

## 2016-2018 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2013-15 Technology Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2013 – June 30, 2015. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid, must develop their next technology plan to cover July 1, 2015 – June 30, 2018. Completion of this 2016-2018 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2016-2018.

For the 2015 funding year, which covers services and equipment to be delivered between July 1, 2015-June 30, 2016, form 470's can be completed any time after July 1, 2014. Districts looking for E-Rate funding on priority two services must have their technology plans written by the time they file their form 470's.

The current 2013-15 technology plans only covers your district through June 30, 2015. To accommodate those districts who need to begin writing their plans sooner, the new 2016-18 technology plan template has been posted on the MDE website:  
<http://education.state.mn.us/MDE/SchSup/SchTech/index.html>.

### Plan Development

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific process.

### Plan Requirements

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
2. The plan must include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.
3. The plan must also include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

5. School districts and charter schools receiving E-Rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act.

Information on CIPA may be found at:

<http://www.universalservice.org/sl/applicants/step06/cipa.aspx>

Information on Protecting Children in the 21<sup>st</sup> Century may be found at:

<http://www.fcc.gov/document/wcb-public-notice-protecting-children-21st-century-act>

6. Plans need to include any E-Rate eligible services for which a school district is seeking E-Rate discounts.
7. The plan must be written and have a date of creation that pre-dates any E-Rate Form 470s filed for services for the specific E-Rate program year. The technology plan must also cover the entire E-Rate program year.

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

## Plan Submission and Review

The 2016-18 Technology Plan may be submitted at any time before June 30, 2018. For LEAs filing for E-Rate in funding year 2015 (July 1, 2015 – June 30, 2016) remember that the technology plan must be written before any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review and approve 2016-2018 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

The 2016-18 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-Rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

LEAs should post their full 2016-2018 plan to their website and provide a link to the full plan in the appropriate space in the template. **Please do not modify the template.** Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:

[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
2016-2018 (July 1, 2015 – June 30, 2018)

***Organization Information***

District/Agency/School (legal name): Glencoe-Silver Lake Public School District

District Number: ISD # 2859

***Technology Plan Status***

The District/Agency/School has an approved 2013-15 technology plan:

Yes  No

2016-2018 Technology Plan Date of Creation: March 01, 2015

***Identified Official with Authority***

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Title: District Superintendent

Address: 1621 16<sup>th</sup> Street East, Glencoe, MN 55336

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***Technology Contact***

Name: Jeff Jenson

Title: Director of Information and Technologies

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## 2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

**Technology Needs Assessment.** Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-Rate discounts, such as telephone, telecommunications access, Internet, and other E-Rate eligible services:

*Our Technology Committee Team meets on a regular basis to evaluate our progress and to bring forward other opportunities. This group includes the Superintendent, the Business Manager, the Director of IT, and the Principal's and selected Teachers from each of our buildings. We also look to our Leadership teams for input throughout the year. From these meetings we have determined the following:*

- *More access to technology and the internet in the classroom is required at all grade levels. This not only relates to hardware internally but also the requirement for more bandwidth. Our bandwidth speeds will be increased and supported by E-Rate during the 2016 school year.*
- *Establishing a more user-friendly website.*
- *Continued training and support for classroom teachers, students and administrators.*
- *A need has been identified to expand the scope of our wireless infrastructure. Our Wi-Fi capacity will be increased and supported by E-Rate during the 2016 school year.*
- *Integrating technology in the classroom. (i.e. one to one with mobile devices, Google Apps. etc.)*

**Goals and Strategies.** List the specific goals and strategies for 2016-2018 that address how your LEA will use technology to deliver education and assist with school administration:

*We will develop a model that is affordable and repeatable allowing us to deliver dependable service for the next three years. We will actively seek out ways of obtaining more bandwidth and removing barriers to our classrooms. We will actively seek out ways of using cloud-based storage, and our SAN to leverage content and allow more access to technology district wide. The use of cloud based applications, and storage also allows easy access and the ability to edit student's work from home.*

GOAL	RELATED STRATEGIES
<p><i>Continued improvement in the skills of teachers and support staff to design and implement learning experiences, which focus on the application of technology and enhance instruction.</i></p>	<ul style="list-style-type: none"> <li>• Provide a variety of technology professional development opportunities to staff members using internal and external resources</li> <li>• Tech boot camps</li> <li>• PLC's</li> <li>• Peer-to-Peer mentoring</li> <li>• Technology Committee</li> <li>• Building level staff meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Shared electronic technology resources</li> </ul>
<i>Increase student's access to online learning experiences during the school day.</i>	<ul style="list-style-type: none"> <li>• Increase availability and access to necessary technology devices in each building</li> <li>• Provide professional development opportunities for staff members relating to implementation in classroom settings</li> </ul>
<i>Increase the ease of access for parents and other community members to district related information.</i>	<ul style="list-style-type: none"> <li>• Establish a more user-friendly district website</li> <li>• Present staff with a variety of electronic means to improve and support teacher-to-parent communication</li> </ul>
<i>Ensure district network can support increased technology use</i>	<ul style="list-style-type: none"> <li>• Upgrade the amount of bandwidth</li> <li>• Upgrade SAN</li> <li>• Create internet connection redundancy to minimize disruption in service</li> <li>• Encourage district technology staff to attend regional and state level networking and conferences</li> </ul>

**Professional Development Plan.** Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

*We offer multiple training opportunities for staff over the summer and during the school year. The primary focus of the training we offer is in the use of web-based software and tools in a classroom environment. The classes also cover topics specific to technology integration and the use of specific devices. Leadership committees and our Technology committee are also in place to help develop strategies and goals for personal and professional development.*

**Evaluation.** Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

*We will continue to gain insight and data about our technology needs through surveys and building specific technology meetings. The District Technology Team will gather data from building level technology teams, Professional Learning Communities, and the district media and technology specialists. Our District Technology Team will meet on a regular basis during each school year to evaluate our progress, revise our goals, and set new goals when necessary. This information will be shared with the appropriate stakeholders throughout the district.*

**Optional Links.** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

*Attachment # 1: Budget Worksheet 2015-2016*

- Due to the age of our iPads and the use at our Lakeside Elementary we will be purchasing 30 new iPad Air's, along with a Spectrum charge / Sync cart. (\*30 older iPads and cart will be re-purposed and introduced at our Helen Baker Elementary.
  - Cost: \$11,900.70 for the iPads. \$2,415.94 for the cart.
- Windows tablets at our High Scholl. The choice of Windows over Android, IOS, (Apple) or Chrome is based upon meetings and the ease of utilizing devices that will work natively and seamlessly with our environment. Staff and students will be able to access network printers and network shares same as they always have.
  - Cost: \$17,670.00 for the Surface Pro. \$2,415.94 for the cart.
- New SAN: We have currently run out of room on our existing Storage Area Network. To insure our infrastructure can support the use of technology and the expansion of shared curriculum. Cost: \$37,676.67
- New server: Need to replace one of our aging host servers. (\*A host server houses several virtual servers. Such as the staff server, student server, exchange (mail) server. Cost: \$15,235.00
- Additional Wi-Fi access points for our High School and Lakeside campuses. Needed to support growth and to increase bandwidth. \$20,978.50 (\*This is an E-Rate item and will end up costing the district \$3,146.77
- Additional blades for our core 4510 switch located at the High School: This is required due to the continued growth of new PC's, wireless access points, additional phones. \$10,134.36 (\*This is an E-Rate item and will end up costing the district \$3,263.97
- Increase our bandwidth speeds between our buildings. Once again this is needed to support staff and students as they continue to do more with technology. \$52,632.00 (\*24-month term) (\*This is an E-Rate item and will end up costing the district \$15,789.60 a year.

*Attachment # 2: Budget Worksheet 2016-2017*

- Year two of our plan would continue to address the age of our iPads and the use at our Lakeside Elementary. Again the thought here would be to again purchase 30 new iPad Air's, along with a Spectrum charge / Sync cart. (\*30 older iPads and cart would once again be re-purposed and introduced at our Helen Baker Elementary.
  - Approximate cost based on 2015-2016 figures. Cost: \$11,900.70 for the iPads. \$2,415.94 for the cart.
- Year two of our plan would continue to introduce Windows tablets at our High School.
  - Approximate cost based on 2015-2016 figures. Cost: \$17,670.00 for the Surface Pro. \$2,415.94 for the cart.
- Will need to monitor the need for any infrastructure addition. (\*Increase bandwidth / Wi-Fi access points, etc.

Attachment # 3: Budget Worksheet 2017-2018

- Year two of our plan would continue to address the age of our iPads and the use at our Lakeside Elementary. Again the thought here would be to again purchase 30 new iPad Air's, along with a Spectrum charge / Sync cart. (\*30 older iPads and cart would once again be re-purposed and introduced at our Helen Baker Elementary.
  - Approximate cost based on 2015-2016 figures. Cost: \$11,900.70 for the iPads. \$2,415.94 for the cart.
- Year two of our plan would continue to introduce Windows tablets at our High School.
  - Approximate cost based on 2015-2016 figures. Cost: \$17,670.00 for the Surface Pro. \$2,415.94 for the cart.
- Will need to monitor the need for any infrastructure addition. (\*Increase bandwidth / Wi-Fi access points, etc.

**Link to Current Technology Plan.** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

<http://tinyurl.com/GSLTechPlan>

**Children's Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes No

If yes, please provide a link to access the policy at the LEA website: Provide the link to your policy.

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes No

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to: [mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).*