

Pine Hill Public Schools

Technology Plan

July 1, 2013 through June 30, 2016

Three-Year Local School District/Charter School
Technology Plan
July 1, 2013 through June 30, 2016
Pine Hill Public School District

**NJ Department of Education
District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist**

DIRECTIONS: Place a check in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	Not req'd E-Rate
DATE: Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx) Tech Plan creation date: March 28, 2013	1	

DIRECTIONS:

- Answers to questions regarding e-rate compliance:
http://www.usac.org/_res/documents/sl/pdf/handouts/TechPlan_QuestionsToConsider.pdf
- Address the numbered items below in a separate District/Nonpublic School/Charter School educational technology plan document.
- Indicate in the *PAGE #* column, the page number where the corresponding information is found.
- For purposes of this document, "educators" are defined as school staff who teach children, including librarians and media specialists.
- Sample table templates are provided (see links embedded in this document) to assist in the development of the educational technology plan. Please use these table templates unless information is already in a digital form.

	Indicate in the unshaded spaces the page number where the corresponding information is found	
Inventory Sample Table	Req'd by E-Rate	Not req'd by E-Rate
TECHNOLOGY INVENTORY: 1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance <u>for 12 months of the e-rate funded year</u> , such as the following areas: a) Technology equipment including assistive technologies b) Networking capacity c) Filtering method d) Software used for curricular support and filtering e) Technology maintenance and support f) Telecommunications equipment and services g) Other services NOTE: If this plan is intended to be used for three years of E-Rate funding, provide anticipated inventory information for all three years. See Inventory Sample Table. Definitions of items eligible for e-rate discounts: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/default.aspx	6	
NEEDS ASSESSMENT: 2. Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.	8	

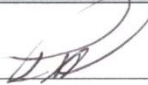
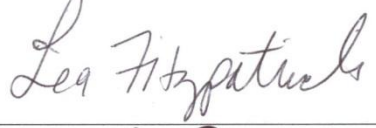


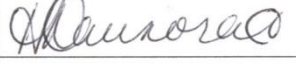



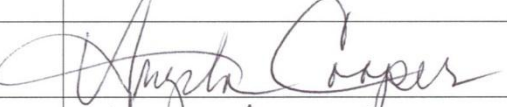
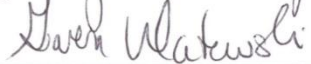
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	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
THREE-YEAR GOALS: 3. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21 st century learning communities. E-Rate requirements: www.ecfr.gov	9	
THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE: Implementation Activity Sample Table 4. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. <ol style="list-style-type: none"> a. telecommunications, b. information technology, c. educational technology (including assistive technologies), and d. student technology readiness in preparation for online testing in 2014-2015. 	10	
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		11
PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table 5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. <i>Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</i> Describe the planned professional development strategies by addressing each of the following questions: <ol style="list-style-type: none"> a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center? b) What professional development opportunities, resources and support (online or in person) exist for technical staff? c) How will professional development be provided to educators on the application of assistive technologies to support educating all students? 	13	
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EVALUATION PLAN: Evaluation Plan Sample Table 6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.	14	
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.	15	

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FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table 8. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.		16
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Stakeholder Table		
Title	Name	Signature
Superintendent	Ken Koczur	
Curriculum Coordinator / Assistant Superintendent	Lea Fitzpatrick	
Principal	Dan Schuster	
Supervisor of Guidance	Elisa Di Lolle	
Academic Supervisor	Heidi Daunoras	
Director of Technology	Kevin McFadden	
Special Education Teacher	Glenn Davis	
Library Media Specialist	Sharon Nadelbach	
Board Member	Angela Cooper	
Parent	Gwen Ulatowski	

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Mission Statement

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning. Additionally, it is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Our district believes:

- The school of tomorrow will not be bound by walls or limited to a standard school day
- The community of tomorrow will be one of continuous learning
- Information and communication are essential tools for the process of improving our curriculum
- Using technology ethically and appropriately, students can control their own learning by communicating with professionals and students from around the world
- With increasing global information, students must be able to scrutinize for information validity
- The role of the educator must change to model effective technology use and to provide direction and motivation
- Effective student assessment is an integral part of strong teaching methods, technology is central in providing this information to our educators

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1. Inventory Table

Describe the technology inventory needed to improve student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance for 12 months of the e-rate funded year. If this plan is intended to be used for three years of E-Rate funding, provide anticipated inventory information for all three years.

Three-Year Educational Technology Plan Inventory Table			
Area of Need	Describe for erate funded year 1 2013-2014	Describe for erate funded year 2 2014-2015	Describe for erate funded year 3 2015-2016
Technology Equipment including assistive technologies	Maintain existing inventory of desktops computers, assistive tech. as requested by CST.	Maintain existing inventory of desktops. Add PARCC approved devices to accommodate anticipated test taker counts, assistive tech. as requested by CST.	Maintain existing inventory of desktops. Add PARCC approved devices, assistive tech. as requested by CST.
Networking Capacity	Increase bandwidth, WAN to 900Mb and Internet to 50Mb allowing for PARCC preparation. Install WiFi AP's district-wide.	Increase bandwidth, WAN to 1Gb and Internet to 100+Mb allowing for PARCC requirements and many simultaneous Internet connections.	Make appropriate adjustments to bandwidth where necessary based on prior year experiences.
Filtering Method	Evaluate and upgrade filtering device if necessary as current device may not handle WiFi growth.	Maintain existing device.	Maintain existing device.
Software used for curricular support and filtering	Office Suite, Follett Destiny, EDGE filtering, Renaissance Reading / Math, Envisions Math, Think Central, Education City, Naviance, Typing Pal	Office Suite, Follett Destiny, EDGE filtering, Renaissance Reading / Math, Envisions Math, Think Central, Education City, Naviance, Typing Pal	Office Suite, Follett Destiny, EDGE filtering, Renaissance Reading / Math, Envisions Math, Think Central, Education City, Naviance, Typing Pal
Technical Support and maintenance	Shared technicians between schools and shared service engineering hours are purchased. Hardware warranties.	Shared technicians between schools and shared service engineering hours are purchased. Hardware warranties.	Shared technicians between schools and shared service engineering hours are purchased. Hardware warranties.

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Telecommunications equipment and services	Maintain existing system.	Upgrade to VoIP phone system, allowing better communication home to school as well as intradistrict.	Maintain existing system.
Other Services:	Edline/EGP parent web portal, SMARTS SIS.	Replace SIS to combine parent portal and typical SIS functionality.	Maintain new SIS.

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2. Needs Assessment

Describe the needs assessment process that was used to identify the necessary telecommunication services.

The needs assessment for educational technology is part of the ongoing monitoring and management of the district technology resources by the technology staff and district administration. Annually, technology purchases are prioritized as part of the budget planning process and defined technology goals and objectives. During the development of this Technology Plan, the District Technology Committee reviewed the current status of district technology, discussed the existing educational goals of the district, prioritized the technology needs and established the new three year technology goals and objectives.

The primary sources of information used to facilitate this assessment were; Staff Surveys, Power Walkthroughs, and the PARCC Readiness Tool Network Monitor Indicators. Extrapolating from these assessments, the committee determined that:

- The network infrastructure and telecommunications system would benefit from a bandwidth upgrade. The district currently uses 90+% of its Internet bandwidth and frequently maxes out for 2-3 hours during the instructional day. The legacy phone system is in its 11th year and service costs continue to increase and functionality is limited. The district could benefit both from a financial and functional perspective by upgrading to a new phone system. Upgrading to a VoIP system would necessitate a bandwidth upgrade alluded to above.
- There exists a strong desire by staff to simplify the usage of and increase the capabilities of the school to home communication process. Current procedures require staff to maintain 3 to 4 systems when communication student progress to parents (SMARTS, EasyGrade, Edline Web Portal).
- The Power Walkthrough and Staff Surveys indicated a need for professional development related to utilizing technology in the classroom seamlessly and transparently that would lead to the development of strategies for improving academic achievement and teacher effectiveness and to the integration of technology effectively into curriculum and instruction.

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3. THREE-YEAR GOALS:

List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities.

The September Staff Self-Assessment survey indicates a need for: Professional development of teachers and administrators thorough PLC schedules in data decision-making and formative assessments.

Goal 1: PLC's and staff meetings will include teacher mini-workshops that will focus specifically on strategies on how to transparently use educational technology throughout a lesson (examples: functions of various technology tools, classroom management, student device scheduling, student expectation rubrics).

The February snapshot of the PARCC readiness survey tool indicates a need for: An increase in data bandwidth between schools as well as an increase in data bandwidth to the Internet, and an increase in test-taking devices (desktops, laptop, and tablets).

Goal 2: Networking capacity will be increased between schools (to 900 Mb) and to the Internet (to 50 Mb) and will incorporate all necessary filtering. This will simultaneously support all students, teachers, and administrators without interruption or delay when using the network and will be procured and installed by September 1, 2013.

Goal 3: Students, staff, and administrators will have access to technology resources in all learning environments. These resources will be available in all instructional areas as well as home via cloud-based services and storage.

The September Staff Self-Assessment survey indicates a need for: A more streamlined approach to systems integration of school district managed services and moving to cloud-based services where appropriate, thereby facilitating an improved school to home communication environment.

Goal 4: The district will maintain and enhance the technology infrastructure and services as a secure and cost effective means of accessing and communicating information. The district will begin researching a new Student Information System as well as a more readily available solution to document storage (cloud-based), and implement a district-wide wireless solution.

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4. Three-Year Implementation Activity Table

Strategies and activities that relate to the district, nonpublic or charter school's goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the THREE-YEAR GOALS section of this checklist, use corresponding numbers in the table below. The use of this table is optional and is provided as a convenience.

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Goal 1.	Increase teacher directed technology in the classroom through PCL strategies. Staff development and collaboration opportunities focusing on technology will be offered.	Annually	Curric. Coord., Principals, PD Committee	Schedules, Attendance records
	Supervision and evaluation practices will address the effective use of technology.	Annually	Curric. Coord., Principals, Staff	Evaluation records
	Develop assessment strategies for determining the effectiveness of staff training.	2014-15	Curric. Coord., Principals, PD Committee, Staff	Surveys, Evaluation records
	Technical resources will be maintained to offer timely support.	Ongoing	Tech. Dir.	Tech. staff records, Maint. agreements
	All district staff will abide by the district standards and policies.	Ongoing	BOE, Supt. Curric. Coord., Principals	District policies, AUP
Goal 2.	PARCC -Increase Internet and WAN bandwidth: 2013-2014 to 50Mb and 900Mb 2014-2015 to 100Mb+ and 1Gb	2013-14 2014-15	Tech. Dir.	eRate procurement documents
Goal 3.	Greater access to technology in all learning environments. Identify cloud-based services to replace in-house services where financially feasible.	Ongoing	Curric. Coord., Tech. Dir.	Tech Committee minutes
	Implement and train staff, students where necessary.	Ongoing as needed	PD Committee, Curric. Coord., Tech. Dir.	Schedules, Attendance records

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Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Goal 4.	The District will maintain and enhance the technology infrastructure as a secure and cost effective means of accessing and communication information. Implement a district-wide cloud-based wireless solution.	2013-14	Tech. Dir.	Inventories, Purchasing records, Service agreements
	Replace district phone system fault tolerant unified VoIP communications system.	2014-15	Tech. Dir., Facilities Supervisor.	Inventories, Purchasing records, Service agreements
	Replace existing SIS with full featured web-based system.	2014-15	Search Committee, Tech Dir.	Inventories, Purchasing records, Service agreements

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5. Professional Development Strategies

Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.

- a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?*
- b) What professional development opportunities, resources and support (online or in person) exist for technical staff?*
- c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?*

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Educators' Proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned	Support
Ongoing Training and Support for Renaissance STAR Reading, STAR Math, and Accelerated Reader Programs	District trainers are available to provide Renaissance staff training and support within planned professional development sessions.	Turnkey trainers will be allowed release time to attend and maintain up-to-date training in the use and application of programs. Staff PLC and professional development calendar days will provide time for training and support, as well as peer to peer training.
Integration of web-based student technology tools such a Remind101, Prezi, Schoology, Online Textbook Programs, etc. in support of instructional programs.	Teacher trainers are available to provide peer to peer web tool training and support within planned professional development throughout the year.	Staff PLC and professional development calendar days will provide time for training and support, as well as peer to peer training.
Utilization of teacher support tools such as Edline, OnCourse Lesson Planning, and Web Based Teacher Resources.	Teacher trainers are available to provide peer to peer training and support within planned professional development throughout the year.	Staff PLC and professional development calendar days will provide time for training and support, as well as peer to peer training.
Use and application of current SIS, transitioning to new SIS	Ongoing district wide training provided to all staff including administrative and support staff. Training to be provided by both SIS and staff turnkey trainers as we transition to new SIS.	Scheduled Professional Development provided to staff in a multi-step training process, beginning with key administrative, support, and turnkey personnel. Release time provided for turnkey instructional staff as necessary to provide comprehensive training.
Ongoing support for use of SmartBoard technology and responders in instruction	Turnkey trainers are available to provide peer to peer training and support within planned professional development throughout the year.	Staff PLC and professional development calendar days will provide time for training and support, as well as peer to peer training. Turnkey trainers will be allowed release time to attend and maintain up-to-date training in the use and application of programs.
Use and application of tablet technology in instruction and formal assessment.	Ongoing district wide training provided to all staff including administrative and support staff. Turnkey trainers utilized for ongoing training and support.	Scheduled Professional Development provided to staff in a multi-step training process, beginning with key administrative, support, and turnkey personnel. Release time provided for turnkey instructional staff as necessary to provide comprehensive training. Staff PLC and professional development calendar days will provide time for training and support, as well as peer to peer training. Turnkey trainers will be allowed release time to attend and maintain up-to-date training in the use and application of programs.

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6. Evaluation Plan

The evaluation narrative must include how telecommunications services, hardware, software and other services will improve education. Telecommunications services are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. The services MUST be provided by an eligible Telecommunications Service Provider. Examples of Telecommunications Services for E-Rate include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services. The burden of proof for any federal inquiry lies with the district, and they should be able to support their process with methodology and documentation.

Educational Technology Plan Evaluation Narrative	
Describe the process to regularly evaluate how...	
<i>a. Telecommunication services, hardware, software and other services are improving education.</i>	Ongoing analysis of student assessments including grade level benchmark testing and NJASK/PARCC. Reported yearly progress indicators for district and school level Student Growth Objectives. Professional Development Staff Survey Analysis. Network bandwidth utilization monitoring.
<i>b. Effective integration of technology is enabling students to meet challenging state academic standards.</i>	Ongoing analysis of student assessments including grade level benchmark testing and NJASK/PARCC. Reported yearly progress indicators for district and school level Student Growth Objectives. Professional Development Staff Survey Analysis.
<i>c. The LEA is meeting the identified goals in the educational technology plan.</i>	Ongoing analysis of student assessments including grade level benchmark testing and NJASK/PARCC. Reported yearly progress indicators for district and school level Student Growth Objectives. Professional Development Staff Survey Analysis.

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7. Evaluation Plan

Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.

The District Technology Plan must be viewed as a plan for systematic changes. The progression from where we are, to where we want to be, will undergo a constant review. Built into the review process will be an established procedure that shares the entire technology plan with the staff and affords them the opportunity to react to any and all aspects of the plan. Each grade level will be asked for feedback regarding activities conducted that year. The administration will review the staff input regarding these activities and evaluate the district's progress.

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|-------------------|--|
| July – Annually: | Funding will be assessed for prioritization of the technology expenditures planned for the school year. |
| Sept – Annually: | The staff will be informed of the technology activities planned for the school year. |
| April – Annually: | The administration will solicit staff input, evaluate the District's progress and, if necessary, adjust the technology plan accordingly. |
| July – Annually: | PARCC Readiness Survey will be completed. |
| June – Annually: | NJSMART Student data transmission will report on the technology proficiency of the district's 8 th grade. |

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8. Funding Plan Table

Complete this table to indicate the funding source of anticipated costs of technologies to ensure that students have access to technology. The use of this table is optional and is provided as a convenience.

Three-Year Educational Technology Plan Anticipated Funding Table (First Year)					
ITEM	DESCRIPTION OF ITEM TO BE PURCHASED	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Digital curricula	Education City, Follett, Think Central, Typing Pal, Renaissance Learning, Envisions Math, Type to Learn, KidPix 3d		8000.	7900.	
Print media needed to achieve goals	Documentation, Instruction manuals, Ink toner		25000.	20500.	
Technology Equipment	Servers, Backup drive, SMART Boards,		25000.	20000.	5000.
Network	WiFi Equipment, Switches, VoIP phone system		45000.	45000.	Five year lease
Capacity	WAN, Internet portal	49900.	11824	8000.	
Filtering	SecureSchool Appliance or replacement	3000.	500.	500.	
Software	Office Suite, Adobe Creative Suite, BackUp Exec.		17000.	15000.	
Maintenance	Hardware, Software, Network support contracts		23000.	20900.	
Upgrades	Hardware, software upgrades		18000.	13900.	
Policy and Plans	South Jersey Technology Partnership		2500.	1500.	
Other services	Edline Web Portal, Naviance, eMail, SMARTS, Global Connect, Training	9720.	7280.	5000.	