

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IXI **DATE:** May 1, 2019

TOPIC/TITLE: District Technology Plan

PRESENTER: Bob Gibson

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☐ ACTION REQUESTED AT THIS MEETING
☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
☐ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

Kentucky Schools are required through state regulations to have a technology plan.

SUMMARY OF MAJOR ELEMENTS:

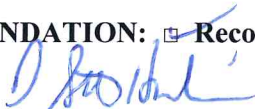
The Woodford County Technology Plan spans three years and is updated each year with new budget projections. The budgeting includes operating costs for data, phones, wide area network service, infrastructure upgrades and instructional hardware.

IMPACT ON RESOURCES: Planning Document

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended

☐ Not Recommended





Technology Plan
Woodford County
Versailles, Kentucky

WOODFORD COUNTY
PUBLIC SCHOOLS



Where Great Minds Meet

<http://www.woodfordschools.org>

Creation Date: May 15th, 2017
Plan Start Date: July 1st, 2017
Plan Expiration Date: June 30th, 2020
Updated: Year 2 Revised May, 2019

Acknowledgments

District Technology Staff

Bob Gibson – District Technology Coordinator
James Tuttle – Network Administrator
Liz Pitcher – Technology Resource Coordinator
Cheryl Thompson – Elementary Technician
Holly Tincher – Elementary Technician
Clayton Pack – WCMS Technician
Debbie Watson – WCHS Technician

School Technology Coordinators

Candy Luttrell – Southside Elementary
Mindy Logan – Simmons Elementary
Dena Beck – Hunteertown Elementary
Melinda Caldwell – Northside Elementary
Mona Romine - WCHS

School Library Media Specialists

Dena Beck – Hunteertown Elementary
Melinda Caldwell – Northside Elementary
Mindy Logan – Simmons Elementary
Candy Luttrell – Southside Elementary

Technology Integration Specialist

Meghan Bottom – All 4 Elementary Schools
Sandy Adams – WCMS and WCHS

Additional District Contributors

Scott Hawkins – Superintendent
Jimmy Brehm – Chief Academic Officer
Martha Jones – Student Achievement Coordinator
Misty Higgins – Programs Director
Tracey Francis – Special Education Director
Garet Wells – DPP
Amy Smith – Chief Financial Officer
Ambrose Wilson – Board Chair Person
Dani Bradley – Board Member
Allison Richardson – Board Member
Debby Edelen – Board Member
Sherri Springate – Board Member
School Principals

Students

Joshua Zeefe – WCHS
Bryan Rodriguez – WCHS
Madi O'Daniel – WCHS
Lyric Blackford – WCHS
Hayden Wells – WCMS
Lillian Mullins – WCHS
Sophie Lester – WCMS
Germayoni Pecina – WCMS
Andrew Garcia – WCHS
Pedro Ruvalcaba – WCHS
James Chavez - WCHS

Other

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Executive Summary

The Woodford County Schools Technology Plan is designed to address the needs of our district both operationally and instructionally. This includes addressing infrastructure, communication, workflows, instructional integration and the preparation of our students to be 21st Century Digital Learners & Citizens. The plan includes maintaining current systems while preparing for the future by looking at technology trends and pooling our resources in areas that can have the greatest impact on student success. Progress on district goals is reported to the Superintendent on a weekly basis and to the Board of Education as requested.

Planning Process / Methodology

Development

During the past year, administrators, teachers, media specialists, and students from our district have met regularly to evaluate our district and schools' technology needs. This includes feedback from the Superintendent's Cabinet, School Technology Committees, Technology Department Cabinet, and Superintendent's Student Council. The feedback from these meetings resulted in the creation/revision of the goals in this plan.

Implementation

Our entire district administration, school level administration and technology staffs share in the responsibility of implementing the elements included in this plan. Each year the schools develop priority lists in conjunction with district goals and we utilize funding to meet those priorities. It is key that schools work to leverage funding outside of KETS, which can include grants, Section 6 funds, Title I, PTO and facilities. This structure allows us to maintain technology resources, as well as, expand where needed.

Evaluation

All school leaders share a responsibility in the evaluation of the plan; however, district technology leadership evaluates the progression of goals and projects on a weekly basis. An evaluation section is included in this plan to help evaluate progress toward goals and to gather feedback from constituents. We will continue to utilize our existing committee structures to gather information from teachers, students & parents district wide.

Current Technology and Resources (Updated 4/17/2019)

| | |
|---|------|
| # of Instructional Devices (iPads, Chromebooks, and Computers) for students | 4572 |
| # of Instructional Devices (iPads, Chromebooks, and Computers) for staff | 673 |
| Number of Schools Connected via Fiber WAN | 100% |
| % of LAN ports switched 1GB or above | 100% |
| % of classrooms, offices, schools connected via phone system | 100% |
| % of intelligent classrooms (display and sound) | 100% |
| # SIS Clerks and SIS District Coordinator | 7 |
| # of School Based Technology Staff | 4 |
| Network Administrator | 1 |
| CIO | 1 |
| Curriculum and Administrative Assistant | 1 |
| TIS | 2 |
| # of Servers | 21 |
| # of Servers End of Life | 5 |
| # of Schools with High Capacity Wireless | 7 |
| # of Schools with 100% wireless coverage | 7 |
| | |

Curriculum and Instructional Integration Goals

Goal 1

Maintain the 1:1 device program at Woodford County High School and Woodford County Middle School and continue the device access at the elementary level.

Action Plan: Projects/Activities

| Project/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|--|--|-----------------------------|------------------------|--|--|
| Sustain and maintain the 1:1 device program at WCHS and WCMS | Increased student access to content, collaboration among teachers and peers, better formative assessment data. | Technology Readiness Survey | July 2017 to June 2020 | CIO, WCHS Principal, WCMS Principal Technology Staff, District Administrative Staff | General Fund Student Instructional Fees Student Insurance Fees |
| Maintain number of mobile computing devices in K-5. | Increased student access to content, collaboration among teachers and peers, better formative assessment data. | Technology Readiness Survey | July 2017 to June 2020 | CIO, District Technology Staff, School Principal | KETS School Funds PTO Title 1 |

Goal 2

Expand teachers utilization of a classroom website and/or Learning Management System (LMS) district wide.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|---|---------------------------------|-----------------------|---|----------------------|
| Present teachers with quality websites and/or LMS solutions to establish a digital classroom and/or presence. | Instructional collaboration by students, parents, and teachers in all academic areas. | LMS and/or Website Usage Charts | July 2017 – June 2020 | CIO, Network Admin, TIS, Technical Staff, District Teachers | General Fund KETS |

Goal 3

Implement and maintain a mobile internet access solution at home for qualified students (free/reduced lunch).

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|---------------------------------|-----------------------|--|----------------------|
| Check out through WCMS and WCHS libraries mobile service hot spots connected to our network on daily basis to qualified students. | Continuation of instruction at home for students without Internet access on their own. This allows instructional collaboration by students, parents, and teachers in all academic areas. | LMS and/or Website Usage Charts | July 2017 – June 2020 | CIO, Network Admin, TIS, Technical Staff, Teachers, and WCHS and WCMS Librarians | General Fund KETS |

Curriculum and Instructional Integration Goals – Evaluation

One of our main goals is to put technology into the hands of students and teachers as an instructional and learning tool. A major goal is to maintain the 1:1 student to computer ratio at our high school and middle school then create the same ratio for grades 2 through 5 in our elementary schools. This initiative is designed to increase student access to content and educational resources, collaboration among teachers and students, utilization of quality formative assessments and data, and finally increase the 21st Century digital learning skills of our students. These goals are dependent upon funding, but the general goals of creating a 21st century curriculum and learning environment will be established through this process. The 21st Century curriculum and learning environment centers on students having greater control of the time, place, and pace of learning. The 1 to 1 initiative will be used to innovate and individualize the student learning experience so that each students' needs are met to maximize growth and achievement.

Data analysis and results will be reviewed focusing on narrowing our achievement gaps.

Student Technology Literacy Skills

Goal 1

Continue student technology literacy instruction to create responsible digital citizens.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|---|-----------------------|---------------------------------------|----------------|
| Continue implementation of current technology literacy skills into K-12 instruction. | Students will demonstrate technology literacy skills through the creation of digital products. | Evaluation by teachers of the digital products created by students. | July 2017 – June 2020 | Teachers, CIO, TIS, Principal | N/A |
| Students will complete middle school DDL in 5 th grade and high school DDL in 8 th grade. | Create responsible digital citizens. | Student successful completion of DDL. | July 2017 – June 2020 | TIS, CIO, Media Specialist, Principal | N/A |

Student Technology Literacy Goals – Evaluation

Student proficiency will be evaluated during library rotation courses (elementary) for digital literacy and operational skills, as well as, internet safety and responsible usage through the DDL at grades 5 and 8.

Staff Training/Professional Development Goals

Goal 1

Conduct professional development for teachers covering a variety of technology/instructional topics and tools.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|--|--|-----------------------------|-----------------------|-----------------------|--|
| Host Professional Development trainings for teachers in individual and small group sessions. | Increase teacher capacity for creating interactive instructional activities. | TIS Schedule of PD sessions | July 2017 – June 2020 | CIO and TIS | Technology Department Fund General Fund |

Goal 2

Provide parent resources through district website to raise digital awareness.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|--|--------------------------------------|---|----------------------|----------------------------------|----------------|
| Post and promote parent resources on district website. | Raise digital awareness for parents. | Digital responsibility displayed by students. | July 2017- June 2020 | CIO, TIS, Technology Department. | N/A |

Staff Training/Professional Development Goals – Evaluation

We will offer individual, whole faculty, and small group staff trainings and professional development sessions based on identified needs. Professional development sessions will have a sign in sheet to document attendance. Surveys will be provided to evaluate the effectiveness of the professional development sessions and to allow participants to identify needs for future sessions.

Technology Goals

Goal 1

Maintain 100% of district's instructional classrooms with an intelligent design, including a minimum of a display device and enhanced sound.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|---|-----------------------|---------------------------------|------------------------------|
| Update Intelligent Classrooms as needed | Increased interactivity, use of web resources in class, better presentation quality. | Tech Readiness Survey, Inventory, Teacher/Tech Survey | July 2017 – June 2020 | CIO/Technical Staff/Maintenance | KETS/Facilities/School Funds |

Goal 2

Maintain current technology and continue to replace approximately 20% of all core instructional workstations each year based on age and functionality.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|---------------------------------------|-----------------------|--------------------------------------|---|
| Replacement of approximately 1/5 of the student and teacher-based computers per year. Maintain mobile instructional solutions for Teachers. | Responsive technology that meets minimum KETS standards for instruction. Creation of Digital Learners. | Tech Readiness Survey, Order History. | July 2017 – June 2020 | CIO/Technical Staff/School Principal | KETS RFP School Funds PTO Title I |

Goal 3

Update and upgrade district and school network infrastructure and maintain high capacity classroom wireless access at each school.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|----------------------|-----------------------|-----------------------|-----------------------------------|
| Maintain all switches to a minimum of 1GB/s with 10 GB/s uplinks. | Responsive and faster desktop access for instructional | Port Speed analysis. | July 2017 – June 2020 | CIO/Technical Staff | KETS/Local Funds/Facilities/ERATE |

| | | | | | |
|---|---|--|-----------------------|----------------------------|-----------------------|
| | applications & work flow | | | | |
| Maintain sufficient POE switching and wireless access points to maintain high capacity wireless access to all classrooms. | Mobile computing initiatives require wireless access, increased access for students and teachers will have a direct impact on instructional outcomes. | Technology Readiness Survey, Order History, Survey | July 2017 – June 2020 | CIO/Technical Staff/Vendor | KETS/ERATE/Facilities |

Goal 4

Maintain the high-speed 10 GB/s Wide-Area Network connections to all schools.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|-----------|--|---|-----------------------|
| Bid and award new 5-year WAN contract for fiber connectivity as a leased service. | Crucial to access all digital resources, instructional and administrative. | Contract | July 2017– June 2020 Current contract expires 6-30-2019 | CIO/Technical Staff/District Administrators | General Fund ERATE |

Goal 5

Maintain the mobile and digital phone systems.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|--|---|---------------|-----------------------|---------------------------------|-----------------------|
| Continue and maintain MTM & Tariff based contracts for mobile & Inter/Intralata Phone service. | Required for administrative communication to run school system & for communicating with parents and students. | Monthly Bills | July 2017 – June 2020 | CIO/CFO/District Administrators | General Fund ERATE |

Goal 6

Maintain webhosting service and mass notification system to create quality stakeholder communication tools that are user-friendly for the district and each school.

Action Plan: Strategies/Activities

| Strategy/Activity | Instructional Outcome | Indicator | Timeline | Person(s) Responsible | Funding Source |
|---|--|-----------|-----------------------|---------------------------------|------------------------|
| Install and maintain webhosting service after awarding bid. | Communication between all stakeholders | Contract | July 2017 – June 2020 | CIO/CFO/District Administrators | General Fund ERATE |
| Utilize a mass communication telephone/texting/emailing service to communicate with stakeholders. | Increased communication between all stakeholders | Contract | July 2017- June 2020 | CIO/CFO/District Administrators | General Funds ERATE |

Technology Goals – Evaluation

The vision and goals that we have set revolve around creating a connected community of learners. This requires connected classrooms, functional high-speed computers and high-speed network access. Only in this way will technology be used as a tool in the classroom and produce students with 21st Century Technology Skills. We will use our Digital Readiness Survey and inventories to track these areas. Many of our overarching goals are budget dependent and that has been noted. We will continue to adjust our plan as priorities and technologies change. We will keep our leadership and school board updated on a regular basis.

Budget Summary

Note: Budget below is for each school year July 1st, 2017 through June 30th, 2020

| Acquired Technologies and Professional Development | GENERAL FUND | KETS/E-Rate | Other (Specify) |
|---|------------------|------------------|---|
| Local/Long Distance Telephone | \$30,000 | | |
| Mobile Phone and Data Plan Service | \$20,000 | | Program Budgets |
| MiFi Data Plan for Students and Staff | \$18,000 | | |
| Leased Fiber Service for WAN | \$94,800 | | |
| Network Infrastructure (Upgrades, Maintenance, Licensing) | | \$60,000 | |
| 1 to 1 (WCMS and WCHS) Computing Initiative | \$125,000 | | \$70,000 Student Fees |
| Computer Workstations and Instructional Technologies | | \$90,000 | \$40,000 Title I, School Section 6, Dept. Budgets |
| Software Licensing | | \$20,000 | |
| Video Security Camera System (Maintenance) | | \$15,000 | |
| Professional Development (Google, FocalPointe, Edgenuity, etc.) | | | \$3000 Tech Dept. Budget |
| Electronic Door Access System (Maintenance) | | \$8,000 | |
| Web Hosting Services | \$8000 | | |
| Copier Lease | | | \$52,812 School Budgets and Dept. Budgets |
| TOTAL – Grand Total \$654,612 per school year | \$295,800 | \$193,000 | \$165,812 |

Budget Summary – Narrative

The funding that makes up the technology budget comes from several sources. They include, KETS, General Fund, Student Fees, School Section 6, Title I, District Level Dept Budgets, and E-Rate. The coordinating individual for all purchases which include technology is the CIO who approves all technology related purchase orders and ensures the proper commodity codes are utilized. All purchases support the district vision, technology plan goals, and instructional goals implemented by curriculum department.

Attachments/Appendices (Optional)