

Technology Plan built using eTech Ohio's TPT tool

Organization: Sheffield-Sheffield Lake City
Tool: TPT
Name: Sheffield-Sheffield Lake City-044768, TPT, 2012-13, 2013-14, 2014-15
Period Coverage: 2012-13, 2013-14, 2014-15
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Key Decision Makers

Assigned ETC: Steven Crumbacher
Assigned Treasurer: Donald Breon
Assigned Superintendent: Will Folger

Phase I: Pre-Planning

Vision: Schools in the Sheffield-Sheffield Lake District will utilize technology in such a way that it becomes a seamless and routine way of delivering lessons, analyzing and improving student performance, and enhancing communication within the community. Teachers will have a comfort level with technology and will use it as a means of delivering rich and engaging lessons that will target the academic standards and promote an interactive and positive classroom environment. Each classroom in the Sheffield-Sheffield Lake School District will be equipped with interactive presentation devices and lessons will be delivered using the latest multimedia technology. Teachers will have access to a digital library of video, pictures, and sounds and will have the ability to target the exact image, event, or concept they are looking to demonstrate. Students in all grades will use up to date computer labs and classroom workstations. Students will have access to 1:1 learning environments such as laptops, chromebooks, tablets, computer labs and classroom workstations to complete assignments, access resources, explore topics of interest, remediate and improve skills, develop multimedia presentations, and communicate with the outside world. Students will leave the district having a familiarity with numerous forms of technology and will be able to make informed decisions as to the appropriate tools to complete tasks within both their workplace and in their community. Traditional classroom boundaries will be redefined by the use of interactive video distance learning (IVDL) which will serve as an extension of the world into the classroom. Students will have access to real-time events and can take virtual field trips and collaborate with other classrooms thousands of miles away as though they were in the next room. The district web page, email server, and cable server will be viewed by the community as a timely and efficient means of communication. Students will have the ability to log onto the district webpage and read class notes, see homework assignments, view worksheets, and download study guides. Parents will be able to view their children's grades, attendance, and communicate with the teacher via email. We will highlight student achievement and school activities and they will be played on our cable server which will simultaneously display information on the television station and the district website.

Mission: To create and support an environment that views technology as an essential tool in meeting the mission of the Sheffield-Sheffield Lake City Schools.

Technology Planning Committee: Business Manager, Curriculum Coordinator, Library/Media Specialist, Parent, Principal, Student, Superintendent, Teacher, Technology Coordinator, Technology Support, Treasurer

Review Current Technology Plan

Describe goals that were met: Overall, we feel that we have met many of the goals that we set in our Technology Plan. We have increased our 1:1 computing expertise by implementing four classrooms into the program. We now have pilot 1:1 computing programs in 4th grade (2), 5th grade and 6th grade. We have also rolled out Google Apps for Education for our high school students and in technology classrooms in 4th grade through 8th grade. Our teachers continue to develop lessons for their smartboards and the comfort level and in-house expertise has improved due to professional development opportunities and planned collegial mentoring. With the introduction of a Content Management System (CMS) we have greatly enhanced our teachers' ability to easily share educational resources with their students online and moved closer to our district goal of true 24/7 access.

Unexpected outcomes, new needs: We have learned through this process that there are far more teachers wishing to implement 1:1 classrooms than we can accommodate at this time. We need to find alternative funding sources to move us forward in this initiative.

Goals that are no longer relevant: As we have achieved 100% involvement in our smartboard implementation it is no longer a goal. What we will be doing is working on developing a replacement cycle for smartboards and evaluating potential alternative technologies to smartboards.

Goals that still need to be: We recognize the need to become a 1:1 computing environment for at least our 7-12 grade levels and move toward a digital curriculum. Our need to provide a true digital curriculum can only be achieved with the access to more technology. Once technology has become pervasive - it can then become transformative.

addressed:

Phase 2: Curriculum Alignment & Instructional Integration

• Goal: Standardize on Google Apps for Education

Goal Type: Technology Alignment to Curriculum

If other, please specify:

Goal Description: Teachers will use Google Docs to distribute classroom information to students, collect assignments, and assess progress. Well trained teachers will utilize Google Docs to communicate with students and colleagues and share information digitally.

Needs Assessment: Our teachers and administrators determined that in order for us to move forward with technology we will need a standardized platform to work from. We looked into various LMS solutions and decided to build upon our knowledge of Google Apps for Education.

Where Are We Now? II. Adoption

Where Do We Want To Be? iv. Appropriation

Created Date: Wed Apr 24 14:23:28 GMT 2013

Created By: doug cogdell

Last Modified Date: Wed May 08 18 02:34 GMT 2013

Last Modified By: doug cogdell

• Strategy: Teacher Training- Google Docs

Outcome: Initial Google Docs training will be a full day for all language arts teachers. We chose language arts as the starting point since all students in grades 6-9 are required to take this class. Remaining teachers will have an initial half-day of training.

Evaluation Process: We will use exit surveys, teacher interviews and utilize the Admin Tools in Google Docs Administration to gauge usage and depth of knowledge.

Description: Teachers will be trained by Google Certified trainers in the use of Google Docs for Education.

Position(s) Responsible: Curriculum Coordinator/Director, Principal, Teacher, Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): Professional Development Budget

Estimated Cost for Strategy - Year 1: 12000.0

Estimated Cost for Strategy - Year 2: 40000.0

Estimated Cost for Strategy - Year 3: 40000.0

Professional Development Need(s)

Identify PD Methods/Formats: Google Apps for Education training provided by Google Certified Technology Consultants, North. We are also sending 3 district employees to become certified Google Trainers.

Identify Person(s) to plan PD: Curriculum Coordinator/Director, Principal, Technology Coordinator/Director

How will PD be measured? Surveys and questionnaires.

How PD will support this Strategy? Understanding the Google Docs system will allow teachers the skills needed to successfully implement this technology.

Created Date: Wed Apr 24 15:08:27 GMT 2013

Created By: doug cogdell

Last Modified Date: Fri Apr 26 14:28:58 GMT 2013

Last Modified By: doug cogdell

• **Strategy: Student Training- Google Apps for Education**

Outcome: Sheffield Schools recognize that students will need training to use Google Docs. By starting this process at an early age (4th grade) we will be able to get our students proficient very early on. We will look to expand this into lower grades over time.

Evaluation Process: The use of this tool will be needed by students from 4th through 12th grades. Technology teachers in grades 4-8 will periodically assess students as to their proficiency in Google Docs.

Description: Students in grades 4-12 will be trained on the use of Google Docs by Google certified instructors. We will utilize North consultants while developing our own teachers to become certified.

Position(s) Responsible: Curriculum Coordinator/Director; Principal; Teacher; Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable):

Estimated Cost for Strategy - Year 1:

Estimated Cost for Strategy - Year 2:

Estimated Cost for Strategy - Year 3:

Professional Development Need(s)

Identify PD Methods/Formats: Training provided by certified Google Trainers and Sheffield Technology Teachers certified to teach technology.

Identify Person(s) to plan PD: Curriculum Coordinator/Director; Technology Coordinator/Director

How will PD be measured? It will be measured periodically by Technology teachers.

How PD will support this Strategy? The strategy is to have student become proficient with this tool.

Created Date: Fri Apr 26 15:02:34 GMT 2013

Created By: doug cogdell

Last Modified Date: Fri Apr 26 15:02:34 GMT 2013

Last Modified By: doug cogdell

• **Goal: 1:1 Computer-Student Ratio**

Goal Type: Improving Teaching and Learning

If other, please specify:

Goal Description: To transform our classrooms into 21st century learning centers through the use of Internet connected devices, digital curriculum and 24/7 availability of curriculum content.

Needs Assessment: Our district determined the need to increase access to technology by surveying and interviewing teachers and students. The upcoming PARCC assessments have moved us forward in order to comply with the changes coming next year.

Where Are We Now? ii. Adoption

Where Do We Want To Be? iv. Appropriation

Created Date: Wed Apr 24 14:26:11 GMT 2013

Created By: doug cogdell

Last Modified Date: Wed May 08 18:07:32 GMT 2013

Last Modified By: doug cogdell

• **Strategy: 1:1 Pilot Data Collection**

Outcome: Software such as Study Island, Alex Math, Accelerated reader and various iPad apps will be used as resources. Each of the software programs includes their own assessment piece to measure outcomes.

Evaluation Process: Teachers and Principals will collect data to support the use of 1:1 devices in the classroom.

Description: We will use technology proficient teachers to pilot the various 1:1 devices that are available. This includes laptops, chromebooks and iPads.

Position(s) Responsible: Assistant Superintendent; Curriculum Coordinator/Director; Teacher; Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable):	Technology/ E-Rate/ PI Budget
Estimated Cost for Strategy - Year 1:	40000.0
Estimated Cost for Strategy - Year 2:	200000.0
Estimated Cost for Strategy - Year 3:	200000.0

Professional Development Need(s)

Identify PD Methods/Formals: Training provided by certified Google Trainers - Nort2h consultants and the technology department.

Identify Person(s) to plan PD: Curriculum Coordinator/Director; Principal; Technology Coordinator/Director

How will PD be measured? SurveyMonkey and Google Docs Surveys as well as teacher interviews.

How PD will support this Strategy? Targeted training will give teachers the knowledge to begin the process of converting to a digital curriculum and utilizing the devices in their classroom.

Created Date: Wed Apr 24 15:01:38 GMT 2013

Created By: doug cogdell

Last Modified Date: Fri Apr 26 14:55:19 GMT 2013

Last Modified By: doug cogdell

• **Goal: Classroom Presentation**

Goal Type: Improving Teaching and Learning

If other, please specify:

Goal Description: An important tool for all classroom teachers is the use of a presentation device capable of displaying multi-media images to their students.

Needs Assessment: Our teachers value the presentation of information using their smartboards. This is an important piece of the technology tools that they use every day. We evaluated several vendors and determined that smartboards were the best tool to accomplish this goal.

Where Are We Now? Iv. Appropriation

Where Do We Want To Be? Iv. Appropriation

Created Date: Fri Apr 26 15:05:17 GMT 2013

Created By: doug cogdell

Last Modified Date: Tue May 21 17:00:04 GMT 2013

Last Modified By: doug cogdell

• **Strategy: Replacement Cycle- presentation devices**

Outcome: To stay up to date with the most relevant and effective presentation devices available for teachers and replace them as they become outdated.

Evaluation Process: Teacher and student feedback.

Description: Continue to have up-to-date presentation devices in the classroom.

Position(s) Responsible: Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): Technology Funds

Estimated Cost for Strategy - Year 1: 23000.0

Estimated Cost for Strategy - Year 2: 23000.0

Estimated Cost for Strategy - Year 3: 23000.0

Professional Development Need(s)

Identify PD Methods/Formals: Attend trade-shows and conferences to identify the best educational products to us in our classrooms.

Identify Person(s) to plan PD: Principal, Teacher, Technology Coordinator/Director

How will PD be measured? Student and teacher feedback.

How PD will support this Strategy? Acquiring knowledge of the technologies available for our classrooms.

Created Date: Fri Apr 26 15:17:13 GMT 2013

Created By: doug cogdell

Last Modified Date: Fri Apr 26 15:17:13 GMT 2013

Last Modified By: doug cogdell

Phase 3: Technology Policy, Leadership and Administration

• **Goal: Establish a District Technology Committee**

Goal Type: Developing Policy

If other, please specify:

Goal Description: Establish a committee of teachers, administrators and community members to periodically review technology processes and policy.

Needs Assessment: Our strategic planning committee recommended that we establish this committee based on user feedback. We need a technology committee to provide direction for our overall technology plan and guide us into becoming a 21st century learning environment.

Where Are We Now?

Where Do We Want To Be? ii. Adoption

Created Date: Fri Apr 26 15:21:25 GMT 2013

Created By: doug cogdell

Last Modified Date: Tue May 21 17:01:12 GMT 2013

Last Modified By: doug cogdell

• **Strategy: Incorporate Curriculum Leaders as a part of the Technology Committee**

Outcome: To provide district leadership, direction and focus to our district technology plan.

Evaluation Process: Timeliness of technology initiatives, completion dates and collaborative grant opportunities will be part of the evaluation process.

Description: To utilize teachers already active as Curriculum leaders to represent schools, grade levels, and content areas in technology meetings.

Position(s) Responsible: Community Member, Curriculum Coordinator/Director, Operations Manager, Parent, Student, Superintendent, Teacher, Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): PD Budget

Estimated Cost for Strategy - Year 1: 5000.0

Estimated Cost for Strategy - Year 2: 5000.0

Estimated Cost for Strategy - Year 3: 5000.0

Professional Development Need(s)

Identify PD Methods/Formals: Conferences and training

Identify Person(s) to plan PD: Curriculum Coordinator/Director

How will PD be measured? Interviews and surveys.

How PD will support this Strategy? Professional development and awareness.

Created Date: Fri Apr 26 15:35:45 GMT 2013

Created By: doug cogdell

Last Modified Date: Wed May 08 18:12:07 GMT 2013

Last Modified By: doug cogdell

• **Goal: Administrative Technology literacy**

Goal Type: Providing District Leadership

If other, please specify:

Goal Description: District Administrators should be practitioners of educational technology and understand the elements of successful technology integration.

Needs Assessment: As we move our district forward with technology we will need skilled administrators that are able to understand the technology used in the classrooms. Our needs include access to various forms of technology including hardware, software, online services and professional development.

Where Are We Now? ii. Adoption

Where Do We Want To Be? iii. Exploration

Created Date: Mon Dec 10 15:07:37 GMT 2012

Created By: doug cogdell

Last Modified Date: Thu Apr 25 13:28:23 GMT 2013

Last Modified By: doug cogdell

• **Strategy: Administrator Technology Training**

Outcome: Sheffield Administrators will be technically proficient and aware of the tools needed by teachers for successful technology integration.

Evaluation Process: We will be doing surveys and interviews of Administrators to gauge the success of the training programs.

Description: Sheffield Schools recognizes the need for Administrators that are aware of the technology resources of education and to become practitioners of the tools that are being used in the classroom.

Position(s) Responsible: Curriculum Coordinator/Director, Technology Coordinator/Director

Timeline: 6 months -1 year

Estimated Budget for this Strategy

Funding Source (if applicable): Administrative PD Fund

Estimated Cost for Strategy - Year 1: 1200.0

Estimated Cost for Strategy - Year 2: 1200.0

Estimated Cost for Strategy - Year 3: 1200.0

Professional Development Need(s)

Identify PD Methods/Formats: North technology Consultants will be used to provide technology training throughout the year as well as a summer Administrative Retreat Training.

Identify Person(s) to plan PD: Curriculum Coordinator/Director, Technology Coordinator/Director

How will PD be measured? We will measure the success of our PD through the use of exit surveys.

How PD will support this Strategy? Administrative training is necessary to create the level of technology proficiency our Administrators will need.

Created Date: Thu Apr 25 13:28:22 GMT 2013

Created By: doug cogdell

Last Modified Date: Thu Apr 25 13:28:22 GMT 2013

Last Modified By: doug cogdell

Phase 4: Technology/Infrastructure, Management and Support

• Goal: Wireless Network Access

Goal Type: Networking, Internet and Telecommunications

If other, please specify:

Goal Description: Provide a wireless network capable of supporting a 1:1 computing Initiative.

Needs Assessment: As we move toward a 1:1 computing environment we will need to be able to provide adequate wireless access to our network and the internet.

Where Are We Now? II. Some

Where Do We Want To Be? iv. Increase

Created Date: Mon Dec 10 15:23:45 GMT 2012

Created By: doug cogdell

Last Modified Date: Thu Apr 25 13:33:18 GMT 2013

Last Modified By: doug cogdell

• Strategy: Brookside Enterprise Wireless Network

Outcome: The outcome of this Initiative is to provide the Infrastructure for future 1:1 computing Initiatives at the High School.

Evaluation Process: We will utilize heat maps and walk-throughs to determine if the wireless network is capable of providing adequate connectivity.

Description: Install an enterprise wireless network at Brookside High School

Position(s) Responsible: Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): Technology Budget

Estimated Cost for Strategy - Year 1:25000.0

Estimated Cost for Strategy - Year 2:7500.0

Estimated Cost for Strategy - Year 3:7500.0

Professional Development Need(s)

Identify PD Methods/Formats: We will be instructing staff members on how to connect their devices to the wireless network.

Identify Person(s) to plan PD: Technology Coordinator/Director

How will PD be measured? Measurement is not needed for this strategy.

How PD will support this Strategy? PD is not needed for this strategy.

Created Date: Thu Apr 25 13:33:18 GMT 2013

Created By: doug cogdell

Last Modified Date: Thu Apr 25 13:33:18 GMT 2013

Last Modified By: doug cogdell

• Goal: 1:1 Computing Initiative

Goal Type: Access to Technology

If other, please specify:

Goal Description: Achieve a 1:1 technology program for K-12 students.

Needs Assessment: We will need to evaluate various types of technology and determine the benefits of each class of device. Each device- and class of device- will have strengths and weakness that we will need to asses. Our plans include pilot programs that will evaluate tablets, chromebooks and traditional laptops.

Where Are We Now? ii. Some

Where Do We Want To Be? iii. Pervasive

Created Date: Mon Dec 10 17:34:51 GMT 2012

Created By: doug cogdell

Last Modified Date: Tue May 21 16:46:20 GMT 2013

Last Modified By: doug cogdell

• Strategy: Chromebook Cart Pilots

Outcome: We expect student access to technology along with teacher training to provide a more collaborative and digital learning experience for our students.

Evaluation Process: We will use surveys and teacher interviews to evaluate the pilot.

Description: We will be piloting 7 chromebook carts in 2013-14. 4 at Brookside High School and 3 at Sheffield Middle School.

Position(s) Responsible: Curriculum Coordinator/Director,Principal;Teacher;Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): technology Budget

Estimated Cost for Strategy - Year 1: 90000.0

Estimated Cost for Strategy - Year 2: 90000.0

Estimated Cost for Strategy - Year 3: 90000.0

Professional Development Need(s)

Identify PD Methods/Formats: Additional Google Docs training to allow for more advanced classroom integration.

Identify Person(s) to plan PD: Curriculum Coordinator/Director;Principal;Technology Consultant

How will PD be measured? Teacher feedback, Principal Evaluations and Surveys.

How PD will support this Strategy?Implementation strategies and information about best practices.

Created Date: Tue May 21 16:46:20 GMT 2013

Created By: doug cogdell

Last Modified Date: Tue May 21 16:46:20 GMT 2013

Last Modified By: doug cogdell

• Goal: Online Access to Curriculum

Goal Type: Access to Educational Information and Applications

If other, please specify:

Goal Description: Provide 24/7 access to educational resources such as lessons, classroom material, homework and assignments and student work.

Needs Assessment: We will need a website capable of hosting classroom content as well as links to external sites. Document management needs to be handled through Google Drive.

Where Are We Now? ii. Minimal

Where Do We Want To Be? iv. Advanced

Created Date: Mon Dec 10 17:37:41 GMT 2012

Created By: doug cogdell

Last Modified Date: Tue May 21 16:52:18 GMT 2013

Last Modified By: doug cogdell

• Strategy: Web Site and Google Docs

Outcome: Our community and students will recognize our website as a relevant and timely means of gaining access to curricular resources.

Evaluation Process: We will utilize Google Analytics to gauge website visitors and Principals regularly check websites for usage.

Description: Our teachers will keep learning 24/7 through the use of updated websites with information for students to access away from school.

Position(s) Responsible: Curriculum Coordinator/Director;Principal;Teacher;Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): 1,500

Estimated Cost for Strategy - Year 1: 1500.0

Estimated Cost for Strategy - Year 2: 1500.0

Estimated Cost for Strategy - Year 3: 1500.0

Professional Development Need(s)

Identify PD Methods/Formals: Teachers have already been trained in the website and we have a large library of tutorials that are continuously updated online.

Identify Person(s) to plan PD: Curriculum Coordinator/Director,Principal,Technology Coordinator/Director

How will PD be measured? Principals will share information and feedback about teachers use of this tool.

How PD will support this Strategy?Teachers will always have access to training materials .

Created Date: Tue May 21 16:52:18 GMT 2013

Created By: doug cogdell

Last Modified Date: Tue May 21 16:52:18 GMT 2013

Last Modified By: doug cogdell

• Goal: Support of District Technology

Goal Type: Technology Support and Management

If other, please specify:

Goal Description: Provide support for all district technology in a timely manner. Provide a transparent and well managed system for requesting assistance, prioritization of tech support resources and follow-up.

Needs Assessment: Continue to perfect the Sysaid system and find ways to utilize the online knowledgebase for self-help of some technical issues.

Where Are We Now? ii. Sufficient

Where Do We Want To Be? iii. Increase

Created Date: Mon Dec 10 17:40:58 GMT 2012

Created By: doug cogdell

Last Modified Date: Tue May 21 16:57:45 GMT 2013

Last Modified By: doug cogdell

• Strategy: SysAid help Desk

Outcome: Staff members will have a quick, efficient, and transparent means of submitting service requests with automated feedback and accountability.

Evaluation Process: The online service includes reporting functions that measure responsiveness of service.

Description: We have implemented an online help desk with service tickets to track technology service requests.

Position(s) Responsible: Technology Coordinator/Director

Timeline:

Estimated Budget for this Strategy

Funding Source (if applicable): Technology Budget

Estimated Cost for Strategy - Year 1: 850.0

Estimated Cost for Strategy - Year 2: 300.0

Estimated Cost for Strategy - Year 3: 300.0

Professional Development Need(s)

Identify PD Methods/Formals: Technology support staff received extensive training on the use of this tool. Staff members do not require training.

Identify Person(s) to plan PD: Technology Coordinator/Director

How will PD be measured? PD will be measured by surveys and interviews.

How PD will support this Strategy?Technology support staff will better understand how to use the SysAid service.

Created Date: Tue May 21 16:57:45 GMT 2013
Created By: doug cogdell
Last Modified Date: Tue May 21 16:57:45 GMT 2013
Last Modified By: doug cogdell

Budget and Planning

Phase	2012-13	2013-14	2014-15	Total by Phase
2. Curriculum Alignment & Instructional Integration	\$75,000.00	\$263,000.00	\$263,000.00	\$601,000.00
3. Technology Policy, Leadership and Administration	\$6,200.00	\$6,200.00	\$6,200.00	\$18,600.00
4. Technology Infrastructure, Management and Support	\$117,350.00	\$99,300.00	\$99,300.00	\$315,950.00
Grand Total by Years	\$198,550.00	\$368,500.00	\$368,500.00	\$935,550.00