

DRAFT
SCHOOL DISTRICT OF SOMERSET
BOARD OF EDUCATION
TEACHING & LEARNING COMMITTEE MEETING*
MONDAY, JULY 7, 2014
6:40 p.m.
MINUTES

Kelly Ott called the meeting to order at 6:52 p.m.

Roll Call was taken. Present were committee members Kelly Ott, Marie Colbeth and Tammie Wishard. Also present were Brian Moulton, Mike Connor, Tom Walters, Lorri Baillargeon, Kathy Brakke, Jen Grambort, Cory Lindenberg and Superintendent Randy Rosburg,

2014-2017 Technology and Media Plan: The draft 2014-2017 Technology and Media Plan was drafted by the three school media specialists and past IT Manager. The IT Council reviewed the draft plan. The plan may be updated as needed during the 2014-2017 time period of the plan, provisions within the plan and DPI process allow for ongoing updates to the plan. The plan covers the required areas and information from DPI. Once a final Technology and Media Plan is board approved it will be inserted into the DPI portal, as required. Committee recommends approval of the 2014-2017 Technology and Media Plan be brought forward to the full board for approval in July.

Topics for Future Agendas:

Motion by Wishard, with second by Colbeth, to adjourn at 7:03 p.m. Motion carried.

*A quorum of the Board of Education may be in attendance.

Executive Summary

The School District of Somerset Combined Information (Library Media) and Technology Plan has been developed by a committee of educators, community members and parents to provide guidance for district focus and decisions regarding library media and technology services and resources for 2014-2017. It has also been written to fulfill state and national guidelines and funding requirements.

The plan reflects the vision and mission of the Somerset School District and was based on relevant research and best practices currently available concerning library media and technology in education.

Goals of the expiring district Library Media Plan and Technology Plan were analyzed to determine needs remaining from those plans. The current status of the district's student proficiency, educator proficiency, teaching and learning practices, access to information resources and learning tools, and support systems and leadership was analyzed, and needs derived from the assessment were identified.

Four goals which address the four Wisconsin Information and Technology Focus Areas were developed based on the current status and needs assessment of the district library media and technology programs. They included:

- Goal 1:** Improve educator knowledge of the National Education Technology Standards (NETS-S, T, A) & Information Technology Plan.
- Goal 2:** Develop and implement effective teaching and learning practices with the infusion of technology to increase student achievement.
- Goal 3:** Provide and improve secure access to information resources and learning tools that support goals of the district.
- Goal 4:** Strengthen system support and leadership.

Objectives and action plans for implementing the objectives were developed for each goal. The action plans for objectives identified activities, measurement tool(s), person(s) responsible, projected budget, timeline, and required policy changes necessary to complete the objective.

Steps for disseminating the details of the Combined Information (Library Media) and Technology Plan to the district stakeholders and methods for monitoring, evaluating, and revising the plan can be found in sections 5 & 6.

School District of Somerset
Combined Information (Library Media) and Technology Plan
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Appendices (Will be posted to district website: www.somerset.k12.wi.us)

1. Research Bibliography
2. Strategic Plan
3. Information Technology Matrices and Curriculum Map Examples
4. District Policies, Procedures, and Guidelines
 - a. Technology Use Policy
 - b. Student Computer Use Agreement
 - c. Staff Data Access Form
 - d. Computer Software Copyright Policy
 - e. Software Request Form
 - f. Creation and Maintenance of Web Pages Policy
 - g. Computer-Assisted Instruction Policy
 - h. Selection of Library Media Center Resources and Classroom Texts
 - i. Lost or Damaged Books and Library Materials Policy
 - j. Lending Policy for Audio Visual/Computer Hardware
5. DPI Staffing Recommendations
6. Board Meeting Minutes
7. DPI and NCLB Submittal Forms

1. INTRODUCTION

The School District of Somerset Information (Library Media) and Technology Plan was developed based on analysis of relevant research and best practices in the areas of library media and technology in education. The plan was also guided by aspects of the School District of Somerset Strategic Plan 2011-2016 and the District Vision and Mission statements. (Appendix 1 - Strategic Plan) The district Strategic Plan Strategy 1A Objective states:

“We will use the curriculum review and study process to ensure that students have access to viable curriculum which identifies essential information and technology skills.”

The District’s Library Media program has developed the following mission statement:

“Somerset School District Library Media Center Program, a leader in information, technology, and collaboration, is committed to the development of students’ 21st Century Skills. This development is facilitated through providing access to current and emerging technological and educational resources for learning and leisure, by supporting school curriculum and literacy through instruction and staff development, and by providing instruction which fosters competency in the effective and responsible use of information and technology.”

1.1 Summary of Research

The Information and Technology Council and Plan Writing Team reviewed relevant research and best practices related to the use of technology and information literacy within the classroom. The highlights from the research review focused on the following areas:

- A robust library media program.
- Sustained systemic professional development.
- Effective student use of technology that fosters higher order thinking and leads to improved academic achievement.
- Authentic inquiry and problem-based learning units.

- Staff adoption and effective use of technology during teaching practices.

The major findings included:

- Recent studies show that the school media center and full-time media specialist are integral to student achievement.
- Computers are valuable tools if there is:
 - a. Convenient access
 - b. Adequate preparation
 - c. Freedom in curriculum
 - d. Teacher's personal beliefs align with constructivist pedagogy
- Educators need to see computer/technology use successfully implemented.
- It's not enough to integrate technology alone. According to "The New Literacy" educators need to integrate the 4 "E"s, which include:
 - Expose knowledge
 - Employ information
 - Express ideas
 - Ethics
- Need to combine written format with images/audio to increase student learning.
- Skills should be integrated, not taught in isolation.
- Media Specialists should collaborate with teachers to plan and teach/co-teach integrated projects.
- Classroom teachers are currently using the co-teaching model with the Special Education Department.
- The Internet contains valuable content, collaboration, and communication opportunities that can, and do, materially contribute to a student's learning and preparation for the workforce. However, educating students on how to keep themselves safe while

online is the best line of defense, because no technological solution will guarantee that students are effectively protected.

- The learner should recognize the problem and determine whether or not a computer or technology will help to solve the problem or accomplish the task.
- Online Learning allows for asynchronous and synchronous expanded communication, collaboration, and creativity.
- Online Learning can create an enterprise-wide delivery system for true competency-based, student-centered learning.
- Planning documents require regular review and adjustments.

1.2 Vision and Mission Statements

School District Vision Statement:

Learning Today To Succeed Tomorrow

School District Mission Statement:

"The School District of Somerset is committed to developing motivated, educated and responsible citizens who are prepared to successfully adapt to the changing global environment."

Information (Library Media) & Technology Vision Statement:

The Somerset School District will use available resources to provide a robust library media and technology program that uses research-based information to prepare students and staff to become effective users of information and ideas in a digital, information-based, global society.

Information (Library Media) & Technology Mission Statement:

The Somerset School District Information & Technology Plan focuses on preparing students and staff by:

- Integrating ISTE's (International Society for Technology in Education) National Educational Technology Standards (NETS) or Wisconsin standards into the K-12 district curriculum.
- Helping students, teachers, and administrators learn to access and use information effectively.

- Encouraging continued collaboration among information and technology specialists, educators, students, and community
- Involve all stakeholders in decision-making process.
- Ensure greater level of accountability for students, staff, and administrators.

2. BACKGROUND INFORMATION

2.1 Demographics

Somerset, Wisconsin is a growing community located 35 miles northeast of the Twin Cities in the lower St. Croix River Valley where year-round beauty and recreation have attracted travelers for more than 100 years. Pristine waters, unique geology, and spectacular scenery give people of all ages a unique upper Midwest adventure. The community is known for its excellent governmental planning processes that ensure measured growth and quality of life for its citizens.

The School District of Somerset is composed of seven area municipalities including Village of Somerset, Town of Somerset, Town of Star Prairie, Town of St. Joseph, Town of Hudson, Town of Houlton, and Town of New Richmond. The district has approximately 12,000 residents.

The district serves an approximate student population of 1,601 students. The district has one elementary school, one middle school, and one high school located on a 150-acre campus site. The elementary school was built in 2001. The middle school was built in 1975 and significantly remodeled in 1996, 2001, and 2003. The high school was built in 1996. The district has seen approximately 50 percent growth in the past 10 years and according to housing starts in local municipalities, the district is expected to see similar growth in the long term.

The 2013-2014 school year levy was at \$6,673,966 and the general budget is \$16,463,898. The 2013-2014 mill rate was \$11.67. The estimated current shared cost per student is \$11,027. The school population includes approximately 15 percent special education students. The number of students who qualify for the free and reduced lunch program equals 25 percent. The average grade size JK-12 is 105 students.

2.2 Community Collaboration and Partnerships

The school community is enriched by many extra-curricular academic and athletic activities that provide opportunities for community partnerships.

Examples of this collaboration include the following:

- Youth Options Program
- Community-wide fine arts festival
- Community guest speakers on various topics
- Community outreach opportunities for students such as fundraisers and collecting donations for community assistance organizations
- An athletic program that functions primarily through parent/community volunteers
- Numerous parent volunteers at all levels within the district

Somerset High School partners with UW-River Falls and WITC – New Richmond for youth education options. Also, a mentorship program to assist new teachers was implemented with a partnership between the New Richmond School District, St. Croix Central, and the Somerset School District. School-to-Work opportunities are provided with local business people for district high school students. The Somerset School District continues to work with regional CESAs (10/11) to support and offer training and courses. The School District also partners with WITC-New Richmond and local community members to offer a variety of Community Education instruction.

Access to information for staff and students is enhanced through inter-library loan opportunities available through the regional library catalog Indianhead Federated Library System (MORE) and the lending services of CESA 11.

The Information Technology Manager meets regularly with area technology coordinators to discuss common issues and emerging trends. The Media Specialists meet twice a year with area Media Specialists to discuss common issues and emerging trends. The district Superintendent also meets

monthly with community members via the “Superintendent’s Input Group” to seek advisory input of the School District of Somerset.

2.3 Committee Members

Information (Library Media) & Technology Planning Council

Ryan S. Sicard, Information Technology Manager (Chair)
Trish Sheridan, Director of Curriculum, Instruction and Assessment
Darren Kern, Elementary School Principal
Sara Eichten, Middle School Principal
Chris Moore, High School Principal
Brandon Berrey, High School Media Specialist
Tracy Yndestad, Middle School Media Specialist
Alex Bell, Elementary Media Specialist
Jen Grambort, High School Teacher
Dawn Peer, Middle School Teacher
Eric Olson, Middle/High School Technology Education Teacher
Kelly Emerson, High School Teacher
Erin Vanasse, Information Technology Secretary

Information and Technology Steering Committee

Ryan Sicard Information and Technology Manager (Chair)
Brandon Berrey, High School Media Specialist
Tracy Yndestad, Middle School Media Specialist
Alex Bell, Elementary Media Specialist
Erin Vanasse, Information Technology Secretary

Information and Technology Plan Writing Team

Ryan Sicard
With Brandon Berrey, Tracy Yndestad, Alex Bell, and Erin Vanasse

2.4 Planning Process

The Somerset School District has had a long-range plan for the library media program since December, 1990. The district’s previous technology plan was written and approved in 1998 under the direction of the District IT Manager, Ryan Sicard. The 2004-2006 combined information (library media) and technology plan was developed and submitted to DPI under the direction of Jean Morse, High School Library Media Specialist, and Ryan Sicard, IT Manager.

The development of the 2007-2010 plan began in the spring of 2006 with a full council meeting occurring on May 24, 2006 at Bristol Ridge Golf Course to begin the process of updating, revising, and expanding the goals, reviewing

current research, and discussing the process of completing the new plan. Several meetings were held with the Council Co-Chairs over the summer and a full Council was held on September 11th to review the proposed goal changes and revisions. After the completion of the final rough draft, it was submitted to the School Board at the November 6, 2006 committee meeting. The plan received final School Board approval following a first reading on November 20 and second reading December 11, 2006.

Development of the 2010-2013 plan began in the Spring of 2009 with an IT Council meeting reviewing the status of the past school year and for planning specifically of the Goals, Objectives, and Activities. The IT Council was very pleased with the efforts and the projects that have been completed. The IT Council authorized a Writing Team (Ryan Sicard, Darren Kern, and Rick Lange) to attend the 2009 STAR Academy Workshop on Technology Planning conducted by Donna Steffen, Wisconsin Department of Public Instruction; Instructional Media & Technology Consultant. The Council met five times between September and October 2009, prior to submitting the plan to the School Board for consideration and approval. The First Reading was conducted at _____ and _____. The Second Reading and Approval by the School District of Somerset School Board was on _____.

3. CURRENT STATUS AND NEEDS ASSESSMENT

3.1 Assessment of Progress Towards Previous Plans' Goals

The Information and Technology Council reviewed the status of the 2010-2013 goals during its April 2013 and June 2014 meetings and determined each to be ongoing with significant enhancements and revisions. Although most goals and objectives have been significantly altered, many new activities have been added or updated. The Council's analysis summaries of the goals are listed below:

Goal 1: Improve educator knowledge of the Information Technology Literacy Standards (ITLS) and Information (Media) Technology Plan.

- The Council determined that “Goal 1” and objectives are still ongoing, however, require revisions to align to ISTE’s NETS standards for Students, Teachers, and Administrators and are reviewed with all staff annually. Professional development opportunities must continue and be expanded, the LMC/IT must take a larger role in planning professional development in coordination with the IT Steering Committee and CIA.

Goal 2: Develop and implement effective teaching and learning practices with the infusion of technology to increase student achievement.

- The Council determined that “Goal 2” and objectives are still ongoing. The Council determined the need for continued assessments of students and staff and the use of technology as a tool to support assessment, with emphasis on developing rubrics and utilizing the Understanding by Design model. Collaboration tools and Online Learning must continue to be addressed.

Goal 3: Provide and improve secure access to information resources and learning tools that support goals of the district.

- The Council determined that “Goal 3” and objectives are ongoing with the need for increased access to information and training for students, parents, and staff to support curriculum, instruction, and assessment.

Goal 4: Strengthen system support and leadership.

- The Council determined that “Goal 4” and objectives are ongoing. However, communication amongst all stakeholders (students, staff, admin, BOE, parents, community) must become more frequent and transparent.

3.2 Analysis of Educator Proficiency

Teachers in the Somerset School District model collaboration skills with their colleagues. The library media specialists collaborate with teachers to ensure that both print and technological resources are used to further student learning.

District educators continually make an effort to design and teach project-based learning units that incorporate the effective use of information and technology resources. Developing instructional units using Differentiated Instruction (DI) has been integrated and is an ongoing district priority.

The use of technology is increasing across the board with classroom, lab computers, and mobile carts being used constantly throughout the day for research, project-based activities, reading comprehension, daily assignments, multi-media tasks, student data management, and communication. The addition of Smartboards has transformed the teaching and learning process for all teachers and students. The district has provided many training opportunities and must continue to support these efforts.

The district has transitioned from NWEA MAPs to Performance Series, the teaching staff has been able to establish expectations and assess student performance and progress. The use of RTI and LEXILE has been a tremendous resource as teachers use data to plan, along with continued implementation of Performance Series, STAR Math & Reading assessments, and other necessary technology-based assessment tools. Smarter Balanced (SBAC) will eventually phase out the WKCE.

3.3 Analysis of Effective Teaching and Learning Practices

In order to assess the effective teaching and learning practices, the district has implemented Build Your Own Curriculum (BYOC) to ensure viable and guarantee. A charting of individual units and projects that properly assessed each area of the ITL standards were identified to ensure that all skills were being addressed. The instructors also provided a sample of the assessment artifact.

Educators have been given training for district-owned information resources and learning tools such as print and non-print materials, computer-based tools, and equipment on an as-needed basis. To further staff technology skills and competencies, training is offered twice monthly after school (Technology Tuesdays) on a variety of subjects. In addition to these scheduled trainings, staff members may request one-to-one instruction as needed. However, a new self-sustained staff development model must be created.

The district has also conducted extensive staff development for the use of interactive boards. All classrooms district-wide have received a Smartboard. All staff that received a Smartboard attended two full days of training with the option for up to six additional hours of follow-up training throughout the school year.

The district has a partnership with AtomicLearning.com to provide individualized, on-demand skill-building activities for teachers, students, and community members. In addition to specific technology skill-building activities, staff members have been encouraged to use self-inquiry methods to access technology resources related to their content area.

Other areas of staff development that encompass curriculum and technology use are:

- Professional Learning Communities
- Differentiation in classroom instruction
- Build Your Own Curriculum
- Performance Series Assessments

The Library Media Program has supported the process of improving student achievement. The collections in the three district library media centers have been developed with diverse materials to provide curricular support and recreational reading choices appropriate to students' varying skills, developmental levels, and interests. The Library Media Program has expanded the collaboration between the building media specialists and classroom teachers. The increased role of the media specialists in the technology integration has been tremendous.

3.4 Analysis of Access to Information Resources and Learning Tools

The library media facilities in the Somerset School District schools have been designed to meet the diverse learning needs of the educational community that uses them. All of them have excellent facilities to house print and non-print collections and several computer workstations that are connected to the district network. These computers have the public access catalogs for the LMC collections as well as programs to make the computers fully-functioning workstations with internet access. The information resources and learning tools in the schools' LMCs are available for use before and after school hours at the High School and for class and individual use during the school day on a space-available basis. The print and non-print collections in the LMCs have information resources and learning tools that reflect the cultural diversity of the local and world community. The district media center collections use Follett to ascertain their age, breadth, and depth for comparison with curriculum needs and reading interests. Current statistics regarding the library media collections include:

LMC Collection Statistics (June 2014)

	Elementary School	Middle School	High School
Total Titles	18,197	13,076	8,029
Total Copies	21,097	15,329	10,145
Collection Value	\$343,363.35	\$310,666.17	\$274,142.14
Total Patrons	1,029	755	638
Total Checkouts	451,625	200,125	136,494

The School District of Somerset has been a member of a distance learning network since 1995. The district was one of the first in the state to adopt a full motion network, formerly known as WestWing. In 1998, WestWing merged with the Northern Lights Network. The district also offers some online computer classes via Wisconsin Virtual School and its Alternative Education Program, however, this is an area that needs significant improvement in the 2014-2017 plan.

The School District of Somerset has about 905 computers and many other network devices and peripherals (i.e. iPads, Kindles, and other tablet devices) and has also adopted the Bring Your Own Device (BYOD) model. The district recognizes the need for appropriate equipment life cycles (3-5 years) to ensure an adequate learning environment for students and staff, which has been reaffirmed by the Elert study. The district has identified the need for software to be inventoried via electronic collection methods. The district has a technology procurement process that must be followed before any software (including online subscriptions) is acquired by all staff members.

The School District of Somerset has a well-established infrastructure. The backbone of the infrastructure is fiber optic lines from the district's technology offices to each of the four buildings including the district office via 10Gb links. The district currently has 1000mb ports in every room. However, infrastructure must continue to be monitored due to increased data, voice, video and access needs. The district has installed a complete wireless system and conducted pre and post wireless site surveys. The system provides secured district and secured guest access requiring a district Active Directory account. The need to expand wireless capabilities will need to be monitored and addressed as technology and needs change.

The district currently uses Infinite Campus for student data management (demographics, attendance, grading, discipline, and health records). The district provides parental and student access to student information with its Infinite Campus Portal service. The district currently uses ALIO software for fiscal management and will be transitioning to Skyward. The food service area was using WordWare Lunch Cashier System and is now using Infinite Campus. The special education department currently is using Infinite Campus. The district library media centers are using Follett's Destiny.

The district has been working to achieve the infrastructure for a centralized data warehouse to maintain all district data and provide for integration of all district information systems.

Students and staff have access to the internet via Internet Service Provider (ISP) WiscNet via the BadgerNet Converged Network. The district increased its bandwidth from 3Mbps to 5Mbps to 10Mbps to 20Mbps and finally to 100Mbps over the past several years. The district must review this annually and make changes as necessary, but is currently seeking the ability to increase to 1-2 Gbps (1Gbps per 1000 students). Student computer use requires parent/guardian approval via a computer use agreement. The district has a board-approved policy regarding the use of district IT resources to address CIPA requirements and other usage concerns. The district uses a filtering product (SOPHOS Web Appliance) which meets state and federal laws. The district website is dynamic database driven and is hosted off-site by CESA 6 (contracted with CESA 11).

The district will continue to participate in the Federal E-rate program for discounts on telecommunication services and other technology. The district has annually received discounts for internet access, local and long-distance telephone service, and cellular services. The district will continue to apply for all available E-rate funding individually or as a consortium annually. To participate in this program, the district's plan has addressed the district's ability to secure the financial resources it will need to achieve its technology aims, including technology training, software, and other elements outside the coverage of the Federal Communications Commission's support program.

The district technology staff uses several network management products to help provide a reliable and stable learning environment. The district also uses Helpdesk software to help manage and expedite technology support. To ensure proper security, the district has invested in several security-related technologies (firewall and comprehensive anti-virus scheme). These services must be constantly reviewed and updated.

The district currently has eight stationary computer labs with 20-30 computers per lab and seven mobile computer labs (2 per building, 30 units, 1 in Alternative Learning Center). Several of these computer labs are available for teacher sign-up in each school's Library Media Center. Specific computer/technology courses are prescheduled into the computer labs at all three

building levels. In addition to building computer labs, there are computer workstations available in classrooms, Library Media Centers, and other areas for individual student work. In addition, all staff members have been given laptop and tablet computers for use in either classrooms or office areas.

Assistive technology equipment is available to students who need it on a case by case basis as determined by School Board policy. Assistive technology training by a CESA 11 consultant has been offered to staff in the district. There are many assistive technology options within the district for students and teachers ranging from low to high tech equipment. Equipment is also available from CESA 11 and the SEIMC.

3.5 Analysis of Support Systems and Leadership

Administrative and office personnel have been offered specialized technology training for specific job functions. All teacher staff development opportunities have been open to administration and support staff if the training content is applicable to job duties. The district's CIA director is responsible for teacher, administrative, and support staff development and implementations. The district has identified the need to develop or find an assessment that is aligned to ISTE's NETS state standards. From this assessment and other information reviewed by the LMC, IT, and CIA, staff development needs will be identified and addressed. The district uses both formal and informal evaluation of staff development.

District policies and procedures are routinely reviewed and updated as needed by administration and the school board. The district organizational chart and information (library media) and technology committee structure is included in Appendix 4.

**School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan**

NEED: ESEA/IDEA requirements, Strategic Plan, IT Council, and IT Steering Committee

GOAL # 1: Student Achievement: All students will acquire the necessary information and technology skills to meet the Common Core State Standards.

Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
1A: Ensure that students have access to viable curriculum which identifies essential information and technology skills.	Identify the information and technology skills outlined in the Common Core and other state standards.	Create documents	Media Specialists	N/A	2014-2017	
	Identify where the skills are being taught and fill any gaps.	Teacher assessments	Teachers			
	Use teacher assessment to show competency.					
1B: Continue to provide all students with education on Internet safety and effective use of information and technology.	Going to select an internet safety curriculum.	Curriculum is adopted.	Media Specialists		Ongoing	
	Continue integrating Media Specialists into the classroom to provide immersion into technology.	Sample lesson plans. Revise and cleanup scope and sequence. Student rubrics completed product.	High School Media Specialist will work with health teacher.		2014-2015	

**School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan**

NEED: WKCE and NWEA MAPs Data, ITLS Curriculum Alignment process, ISTE NETS, Strategic Plan, Staff Development Committee, IT Council and IT Steering Committee

GOAL #2: Effective Teaching and Learning Practices: Develop and implement professional development and practices for teachers.	Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
2A: Provide staff development in the effective use of technology to enhance student learning and performance.	<p>Continue to provide summer academies.</p> <p>Create technology education half-day in-service for all staff.</p> <p>Research ways to effectively provide professional development for staff during the school year.</p> <p>Encourage staff with specific technology expertise to provide professional development.</p> <p>Encourage staff to attend professional development offered by CESA.</p>	<p>Number of classes offered and the number of teachers who attend.</p>	CIA/Media Specialists		Ongoing		
2B: Identify and measure skills required by staff to effectively engage students in information and technology enriched instruction.	<p>Find a staff technology assessment tool.</p> <p>Research the skills required by staff to effectively engage students in information and technology.</p> <p>Implement research findings with staff.</p>	<p>Technology assessment results.</p> <p>Documentation showing research.</p> <p>Lesson plans showing implementation.</p>	Media Specialist and Technology Manager		2014-2016		

**School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan**

NEED: Strategic Plan, Informal Interviews, Administrative Meetings, IT Council and IT Steering Committee

GOAL #3: Access to Information Resources and Learning Tools: All staff, students, families, and the supporting community will have appropriate access to the learning tools and information resources necessary to search, evaluate, analyze, manage, manipulate, collaborate, communicate, and construct information in the teaching/learning environment.

Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
<p>3A: Provide equitable access to information and technology resources at each site.</p>	<p>Provide Chromebooks for student checkout in the High School.</p> <p>Support Bring Your Own Device (BYOD) initiative starting at the Middle School and replicating to other buildings.</p> <p>Maintain appropriate life cycle schedules for replacement (rotation for replacement on a 3-year cycle for staff laptops and 5-year cycle for all other appropriate devices). Continue investments into virtualization and other technologies to improve life cycles, support, and power utilization.</p>	<p>Number of students who participate.</p>	<p>Media Specialists and Staff.</p>			
<p>3B: Provide appropriate online access for parents/guardians and others to school and student information.</p>	<p>Continue to provide use of Infinite Campus Portal.</p> <p>Develop requirements for maintaining staff websites.</p> <p>Research and develop guidelines for staff use of social networking.</p>	<p>Infinite Campus login report.</p> <p>Requirements developed. Quarterly checks.</p>	<p>Administrators, IT, and Media Specialists</p>		<p>Ongoing</p>	

<p>3C: Continue to provide anytime, anywhere access for students and staff to district information and technology resources.</p>	<p>Educate parents, students, and staff on external support. Provide list of available resources and instructions. Ensure district provides maximum internet bandwidth possible (1 Gbps per 1000 students) via BadgerNET and Northwest Communications.</p>	<p>Increased bandwidth obtained</p>	<p>IT Department</p>		<p>Ongoing</p>	
<p>3D: Maintain quality library collections with ongoing and continual collection development.</p>	<p>Stay current on curriculum and acquire necessary resources.</p>	<p>Circulation statistics</p>	<p>Media Specialists</p>		<p>Ongoing</p>	

**School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan**

NEED: Informal Interviews, Administrative Meetings, Strategic Plan, enGauge Results.

GOAL # 4: Support Systems and Leadership:

Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
<p>4A: Provide adequate media and technology staffing to meet the goals of the Information and Technology Plan.</p>	<p>Complete IT Staff Study (June 2014) and implement approved positions. Develop a process to measure outcomes of Library Media and Technology programs per Strategic Plan. Monitor outcomes and review annually with Information and Technology Council. Review state and national guidelines for Library Media and Technology staffing. Make staffing recommendations annually to Superintendent as needed.</p>	<p>Report presented</p>	<p>Board of Education/ Administration</p>		<p>July 2014</p>	

<p>4B: Maintain and update existing technology infrastructure, hardware and software.</p>	<p>Maintain appropriate life cycle schedules for replacement (rotation for replacement on a 3-year cycle for staff laptops and 5-year cycle for all other appropriate devices). Continue investments into virtualization and other technologies to improve life cycles, support, and power utilization.</p> <p>Support District BYOD programs</p> <p>Continue to investigate emerging software technologies and acquire as necessary.</p> <p>Investigate new technologies to expand/increase educational options for all students (i.e. Virtual schools, hand-held devices).</p> <p>Continue efforts to improve staff productivity with technology-based tools.</p> <p>Maintain minimum hardware standards established by technology needs approved by IT Manager.</p> <p>Review existing software and upgrade as necessary and review with IT Council:</p> <ul style="list-style-type: none"> -Network Infrastructure -Instructional -Administrative -Distance Learning/Virtual Learning -Assistive Technology -Internet Structure -Security Systems and other Building Systems <p>Conduct necessary staff development.</p>					
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<p>4C: Maintain and update BOE approved policies, procedures and rules that are necessary for the Information and Technology Plan.</p>	<p>Review/update current policies and procedures annually each winter.</p> <p>NOTE: SCHOOL BOARD IS CURRENTLY COMPLETING A NEOLA POLICY REVIEW</p> <ul style="list-style-type: none"> • BHF: School Board use of Electronic Mail • EGAA: Copyright • EGAAA: Computer Software Copyright • IIAA: Selection of Learning Resources • IIAA-R: Guidelines for the selection of Learning Resources • IIBCA: Lost or Damaged Library/Media Center Materials • IIBCB: Interlibrary Loan/Resource Sharing • IIBCB-R: Interlibrary Loan/Resource Sharing Guidelines • IIBG: Use of District's IT Resources (i.e. Acceptable Use Policy) • IIBG-R: Guidelines regarding the District's IT Resources • IIBGA: Computer Assisted Instructors • IIBGB: Assistive Technology for Students • KBA: District and/or School Web Pages • KLA: Complaints about Learning Resources • KLA-E: Request for Reconsideration of Learning Resources • KLA-R: Procedures for Handling Complaints about Learning Resources • Other Information & Technology related policies. <p>Educate staff on ethical/legal and other policy issues related to Information and Technology.</p> <p>Make recommendations to Board of Education</p>					
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5. DISSEMINATION TO STAKEHOLDERS

This combined Information (Library Media) & Technology plan was worked on by the district Information and Technology Council during the months of April 2013-June 2014 and the Somerset School Board in July 2014. The plan will be presented to the entire district staff upon receipt of approval from the Wisconsin Department of Public Instruction. The Information and Technology Council & Steering Committee will use this plan as their guiding document and quarterly progress updates will be made to the board. Copies of this plan will be given to each administrator, school board member, and Information and Technology member in the district. The plan will be distributed to PLCs to assist them in the organization and implementation of professional learning opportunities. In addition, progress updates will be shared with community members in the District Newsletter, regular "Spartan Spotlight" articles in the local newspaper, and at Annual Community meetings. Finally, we will be publishing the plan on our district webpage.

6. MONITORING, EVALUATION, AND REVISION OF THE PLAN

This document is considered to be a work in progress. The Somerset School District Information and Technology Council will meet quarterly and the goals will be monitored and implemented through the direction of the Information and Technology Steering Committee or other assigned individuals. As goals and objectives are achieved in the plan, appropriate assessment tools will be used to evaluate the success of each goal as described in the plan. Changes in objective activities will be presented by Information and Technology Steering Committee to the Information and Technology Council for approval. The School Board must approve any changes to the plan goals. Since this plan will expire in June 2017, the writing of the next plan will begin in Summer/Fall 2016 with direction provided by the Information and Technology Council.