1/31/12	
Strategy 3. Evaluate and implement a new food service management system.	4/1/10	6/30/11	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	4/1/10	6/30/10	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	7/1/10	10/29/10	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	11/1/10	12/31/10	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	6/1/11	6/30/11	
Strategy 4. Implement the Library.Solution library management system to provide access to district library resources.	2/1/10	1/31/11	
Action Step 1. Implement the selected system in a way that will meet the needs of the department and its stakeholders	2/1/10	3/30/10	

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	<u>Start Date</u>	<u>End Date</u>	<u>CSIP Align.</u>
Action Step 2. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders	1/3/11	1/31/11	
Strategy 5. Evaluate and implement a new technology asset management system.	10/1/12	1/31/14	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	10/1/12	12/31/12	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	1/1/13	1/31/13	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	2/1/13	6/28/13	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/1/14	1/31/14	
Strategy 6. Evaluate and implement a new technology workorder management system.	10/1/12	1/31/14	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	10/1/12	12/31/12	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	1/1/13	1/31/13	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	2/1/13	6/28/13	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/1/14	1/31/14	
Strategy 7. Evaluate and implement a new technology staff development management system.	1/3/11	1/31/12	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	1/3/11	2/28/11	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	3/1/11	3/30/11	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	4/1/11	6/28/11	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/2/12	1/31/12	
Strategy 8. Evaluate and implement a new substitute teacher management system.	10/1/09	1/31/11	
Action Step 1. Develop a needs document outlining the features most useful to the department and its stakeholders.	10/1/09	1/29/10	
Action Step 2. Select an appropriate system that will meet the needs of the department and its stakeholders.	3/1/10	6/28/10	
Action Step 3. Implement the selected system in a way that will meet the needs of the department and its stakeholders.	7/1/10	8/13/10	
Action Step 4. Evaluate the effectiveness of the system in meeting the needs of the department and its stakeholders.	1/3/11	1/31/11	
<b>Comments: Progress measure will be completion of each action step, 3.3% for each action step</b>			