

TECHNOLOGY PLANNING FOR 2008-2011



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WHY DO TECHNOLOGY PLANNING?



WHY DO TECHNOLOGY PLANNING?

- Mary Mehsikomer tells us we have to do it



- Ensures effective use of technology resources
- Good business practice
- Provides rationale for requesting additional resources from school boards, library boards and superintendents

WHY DO TECHNOLOGY PLANNING?

- Prepares schools and libraries for requesting additional resources from grants and partners
- Requirement for eligibility for
 - E-Rate
 - Enhancing Education Through Technology
 - Microsoft Cy Pres
 - Telecommunications/Internet Access Equity Aid
 - Regional Library Telecommunications Aid (RLTA)
 - Library Services & Technology Act (LSTA)

TECHNOLOGY PLAN CRITERIA

- Minnesota sets up a process that meets requirements for all programs
- Process addresses school districts, charter schools, nonpublic schools, and public libraries
- Plans are reviewed for good faith effort to meet the criteria

TECHNOLOGY PLAN CRITERIA

- E-Rate Requirements (THE BIG FIVE)
 - Plan must establish CLEAR goals and a REALISTIC strategy for using telecommunications and information technology to improve education or library services
 - Plan must incorporate a professional development strategy



TECHNOLOGY PLAN CRITERIA

- E-Rate Requirements (continued)
 - Plan must include an assessment of the services, hardware, software, and other technologies needed to improve education or delivery of library services
 - Plan must provide for a sufficient budget to acquire and maintain the technology needed

TECHNOLOGY PLAN CRITERIA

- E-rate Requirements (continued)
 - Plan must include an evaluation process that monitors progress towards goals and allows for mid-course adjustment
- Enhancing Education Through Technology
 - E2T2 (Title II D of No Child Left Behind) Formula and Competitive Grants to School Districts

TECHNOLOGY PLAN CRITERIA

- E2T2 Requirements
 - Strategies for integrating technology with instruction to improve student achievement
 - Strategies to ensure increased access to technology
 - Strategies to ensure students are technologically literate by end of 8th grade
 - Strategies that encourage development and use of innovative strategies to deliver courses through use of technology

TECHNOLOGY PLAN CRITERIA

- E2T2 Requirements (continued)
 - Use technology effectively to promote parental involvement
 - Description of technology types, cost, and interoperability
 - Promotion of curricula and teaching strategies that integrate technology based on research
 - Use of technology to collaborate with adult literacy (where appropriate)

TECHNOLOGY PLAN CRITERIA

- E2T2 (continued)
 - Strategies for providing ongoing, sustained professional development
 - Description of how technology will be integrated and timeline
 - Description of process and accountability measures used to evaluate effectiveness

TECHNOLOGY PLAN CRITERIA

- Library Services & Technology Act (LSTA)
 - Requires a technology plan
 - Same plan submitted to State Library Services for E-rate will suffice



2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- Planning and Needs Assessment
- Vision, Goals, Objectives and Strategies
- Policies and Procedures
- Technology Infrastructure, Management, and Support
- Role of School Library Media Center
- Staff Development

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- Budget
- Implementation
- Evaluation

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- **PLANNING AND NEEDS ASSESSMENT**
 - Technology Planning Committee (STRONGLY recommended)
 - Administrators
 - Teachers
 - Special Education Teachers
 - Technology Coordinator
 - Assistive Technology Coordinator
 - School Library Media Staff
 - Parents
 - Students
 - Demographics
 - Needs Assessment Method and Results

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- **VISION, GOALS, OBJECTIVES AND STRATEGIES**
 - Technology Integration with Instruction (schools)
 - Technology Access (schools & libraries)
 - Administrative Support (schools & libraries)

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- Professional Development (schools & libraries)
- Assessment (schools) **NEW**
- Parental Involvement (schools)
- **POLICIES AND PROCEDURES**
 - Equitable Access (recommended)
 - Data and Network Security (required and recommended)
 - CIPA Internet Safety/Acceptable Use (required)

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- **TECHNOLOGY INFRASTRUCTURE, MANAGEMENT AND SUPPORT**
 - Telecommunications capacity
 - Equipment access for instruction (schools)
 - Equipment access for public library services (libraries)
 - Average age of equipment
 - Replacement schedule
 - Platform
 - Special Tools and Innovation
 - Staff Support

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- **ROLE OF SCHOOL LIBRARY MEDIA CENTER**
- **STAFF DEVELOPMENT**
- **BUDGET**
 - Telecommunications/Internet Access
 - Equipment
 - Software
 - Maintenance
 - Staffing
 - Professional Development
 - Funding Sources

2008-2011 TECHNOLOGY PLAN CRITERIA FOR MINNESOTA

- **IMPLEMENTATION PLAN**
 - Tasks and timelines
- **EVALUATION PLAN**
 - Summary of results of 2004-2007 Plan Evaluation
 - Evaluation Strategy for 2008-2011 Plan

2008-2011 PLAN PROCESS

- **STEP 1: For E-rate do interim plan update NOW**
 - E-rate applicants must be able to demonstrate they have a technology plan WRITTEN by the time the first form in the process (Form 470) is filed
 - Make sure interim written plan reflects all services requested on E-rate Form 470
 - Reset the dates to reflect the new cycle (July 1, 2007 – June 30, 2011)
 - DO NOT submit interim plan to MDE for approval at this time
 - DO date stamp the plan and keep in district or library files

2008-2011 PLANNING PROCESS

- **STEP 2: Finalize 2008-2011 Plan**
 - Meet with technology planning committee to review and evaluate 2004-2007 plan
 - Finalize 2008-2011 Plan
 - Submit to MDE
 - March 1, 2007 – April 1, 2007 – SCHOOLS
 - April 13, 2007 – LIBRARIES

2008-2011 PLANNING PROCESS

- **FORMAT**
 - Follow criteria in technology planning guide
 - New guide will be released this month
 - Submit school district, charter school, and nonpublic plans on CD in Microsoft Word or PDF format
 - Submit library plans on CD in Microsoft Word or PDF format accompanied by one paper copy

2008-2011 PLANNING PROCESS

- 2008-2011 covers the following *Fiscal Years*
 - FY2008 (July 1, 2007 – June 30, 2008)
 - FY2009 (July 1, 2008 – June 30, 2009)
 - FY2010 (July 1, 2009 – June 30, 2010)
 - FY2011 (July 1, 2010 – June 30, 2011)
- Fourth year is transition year to next planning cycle

2008 – 2011 PLANNING PROCESS

- 2008-2011 Planning Process covers the following *E-rate program years*:
 - 2007 (July 1, 2007 – June 30, 2008)
 - 2008 (July 1, 2008 – June 30, 2009)
 - 2009 (July 1, 2009 – June 30, 2010)
 - 2010 (July 1, 2010 – June 30, 2011)
- Fourth year is transition year to next cycle.

FREQUENCY ASKED QUESTIONS

- What happens if my technology plan is not approved?
 - Don't freak out. We will help you.



FREQUENTLY ASKED QUESTIONS

- When does my technology plan have to be approved?
 - By the time you file your E-rate Form 486 or by July 1, 2007, whichever comes first.
- Can I use a different format than the one specified in the technology planning guide?
 - Yes, as long as all criteria are clearly addressed. Don't make me get the flying monkeys.



FREQUENTLY ASKED QUESTIONS

- Does my plan need to be approved by my school board?
 - That is a local decision based on how business is usually done in the school district or charter school. MDE will require a school superintendent or school director signature on the technology plan to demonstrate it is an official submission.
- Does my plan need to be approved by my library board?
 - Yes. State Library Services does require approval because the system director is considered an employee of his/her board.

FREQUENTLY ASKED QUESTIONS

- Do cooperative education organizations need technology plans?
 - It is recommended if the organization is applying for E-rate.
- If our plan changes during the cycle does it need to be reapproved?
 - Only if the changes are SIGNIFICANT.
- Is someone really going to read my technology plan?
 - Yes, so please make it interesting.



RESOURCES

- For Schools:
 - Mary Mehsikomer, School Improvement, MDE (651) 582-8827
 - E-mail: mary.mehsikomer@state.mn.us
 - or
 - Linda Woodstrom, School Improvement, MDE (651) 582-8694
 - E-mail: linda.woodstrom@state.mn.us

RESOURCES

- For Public Libraries:
Nancy Walton
State Library Services, MDE
(651) 582-8881
E-mail: nancy.walton@state.mn.us