2008-11 TECHNOLOGY PLANNING CHECKLIST FOR SCHOOL DISTRICTS, CHARTER SCHOOLS, NONPUBLIC SCHOOLS AND PUBLIC LIBRARIES

Please complete the contact information on this page and the checklist on the following pages and include them with your technology plan.

TEAM Academy Charter School

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URL for this Technology Plan (if applicable):

Please complete the following checklist by indicating on which page each of the criteria is addressed.

Criteria applying only to schools or school districts are indicated with "schools" in parentheses next to the criteria statement. Criteria applying only to public libraries are indicated with the word "libraries" in parentheses next to the criteria statement. Criteria applicable to both are indicated with "schools and libraries" in parentheses.

CRITERIA	PAGE(S) WHERE CRITERIA IS ADDRESSED
I. Planning and Needs Assessment (schools and libraries) Organization Leadership and Technology Planning Committee Demographics of School District, School, Regional Public Library System, or Public Library Needs Assessment Method and Results	4
II. Vision, Goals, Objectives, and Strategies for Technology Technology Integration with Curriculum and Instruction (schools) Delivery of Services (libraries) Increase/Improve Technology Access (schools and libraries) Administration (schools and libraries) Professional Development (schools and libraries) Assessment (schools) Online/Distance Learning (schools) Parental Involvement (schools)	5
III. Policies and Procedures Equitable Access for Students with Exceptional Needs (schools) Equitable Access for Library Customers with Exceptional Needs	7

CRITERIA	PAGE(S) WHERE CRITERIA IS ADDRESSED
(libraries)	
Data and Network Security (schools and libraries)	
Internet Safety and CIPA Compliance (schools and libraries)	
IV. Technology Infrastructure, Management, and Support (use template provided by MDE).	8
Telecommunications Capacity (schools and libraries)	
Equipment Access for Instruction (schools)	
Assistive Technology (schools and libraries)	
Equipment Access for Delivery of Public Library Services (libraries)	
Average Age of Equipment for Instruction or Public Library Services (schools and libraries)	
Handhelds, Tablet PCs, Interactive Whiteboards and other devices (schools and libraries)	
Replacement Schedule (schools and libraries)	
Technology Platform (schools and libraries)	
Technology Staff Support (schools and libraries)	
V. Role of School Media Center (schools)	9
VI. Staff Development and Training (schools and libraries)	10
VII. Budget for Technology (schools and libraries)	11
VIII. Implementation Plan (schools and libraries)	12
IX. Evaluation Plan (schools and libraries)	12

CRITERIA	PAGE(S) WHERE CRITERIA IS ADDRESSED
Summary of Results of Evaluation of Previous Three-Year Plan Evaluation Strategy for 2008-11 Technology Plan	

OFFICIAL SUBMISSION CERTIFICATION

This 2008-11 Technology Plan is the official submission of the TEAM Academy Charter School, #4127.

_____

Signature of Superintendent, School Administrator, or Regional Public Library System Administrator and System Governing Board Chair, or Public Library Director

_____
DATE

CRITERIA I: PLANNING AND NEEDS ASSESSMENT
  I.   Organization Leadership
        A. Technology decision-makers at TEAM Academy Charter School are:
                a. Director
                b. Business Manager
                c. Technology Coordinator
                d. Two Teachers
        B. Technology Committee: Meets four times a year to plan, implement and evaluate
        C. Demographics
                a. Enrollment is 133, FY 2010
                b. We are in Waseca, MN
                c. The challenges we face as a small school is just keeping up with technological changes under limited budget constraints in the midst of an economic recession.
                d. The school grew steadily from 2004-2008. We have had steady enrollment of around 140 for the last two school years. We are a kindergarten through 6th grade school. We do have a cap of 25 students per grade level and one

grade level of each. Our maximum student count if we were full would be 175 students. Our demographics have changed a lot in the past three years. In the fall and spring we have a high migrant population.

     e. The challenges of providing education services in a small charter school relate mostly to choosing between worthy programmatic expenditures to provide the best education we can with the resources entrusted to us.

     f. Our Special Education program makes use of technology to help provide for the educational advancement of individuals with unique needs.

D. Needs Assessment

     a. In a school of 22 staff, assessing needs is an on-going process. Changes in technology happen as often as the need arises during the course of the school year. At the end of each school year an inventory of technological assets is taken and staff is asked to evaluate the condition of those assets and make recommendations for changes needed.

     b. Components of our method of assessing needs include a monthly teacher meeting, quarterly tech committee meeting, and year-end tech inventory survey.

     c. Key results of our assessment during the 2008-2009 were to upgrade computer programs with licenses, add another server, and train staff in our current technology.

     d. Participants in the assessment included the staff, the school board, the tech committee, the building owner and outside consultants. This includes several parents of students.

     e. The needs assessment was conducted as explained in A. and B. above.

CRITERIA II: VISION, GOALS, OBJECTIVES AND STRATEGIES FOR TECHNOLOGY

A. TEAM Academy's mission is: Where students meet potential. We feel that technology is a huge part of a child's education. At TEAM we are dedicated to using technology in our classrooms and getting our students exposed to it.

B. TEAM Academy Technology Vision: to provide the equipment and training needed to give students and staff the technological skills and experiences required to thrive in today's world. This includes technology for individuals with unique needs. Adapting in our increasingly complex and changing society can be greatly assisted by educational use of technology through making more resources available and by developing basic skills in the use of technology. We want to give our low income and rural students time to learn technology as a tool from an early age is key in preparing each student to reach their full potential for a technology rich future.

C. The following items address the staff and student needs, including support:

     a. Increase staff technology skills

     b. Increase staff and student access to information

     c. 1 laptop needs replacement by 2011

     d. Printers need to be replaces as needed

     e. Digital cameras and video camera need replacement as needed

     f. Address maintenance concerns

     g. Monthly computer check

     h. Tech support for server etc.

     i. Upgrade: need to upgrade our ability for expansion which includes licenses and related expenses

j. File and print server
k. Active directory/domain or NDS for authentication
l. Anti-virus / malware / BOT / Trojan protection
m. Patch management
n. Tape drive / tapes
o. UPS
p. Food Service System
q. Library System
r. Infinite Campus
s. Firewall / content filter / internet access
t. Email system
u. Web server / web page
v. Access to web mail
w. MS Office
x. Computer Lab
y. United Streaming
z. Phone System
aa. Network Management
bb. App Development
cc. Imaging Product
dd. Remote Control
ee. Portal / VPN access (net storage)
ff. Health and Safety requirements / IEA
gg. Asset Management
hh. MCA Server
ii. RevTrak Online Payment System
jj. Wireless networking
kk. Special education IEP software
ll. Intercom (linked through phone system)
mm.   Bells
nn. Clock system
oo. Security system
pp. Environmental monitoring system

D. Basic strategies for using technology applications to meet the Minnesota Academic Standards is to provide hardwired computers, the best internet service we can afford, pre-test training through Pearson, and complementary computer based educational programs such as SuccessMaker and Waterford.

E. TEAM Academy has technology literacy standards in place that are based on the Minnesota State Standards for K through 6th grade. The goal is to have all students technologically literate by the time they graduate from TEAM Academy.

F. TEAM Academy has no plans of integrating online classes at this time.
G. The use of SuccessMaker and Waterford helps meet the needs of students not yet proficient according to the MCA II.
H. We will continue using technology to provide access to curricular materials for all students and teachers, especially those with unique needs.
I. We are searching for funding for interactive whiteboards.
J. Our staff uses computerized spreadsheets, state testing data, and NWEA data for decision making.
K. We are using online assessments through NWEA and Pearson.
L. The online science test has forced us to make sure our computers are upgraded and ready for the assessments.
M. Our school has developed a website through Edline that we students, parents, and staff can use.
N. We currently use email to communicate with parents. We also encourage them to use Pearson's "Perspective" portal.
O. We intend to include the use of technology in our required staff training this year and into the future.

CRITERIA III: POLICIES AND PROCEDURES

A. TEAM Academy does have policies in place for Internet Safety. See attached.
B. NA
C. The policies are reviewed every yearly by the school board and updated if needed. They are presented every year to students and parents, requiring a signature acknowledging receipt of them.
D. We are concerned about security and have a Tech Coordinator to provide needed recommendations and upgrades in this area along with system equipment upgrades.
E. We have yet to plan disaster recovery, however, we have insured against losses due to electronic disaster. We are moving towards a hosted system.
F. Students with exceptional needs are highly valued at TEAM Academy and provided more individualized technology equipment.
G. Our website has yet to be checked with ADA compliance.
H. Our Internet Safety Policy is attached.

CRITERIA IV: TECHNOLOGY INFRASTRUCTURE:

QUESTION	RESPONSE
What is your telecommunications/Internet connectivity capacity in your school district or school for Internet access and video connectivity?	TEAM Academy currently has access through the Waseca Public Schools for broadband and internet service.
Do you have plans to expand this capacity within the next three to four years?	Yes. Upgrade DSL lines.
If you plan to expand telecommunications capacity, what will be your anticipated capacity by the end of this planning period (July 1, 2011)?	TEAM will need to find a local internet provider.
What is your student to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	3:1 3:1
What is your teacher to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	1:1 1:1
Are the majority of the computers accessible for students located within labs or classrooms?	yes
What is the average age of computer equipment used for instruction?	2-6 years
What is timeline for your computer equipment replacement cycle?	8 new computers per year
What is your computer	PC Windows XP

QUESTION	RESPONSE
platform? PC-based, MacIntosh-based or both?	
How many technology support staff do you have to manage your technology infrastructure and network?	1
Is the technology support staff sufficient to effectively manage your technology infrastructure and network? If not, what staff capacity do you think you need?	yes
Is assistive technology for students with special needs provided and supported in your school district or school?	yes
Are technology support staff provided with the necessary training they need, including training associated with assistive technology?	yes
How and when are technology support staff provided with training?	Workshops and webinars yearly
What particular challenges does your school district or school face in providing sufficient access and technology resources to your staff and students?	Funding and relocating in 2010.

CRITERIA V: ROLE OF SCHOOL LIBRARY MEDIA CENTER AND SCHOOL LIBRARY MEDIA CENTER STAFF
   A. TEAM Academy will have a library of about 10,000 volumes (summer 2010).
   B. The school librarian is involved in the development of technology.
   C. The library is used weekly by each student to encourage joy in reading and supplement learning in general.
   D. The librarian's duties do not include instruction in technology, although computers in the library can be utilized by the students to look up books and conduct research.

E. Our technology standards were discussed in Criteria II. E.
F. Recent budget cuts have placed an unlicensed person in the role of librarian.
G. We can request books from our local public library when needed.
H. We currently have access the ELM.

CRITERIA VI: STAFF DEVELOPMENT AND TRAINING

A. A comprehensive staff development program will begin in 2009. The plan will cover the necessary tools and programs available to staff and students at TEAM Academy Charter School. The plan will include in-services on various "new" technologies available as well as discussions on current activities. The plan will include but is not limited to:
   - Classroom use of computers and how to integrate into the curriculum.
   - Teachers will implement the tech program, which will teach technology skills in a sequential and appropriate manner.

   The staff will also explore the options for implementing interactive whiteboards for five classrooms. The implementation and use of interactive whiteboards is necessary for engaging students in using technology in and throughout the curriculum.
B. TEAM Academy has technology skills standards for students but only unwritten standards for teachers.
C. Technology skills are assumed and expected from our teachers, however strict adherence to any specific level of skill has not been required nor evaluated.
D. Teachers do use technology in each classroom as well as the tech lab. Training specific to technology is one of our goals for the coming year. (see A.)
E. School administrators are well trained in the use of technology as evidenced in their ability to communicate with all stakeholders through technological presentations.
F. Insufficient time for training is probably the greatest inhibitor of the development of additional technological skills for our staff. Charter school personnel wear many hats and must therefore, become proficient in many skills. Training for all of them is difficult.

BUDGET FOR SCHOOL DISTRICTS, CHARTER SCHOOLS, AND NONPUBLIC SCHOOLS

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
100	Salaries and Wages for Technology Staff		20,007	28,223	18,000	18,000
200	Fringe Benefits for Technology Staff		5,920	8,159	2,900	2,900
300	Purchased Technology Services					
	Consultant Services					
	Communications (telephone, Internet access)		200	200	9,000	9,000
	Computer and System Services			8,471		
	Technology Staff Development					
	Technology Workshops and Conferences				3,000	2,000
	Technology Leases and Rentals					
	Purchased Technology Services (i.e., maintenance)					
400	Supplies and Materials (computer software, etc. both instructional and non-instructional)				21,000	5,000
500	Capital Expenditures (technology				5,000	

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
	equipment)					
800	Other Expenditures (list)					
TOTALS			26,127	45,053	58,900	36,900

CRITERIA VIII: IMPLEMENTATION PLAN

A. The basic implementation strategy is to follow the technology plan and monitor it during the monthly meetings of the technology committee with that committee reporting quarterly to the technology director who is responsible to the board. Constant monitoring, evaluating and adjusting to current circumstances is needed to achieve the technology goals.

B. The timeline for implementation includes immediate purchases, consultations, and upgrades for the 2009-2010 school year as well as long range plan through the next five years.

C. The period covered is through FY 2014.

CRITERIA IX: EVALUATION PLAN

A. Due to decreased resources the previous technology plan's goals were too lofty to sustain. The basic technology needed to provide weekly training for students was maintained. The equipment was replaced as needed. Upgrades were installed as necessary. Technology was enhanced in order to meet the requirements for online assessments. As a result, services to the students were maintained throughout the years of decreasing resources.

B. Evaluation Plan through FY 2014:

Evaluation Plan

Evaluation Questions	Information Needed	Information Source	Proposed Methods/Analysis	Staffing	Time Line
Adequate Equipment?	Inventory list and staff surveys	Smart finance and staff	Fixed asset value Surveys	Business Teachers	Yearly
Adequate training?	Money spent and skills learned	Smart finance and staff	Expenditures	Business	Quarterly

Enhanced student learning	Technology curriculum utilized	Tech teacher and class teachers	Curriculum reports	Teachers	Yearly
Upgraded tech infrastructure	Upgrades made	Tech committee	Quarterly analysis	Committee	Quarterly

Additional narrative to support this plan:

A. Current Inventory of Equipment.

TEAM Academy Charter School has 56 IBM workstations for students to use. These are located outside of classrooms and in our media center. Each computer is connected to the server and internet. Each teacher has a IBM workstation which is also connected to the server and internet. The students and staff have access to 7 laser printers, 2 color printers, and 1 printer/scanner/fax machine. TEAM Academy also has projectors that are used routinely in classrooms and other areas of the building. The students and staff also use digital cameras, video recorder, and other production technologies.

B. Services of Technology.

TEAM Academy Charter School contracts through Hickory Tech for internet service. The TEAM Academy technology committee meets quarterly to make decisions and assist in the use, purchase, and implementation of technology at TEAM Academy Charter School. There is one technology coordinator that addresses the day-to-day operations of the technology at TEAM Academy. The district also contracts external support through an independent contractor for additional support.

C. Program Use.

The use of the technology at TEAM Academy Charter School is all K – 6th grade students as well as all members of the school's staff. Technology use is implemented on a daily basis in the form of computer use, student presentations, and communication throughout the school. Besides the use of technology in the classroom, all students participate in technology classes instructed by the school's technology coordinator. Students are instructed in technology based on the Minnesota State Standards;

    A. K – 2 grade. Computer use, turn on/off, open/close programs, and simple word-documentation. Begin internet use.

    B. 3 – 6 grade. Computer use, word processing, internet use, multi-media presentation, basic keyboarding.

    All students are required to read and sign acceptable use and expectations for computer responsibility while at TEAM Academy Charter School. If a student is found to violate the technology use plan, they are not allowed to use the various technologies at TEAM Academy. This is outlined in our student discipline policy.

D. Technology Objectives and Plan.

Keeping up with today's technology is important for the school's learning environment. The school needs to utilize all resources available as well as seek alternative sources to secure the school's plan. To prepare students for the future, TEAM Academy Charter School will create an environment that is secure, communicates effectively, and has a solid base for students to build upon.

The first step is a secure and dependable network of communication. This will be achieved through network connections to accommodate student and staff needs. The backbone will require T1 communication lines and a dependable server along with proper cabling, patch panels, and switches.

The second step is assuring a reliable and current school server is established. The server will be located in the hub room and will be connected to the school computer lab via cable.

The platform used at TEAM Academy will be Windows XP. TEAM Academy will use current and will continue to update the internet blocking, content filtering, and virus protection on a regular basis. Student and staff training will be implemented so all members of TEAM Academy Charter School will clearly understand the importance of proper internet use.

The staff at TEAM Academy Charter School will continue to backup all data on a regular basis during the school year. A systematic plan will be implemented to insure all materials and data is safe and saved from day to day.

A comprehensive staff development program will begin in 2009. The plan will cover the necessary tools and programs available to staff and students at TEAM Academy Charter School. The plan will include in-services on various "new" technologies available as well as discussions on current activities. The plan will include but is not limited to:
1. Classroom use of computers and how to integrate into the curriculum.
2. Teachers will implement the tech program, which will teach technology skills in a sequential and appropriate manner.
   a. Teachers will implement rubrics and checklists to track mastery of skills.

The staff will also explore the options for implementing interactive whiteboards for five classrooms. The implementation and use of interactive whiteboards is necessary for assisting students in using technology in and throughout the curriculum. Funds for interactive whiteboards will be through fundraising and grant writing. A strong staff development program will be implemented when and if the school purchases interactive whiteboards.

E. **Evaluation Plan**

TEAM Academy Charter School has a technology committee and the committee will meet quarterly to review and assess the use and implementation of technology at TEAM Academy Charter School on a monthly basis. The committee is comprised of the director, technology coordinator, business manager, and two teachers. The meetings will use a checklist to ensure that all expectations are being meet and that the staff development plan is carried out. At the end of each school year, all staff members will meet and discuss the next year's plan and goals. Revisions and additions to the technology plan will be completed at that time. The TEAM Academy School board will oversee the budget and approve all changes made during the year.

F. **Five year plan for purchasing equipment.**

2009 – 2010

Printers need to be replaced as needed

Digital cameras and video camera need replacement as needed
Address maintenance concerns
Monthly computer check
Tech support for server etc.
Upgrade: need to upgrade our ability for expansion which includes licenses and related expenses

2010 – 2011

Printers need to be replaced as needed
Digital cameras and video camera need replacement as needed
Address maintenance concerns
Monthly computer check
1 laptop needs replacing
8 new computers
File and print server
Anti-virus / malware / BOT / Trojan protection
Tape drive / tapes
UPS
Food Service System
Library System
Infinite Campus
Firewall / content filter / internet access
Email system
Expand Web server / web page
Access to web mail
MS Office or Open Office
Computer Lab
United Streaming
Phone System
App Development
Portal / VPN access (net storage)
Health and Safety requirements / IEA
Asset Management
MCA Server
RevTrak Online Payment System
Special education IEP software
Intercom (linked through phone system)
Bells
Clock system
Security system

Add switch and hard wire lab

2011 – 2012
Active directory/domain or NDS for authentication
Printers need to be replaced as needed
Interactive Whiteboards
Network Management
Digital cameras and video camera need replacement as needed
Address maintenance concerns
Imaging Product
Remote Control
Monthly computer check
8 new computers
2 new laptop computers
1 new LCD projector

2012 – 2013
Printers need to be replaced as needed
Digital cameras and video camera need replacement as needed
Address maintenance concerns
Interactive whiteboards
Monthly computer check
8 new computers
2 new faculty computers
New camera
New laser printer

2013 – 2014
Printers need to be replaced as needed
Digital cameras and video camera need replacement as needed
Address maintenance concerns
Monthly computer check
8 new computers
2 new laptops
Patch management