

**Technology Plan Cover Sheet
2016-2018 (July 1, 2016 – June 30, 2018).**

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	FERTILE-BELTRAMI PUBLIC SCHOOL
District Number:	#599
Technology Plan Status	The District/Agency/School has an approved 2013-2015 technology plan Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2016-2018 Technology Plan Date of Creation:	January 1, 2015
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Goals and Strategies

The Vision

The vision of Fertile-Beltrami Public School District #599, is that students, faculty, and staff will be enabled by technology to solve problems, improve their productivity, and gain the skills necessary to become life-long learners and contributing members of society. To realize that vision, the members of Fertile-Beltrami Public School District #599, must be able to:

- ensure that appropriate technologies are identified and their applications are integrated into the No Child Left Behind legislation;
- enable administration and faculty to access test data, evaluate data, and use data to drive the curriculum forward enabling the school district to improve student performance;
- create staff development programs that maximize the effective use of technology and ensure that all staff receive support allowing them the opportunity reach basic technological competence as defined by the district;
- identify student needs and match technology to meet those needs;
- ensure community access to the district's technology system;
- assist teachers and staff in taking attendance, grading, producing report cards, and performing other record keeping tasks enabling teachers and staff to facilitate the progress of each individual child;
- enable teachers to use technology to receive support from other educators increasing the range and strength of their professional competencies.

**2016-2018 TECHNOLOGY GOAL & NEEDS EVALUATION
AS ALLIGNED WITH THE VISION STATEMENT**

GOALS	ACCOMPLISHED	YET TO BE ACCOMPLISHED
<ul style="list-style-type: none"> ➤ Maintenance of six local telephone lines and long distance service via local telephone company. Maintain cell service via local telephone company. 	<ul style="list-style-type: none"> ➤ E-Rate covers 70% of local and long distance. Cell phone contract not eligible. Phone system was upgraded in 2009. System is adequate at this time. Form 470 and Form 471 are current and filed. 	<ul style="list-style-type: none"> ➤ Continue filing E-rate for E-rate on local and long distance. 2015 E-rate changes so that in 5 years this amount will be zero. Currently decreasing at a 10% per year rate.
<ul style="list-style-type: none"> ➤ Continue upgrading laptops as budget allows. 2015 realized one-to-one Ipads for K-6. Yet to be decided upon will be a one-to-one for 7-9. Type of hardware not yet decided. Ipads were implemented for English 9-12 in 2015 	<ul style="list-style-type: none"> ➤ Budget items include \$25,000 hardware and \$15,000 software. New laptops are rotated with the goal of having no machines over 4 years old. Type and power is dependent upon the enrollment in the courses. 	<ul style="list-style-type: none"> ➤ Laptop upgrades will continue with the same process. Budget items to remain the same amount.
<ul style="list-style-type: none"> ➤ Continue to upgrade curriculum software to keep current and to ensure our ability to offer College in the High School as well as on-line courses. 	<ul style="list-style-type: none"> ➤ On-line courses are available we have have the hardware and software to make that happen. We also have 23 college credits available to students through "College in the High School"—software update to Microsoft Office 2013 was made during the 2014 school year to accommodate those requirements. Moodle use required of high school staff for at least lesson plans 	<ul style="list-style-type: none"> ➤ Moodle implemented across the curriculum. Goal will be to have staff create on-line courses. Moodle also to be used to implement the Minnesota Core Curriculum initiative.
<ul style="list-style-type: none"> ➤ Upgrade all staff laptops. 	<ul style="list-style-type: none"> ➤ Staff laptops upgraded on a rotation basis. 	<ul style="list-style-type: none"> ➤ Staff laptops should meet needs until 2018. Upgrades reviewed based on current curriculum needs.
<ul style="list-style-type: none"> ➤ Upgrade and keep current all network, filtering, and firewall software and hardware. 	<ul style="list-style-type: none"> ➤ Yearly software updates in place for network, filtering, and firewall. 	<ul style="list-style-type: none"> ➤ Continue up-to-date versions of all regulating software and across-the-curriculum software.
<ul style="list-style-type: none"> ➤ Upgrade wireless connectivity based on the one-to-one initiative 	<ul style="list-style-type: none"> ➤ Wireless access points were added in multiple locations 2013. 	<ul style="list-style-type: none"> ➤ 2015-2016 470 and 471 have requested funding for internal connections in regards to: replacing existing wireless access points to handle higher traffic based on one-to-one initiative K-6. 17

<p>implemented K-6 for iPads</p> <ul style="list-style-type: none"> ➤ Train staff to make better use of the web for parent/student communication. Implement Moodle to include on-line courses and use of Minnesota Core Curriculum courses that are formatting specifically for Moodle. Add training using Google sites for staff and students. ➤ Interactive have been implemented, however they will require software upgrades, and upgrading of projectors. Would prefer to be using short-throw projectors and/or Interactive Projectors ➤ Train staff so they have a comfort zone to create their own web pages for parent/student communication via Google sites. ➤ Provide ongoing teacher/staff training ➤ Maintain an inventory rotation and annual technology budget to keep hardware/software current and in 	<ul style="list-style-type: none"> ➤ On-line lesson plans became a requirement for 9-12. Implemented Synergy (Region I membership required). Website used to communicate by highlighting exemplary work as well as a scrolling news box. School Alert system implemented to contact parents regarding school closing and special announcements. Digital sign outside used to communicate announcements. Smart TV communication system set up on school cafeteria. ➤ Based on staff survey staff wants additional advanced training and course specific training. ➤ Staff received training in Google Sites, but few have implemented. Time factors seem to be the biggest problem. ➤ Tech Coordinator did training on Moodle and Google Docs during fall workshop. Staff Development course was implemented in Moodle to provide a place to house any staff training information, manuals, useful sites, useful apps, staff forms, etc. ➤ Overall-we feel success in this area. The laptop policy was reviewed by the in-house technology staff and continued. Currently we have a \$25,000 yearly hardware budget and a \$15,000 	<p>additional wireless access points for the same above reason. Increased controller ability from 150 to 500 for the same above reason.</p> <ul style="list-style-type: none"> ➤ Keep Moodle updated (can only go back 2 versions of we are going to use the MN Core Curriculum. We hire Lakes Country Co-op to do the Moodle upgrades. Increase use of Google Sites for staff communication. ➤ Advanced SmartBoard training for interested staff. Review of current SmartBoard technology and review replacement needs. ➤ Based on staff the biggest staff request is for district to hire a Technology Implmenetation person who can work with them in curriculum planning, technology implementation, technology training, and student training. It is felt that a full-time person should be hired with the option for that staff person to also work with the computer technician. ➤ Continue using the Staff Dev. course in Moodle. All staff have read/write clearance so we want to increase the use of this shared site. We would like additional funds to encourage more staff to attend conferences such as TIES. Curriculum dollars are needed for technology implementation planning to be done during summer hours. Currently there are not any funds available. ➤ Decision regarding one-to-one for grades 7-9. Ipad or netbook is the current choices. More staff and student input will be necessary.
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<p>good repair.</p>	<p>software budget. If all funds are not used in the software area we can use them to purchase hardware. Currently our technology is adequate.</p>	<ul style="list-style-type: none"> ➤ Staff survey indicates wishes for collaboration time to share SmartBoard lesson, advanced SmartBoard training, SmartResponse training so we will base staff development time to address some of these needs. ➤ Continuing Education will pursue continued technology courses as requested by community. Move toward using Moodle school-wide-Moodle was piloted by business education during 2011 school year with positive feedback from students and parents. ➤ The \$25,000 and \$15,000 budget line items will remain in tact. Although our equipment is adequate we are facing inadequacy for courses that require the high-end equipment. Faculty surveys indicate that technology is not being full utilized in several areas. Laptop policy will again need to be reviewed-pending a financial crisis in the district. District still has Microsoft dollars that will be used to update software in the fall of 2015.
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2016-18 Technology Support Staff and Skills to Support Needs

District Technology Coordinator: Oversees all hardware purchases and requests, oversees student account agreements and student computer contracts, handles all student contract violations and parent notification, files E-Rate application, appraises faculty and staff of procedure changes, oversees ordering of computer and printer supplies and coordinates district's technology movement so that it remains parallel to the district's technology plan. Provides in-house staff computer training on a "as-needed" basis. District Coordinator has 5/8 time teaching contract who teaches 4 College in the High School courses and has 1 period for technology coordinating.

District Computer Technician: Oversees all hardware purchases, maintenance, and maintains inventory. Serves as the network administrator for the instructional and administrative network, web server, and the Synergy (student reporting software) administrator. Maintains, supports all iPad implementation. Does management for K-6 Ipads. Provides on-site maintenance and support for all staff and students. Is responsible for 470 and 471 E-rate forms and the Technolgy Plan for state approval.

Part-time Computer Technician: Works with Computer Technician on the above description. This position will be a 2 period per day position starting 2015-2016.

Media Para: We subscribe to several on-line reference data bases. Library has computerized circulation and catalog software. Media Specialist also provides classroom instruction at the elementary level on a daily basis. Media Specialist also is in charge of the Media Center during the after hours (4-5:30) Monday-Thursday access times.

Teacher Support Team: Core group of trained staff that provide in-house staff help lines. Core group has been active in attending the TIES Conference.

EDUCATIONAL DEVELOPMENT AND TRAINING

Professional development for staff will be ongoing throughout the academic year. Areas covered will be derived from the annual staff surveys and new hardware and software purchases. Trained students from the advanced computer classes will be used to help staff with routine technical training and troubleshooting. Trained students will also assist teachers in technology training for their students. Computer Coordinator will also provide ongoing training to certified and non-certified staff during the designated computer release time (1 period per day as well as from 3:30-4:00 p.m.) on a request basis. Encouragement and funds needed for getting staff to attend technology conferences such as TIES.

Students receive keyboarding grades 4-6. Students in grades 7 & 8 have computer instruction for nine weeks where they begin the core competencies in word processing, presentation, and spreadsheets. At the freshmen level all students are required to take Computer Concepts/Career Education where every student will be instructed in the Specialist Microsoft User Specialist competencies in Word processing (Specialist & Expert), spreadsheets, data base, and presentation (Comprehensive) applications, and Internet and E-mail safety training. Also achieved through Computer Concepts will be the opportunity for the student to pursue career exploration via the MCIS national software program available on the LAN. All students who successfully complete this one-year course have achieved a basic computer literacy and skill level that prepares them for the responsibility and privilege of receiving their notebook computer for use during their 10-12 grade academic careers. Students are provided with the hardware for Internet connectivity at home. Students are provided the opportunity to certify as Microsoft Office Specialists if they choose. District will make arrangements so that the students get set up for testing at area post-secondary institutions.

The Media Center is on-line in every classroom and notebook making the card catalog and reference materials available. CD ROM is networked throughout the labs and media center. Bar code software for inventory and checking is in use.

2016-2018 BUDGET DEVELOPMENT AND PLANNING OF FUNDING

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2014- 2015 Budget	FY2015- 2016 BUDGET	FY2016- 2017 BUDGET	FY2017- 2018 BUDGET
100	Salaries and Wages for Technology Staff	Technician & Technology Coord	\$46,715	\$47,649 2% inc for tech salary	\$48,601 2% inc for tech salary	\$49,573 2% inc for tech salary
200	Fringe Benefits for Technology Staff	Technician & Technology Coord	\$10,716	\$10,930	\$11,148	\$11,720
300	Consulting Fees	At request of technician	\$500	\$500	\$500	\$500
400	Software	Across the curriculum software for instructional and administrative use. (Microsoft Office Professional-current version, CAD, LAN & WAD software, firewall and filtering software	\$15,000	\$15,000	\$15,000 *review dollars	\$15,000 **dependen t on last year's review
400	Supplies	Forms, disks, paper, toner, ink cartridges	\$4000 *Put out on quotes by Tech Coord	\$4000 *Put out on quotes by Tech Coord	\$4000 *Put out on quotes by Tech Coord	\$4000 *Put out on quotes by Tech Coord
500	Hardware-	laptops, servers, projectors, internal connections	\$25,000	\$25,000	\$25,000	\$25,000
800	Furniture	New furniture for h.s. lab	Not done over last plan.	\$21,000		
350	Upgrade to network backbone-use of Erate changes that happened in 2015 to allow us \$150 per student at a 70% reimbursement rate will be address this over the next 5 years or until those funds are extinct.	Upgrade cable from Cat 5 and upgrade wireless points to handle all-school connections as well as Mac connections.	Cable estimate as of 2011 (\$65,000-\$66,000) Phased into 3 years. \$22,000 (was not done in last plan due to no funding)	Network upgrade Phase 2 \$22,000 Erate 470 & 471 addressed the wireless improvements.	Network upgrade Phase 3 \$22,000 Erate 470 & 471 will address these needs for internal connections	Network upgrade Phase 4 \$22,000 Erate 470 & 471 will address these needs for internal connections
TOTALS			\$123,931	\$146,075	\$126,249	\$127,793

Proposed Timeline

(Based on a typical year)

September - May	Coordinator and technician will provide administrative, faculty, staff, and student support. They will be responsible for implementing the notebook policy, distributing notebooks, maintaining hardware/software, and completing annual and multi-year priorities. Coordinator will complete E-rate and file E-rate application according to window deadlines. Every 3 rd year Coordinator will review, revise and submit new technology plan for state approval.
January - March	Coordinator will survey faculty and staff regarding technology needs every two years. Coordinator and Technician will review hardware/software needs for the next school year. Coordinator will report to the administration a review the year and make recommendations for next school year.
April	Formal requisitions by Coordinator and Technician are submitted to the superintendent.
May-July	Coordinator completes all purchases orders for technology supplies for the next school year. Coordinator and Technician call in all notebooks and review the status of the hardware/software. Coordinator sends out quotes for toner and computer supplies to be ordered just prior to August 1.
June&August	Technician gets labs and notebooks ready for upcoming school year. Coordinator reviews and revises computer contracts and student account agreements. Revises and updates USER ID lists for faculty and adds users 9-12 and kindergarten to Moodle. Technican creates mailboxes for e-mail in Google Mail. Coordinator provides staff with all User ID information.

EVALUATION AND COMMUNICATIONS

Evaluation

Evaluation will take a number of forms. Student progress in using technology will be recorded using pre and post tests of computer skills, student feedback forms done by the Dean of Students, teacher observations, and student progress reports. The effectiveness of computer training and access will be demonstrated by the use of a variety of software programs. The primary across-the-curriculum software for 2016-2018 is Microsoft Office Professional (current version). Upgrades to the Office suite are determined by the articulation agreements with the technical colleges and the current "College in the High School" programs. Evaluation will be assisted by following the Microsoft Office User Specialist (MOS) test curriculum. Google Docs and Google was implemented in 2013 for K-6. Faculty training will continue. Faculty surveys provide evaluation of training, hardware, software, and faculty needs.

Data from the MCA testing programs will be used to evaluate technology needs that will enable the district to use technology to advance student achievement.

All curriculum is aligned to the MN standards and to the No Child Left Behind requirements. Technology will be used to support the district's yearly goal.

Faculty, staff, and student surveys will be used to evaluate the effectiveness of the technology program.

Communications with area post-secondary institutions that are attended by a large percentage of graduates will also be ongoing. As well as feedback from graduates regarding their technology readiness will be part of evaluation information.

Communications:

Information about technology will be communicated to the community through the school web page, monthly school newsletter, newspaper articles, digital sign that was purchased 2014-2015. School Alert system implemented in 2014-2015.

Community involvement in planning and in communicating about the program will be encouraged by increased communication via Synergy and the school web page. Implementation of Moodle will also assist in communication with community and students.

Relevant Links for support materials

Staff Technology Survey:

District Acceptable Use Policy and Computer Contract 10-12:

District Acceptable Use Policy K-9:

Internet Safety Training Materials for K-9:

2013-2015 State Approved Technology Plan:

2016-2018 Technology Plan (submitted for review:

State Bullying Policy: