

MONROE SCHOOL DISTRICT #1J

CODE:	IIBG-AR
APPROVED:	06/09/97
REVISED:	11/09/09
REVIEWED:	01/11/10

# Monroe School District 1J

## Technology Plan

2009-2011

Acronyms used in this Plan:

BIS: Business Information System

DTAC: District Technology Advisory Committee

LBLESD: Linn-Benton-Lincoln Education Service District

NETSS: National Education Technology Standards for Students

OAKS: Oregon Assessment of Knowledge & Skills

OSLIS: Oregon State Library Information System

PTE: Professional Technical Education

SIS: Student Information System

WSUS: Windows Services Update Server

# About Us

Monroe, Oregon is a community of approximately 600. The economy of the school district is grounded in the forest and agriculture industries. We are a bedroom community to Corvallis and Eugene. The city of Monroe is nestled against the first foothills of the Coast Range Mountains, facing the Willamette Valley. Highway 99 West connects Monroe to the city of Corvallis, (home of Oregon State University) 17 miles to the north, and the city of Eugene (home of University of Oregon) 23 miles to the south, as well as Junction City 8 miles to the south.

District Size: Approximately 465 students, K-12 (grades K-8, 310 students.)

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## E-Rate Criteria

This technology plan, in addition to serving as a record and planning document for the district, also meets e-rate requirements. Those requirements can be divided into five criteria groups.

### Criteria Group 1 – Goals and Strategies.

Goals appear as Commitments in the following tables.

Strategies appear in “When Successful” and “Ongoing Evaluation” columns.

### Criteria Group 2 – Professional Development.

Professional Development appears as a separate commitment

- ***Provide and maintain a planned system of staff Professional Development in technology***

In the past, professional development in technology has consisted primarily of just in time training. When there is new software that affects whole groups such as Business Information System (BIS) or Student Information System (SIS), training for the group is scheduled. When staff acquires new software and/or equipment for their classroom, training is by workshop, vendor training, or from manuals/tutorials. Much of the training has been one-on-one with the district technology coordinator and/or a co-worker. Afternoon workshops have been offered in the past with limited success. In-house all day training has also been offered. A new project for next year is developing and offering short hints/training during each building’s weekly staff meeting.

### Criteria Group 3 – Technology Assessment.

### Criteria Group 4 – Budget Resources.

There is a budget cell in the middle of the table for each commitment.

Most of our technology funding comes from General Fund, with these exceptions:

Perkins grant in support of our Business/Accounting program (annual)

June 2009, Rainy Day Fund grant that purchased computers for the grade school teachers

Resolution funds (ESD) that funds: 1 day ESD network technician, network support, BIS and SIS software and support, support maintenance of network/filtering/router software, and monitoring & support of internet connections.

### Criteria Group 5 – Ongoing Evaluations

There is an Ongoing Evaluations cell in the table for each commitment.

The District Technology Coordinator is the primary person responsible for annually reviewing the tech plan. It is the Tech Coordinator's responsibility to evaluate progress on each commitment, note which are met or to what extent, propose modifications to the plan including identifying emerging needs and out-dated needs. It is also the Tech Coordinator's responsibility to report the results to the district superintendent.

Commitments:

- **Provide and maintain a reliable and sufficient Internet Connection**
- **Provide and maintain a reliable and sufficient Internal Network**
- **Provide and maintain access to district, building, program, and individual data resources**
- **Provide and maintain reliable and sufficient computers (individual)**
- **Provide and maintain reliable and sufficient BIS and SIS software**
- **Provide and maintain reliable and sufficient/current district common & large group software**
- **Provide and maintain opportunity for students to meet the New Oregon Diploma technology literacy requirements (by 8<sup>th</sup> grade)**
- **Provide and maintain a planned system of staff Professional Development in technology**
- **Prepare our students for technology use in education beyond high school**
- **Provide and Maintain sufficient and reliable telephone and electrical capacity**

The following pages use the table structure shown here. Some tables spread over more than one page.

<b><i>Commitment</i></b> statement		
<b>Benefits</b>	<b>When Successful</b>	<b>Ongoing Evaluation</b>
<b>Item Description</b>	<b>Budget</b>	<b>Responsibility</b>
	Unless noted (such as Perkins Grant), these items are General Fund.  Name budget line(vendor, etc) 09-10 expected budget amount 10-11 expected budget amount	Name (short list of items)
<b>History</b>	<b>New Projects</b>	<b>Needs Assessment</b>
<b>Notes:</b>		

**Commitment:**  
***Provide and maintain a reliable and sufficient Internet Connection***

Benefits	When Successful	Ongoing Evaluation
<p>Access to resources beyond the district (website resources, distance learning, images, video, audio, research, Oregon State Library Information System (OSLIS))</p> <p>Communication (email, e-pen pals, blogs)</p>	<p>95% uptime (on an annual basis)</p> <p>Less than ten occasions when the connection maxes out (on an annual basis)</p>	<p>Running log kept of connection issues (date(s), cause, solution)</p> <p>Annual report in June of each fiscal year's issues and totals</p>

Item Description	Budget	Responsibility
<p>Fiber Line (10Mps) (Peak Internet)</p> <p>Router - Cisco 2800 series</p> <p>10/100M Ethernet Fiber Optic Media Converter TC3210 (Peak)</p>	<p>Fiber Line Charge 2660.356, Peak, 09-10 \$27,600 10-11 \$28,000</p> <p>Router Maintenance Agreement budget # 2660.316</p> <p>09-10 \$450 10-11 \$500</p> <p>Internet Access &amp; CIPA filtering charges (charge per ADM) 2660.316, LBLESD 09-10 \$1,000 10-11 \$1,050</p>	<p>LBLESD (ISP, monitoring and providing troubleshooting help with connection, site and monitor CIPA filtering)</p> <p>Peak Internet (provide fiber connection, monitoring &amp; fixing connection issues that are line related)</p>

History	New Projects	Needs Assessment
<p>The MHS and MGS campuses have been linked by fiber for over a dozen years. Each campus (including two that have since been closed) was wired following that installation. We went to a T1 connection with all the other Oregon high schools. We were able to go to a fiber connection in November 2007.</p>		

**Notes:**

**Commitment:**  
***Provide and maintain a reliable and sufficient Internal Network***

Benefits	When Successful	Ongoing Evaluation
<p>Staff/students are able to store files and access them anywhere on our network</p> <p>Staff/students files are backed up automatically on a regular schedule</p> <p>Created resources can be stored in one place and then accessed by multiple users within the district.</p> <p>Software, including updates, can be 'pushed' to all the necessary desktops at once. (Until a few years ago, all desktop software installation and updates were performed individually.)</p>	<p>95% uptime (on an annual basis)</p> <p>Less than ten occasions when the network is not available (on an annual basis)</p> <p>The server is replaced every three years.</p> <p>Switches are replaced at end of manufacturer support.</p>	<p>Review at budget time</p> <p>Annual review/report following fiscal year</p>
Item Description	Budget	Responsibility
<p>Main District Server (dragon3) Dell PowerEdge 2950 167.128.120.5</p> <p>Graphics Server (Monroe2) SuperMicro Super Server 6023P-8R 167.128.120.6</p> <p>Windows Services Update Server (WSUS) &amp; Backup server (wsus) SuperMicro Super Server 6023P-8R</p> <p>Main Switch–HP 4202 vl-72 167.128.120.226</p> <p>MHS switches (lab – HP2626, tech office – HP2626, medtech lab - 2626, shop office – HP2650, gym – HP2650</p> <p>Fiber line between both campuses</p> <p>MGS switches (office – HP4104, Rm 9 –HP2650, Rm 15 – HP2650,</p> <p>Ethernet drops in each room</p> <p>Fiber line between switches</p> <p>Wireless Access</p> <p>Anti-virus program with daily updates, Trend OfficeScan</p>	<p>District Technology Coordinator, 2660., 09-10 \$32,100 10-11 \$34,000</p> <p>Network Technician Support One Day per Week, 2660.310, LBLESD 09-10 \$23,500 10-11 \$25,000</p> <p>Anti-virus licensing, 200 computers, 2660.470, Trend 09-10 \$2,200 10-11 \$2,500</p> <p>Novell Licensing Package, Novell NetWare, GroupWise, ZenWorks, Resolution Funds, 09-10 \$1,467, 10-11 \$1,500</p>	<p>District Technology Coordinator  LBLESD Network Technician (monitors and maintains Monroe's network, installs updates and patches, troubleshoots network problems as requested by the District Technology Coordinator, relays LBLESD network requests and explains their suggestions and requests as it applies to Monroe SD 1J)</p>

History	New Projects	Needs Assessment
	If budgeting is available we would like to test a wireless connection at the High School with the intent of expanding our coverage. Wireless is seen as complimenting our wired network (not a replacement) and providing increased flexibility.	
<b>Notes:</b>		



**Commitment:**

***Provide and maintain access to district, building, program, and individual data resources***

<b>Benefits</b>	<b>When Successful</b>	<b>Ongoing Evaluation</b>
<p>All staff have individual folders they can access from anywhere in the district</p> <p>All staff have access to program, building and district level resources</p> <p>All high school students have individual folders they can access from anywhere in the district</p> <p>When teachers request, students can access classroom resources and deliver assignments digitally to their teachers</p>	<p>Students turn in assignments without making a paper copy</p> <p>Students in the media graphic programs share work, files and resources on the server</p> <p>Students begin an assignment on one computer, access it and modify/complete it on another. The teacher can access and evaluate it on a third.</p> <p>Increase use by staff &amp; students</p>	<p>Annual review of service requests for this area</p> <p>Annual survey of staff on use</p>
<b>Item Description</b>	<b>Budget</b>	<b>Responsibility</b>
<p>Network Operating System (Novell Netware)</p> <p>Home folder for each staff (part of user account creation template)</p> <p>Home folder created for each individual student when they login (part of student account creation template)</p> <p>Folder structure created so student can electronically 'hand in' their assignments into a teacher/class folder (different levels of security to regulate access and tampering)</p> <p>Backup Program (Backup Exec v. 9.2) 3 week rotations of daily backup and 3 month rotation of a monthly backup schedule</p> <p>Mount LCD projectors so a single resource/image can be shared with a group.</p>	<p>Novell Agreement (NetWare, ZenWorks, (resolution funding)</p> <p>District Technology Coordinator (see above)</p> <p>Mounted Projectors                  2660.0410(equipment)                  2660.0310(installation)                  09-10 \$2,000 each                  10-11 \$2,000 each</p>	<p>District Technology Coordinator (defines account templates, creates folder structures, assigns access/rights at the network/server/directory level, checks backup program each day and rotates tapes off-site)</p> <p>Staff requests a mounted projector, Administration approves, District Technology Coordinator orders equipment &amp; schedules installation</p>

History	New Projects	Needs Assessment
<p>2007 was the first year we made use of 'homework' folders. Most staff/students do not yet use their individual server folders.</p> <p>We have mounted about three projectors a year for the last few years. We mount as funding and staff interest permit.</p>	<p>Additional mounted projectors as staff and budget permit. Cost is about \$2000 for projector, mounting, wiring, and electrical.</p> <p>Refine the shared folders to include more options for staff to utilize this paperless approach.</p>	<p>MHS students are using both their personal folders and the 'shared' homework folders. The homework folder is a work in progress as teachers refine their need.</p> <p>MGS students/staff are not using this feature.</p>
<p><b>Notes:</b></p>		

**Commitment:**

***Provide and maintain reliable and sufficient computers (individual)***

<b>Benefits</b>	<b>When Successful</b>	<b>Ongoing Evaluation</b>
<p>Staff/students are able to perform their tasks without waiting for the computer to come up or finish loading</p> <p>Staff/students are able to use current programs and open files.</p> <p>Staff/students have access to a desktop computer when they need one.</p>	<p>All staff will have regular access to a desktop and/or laptop computer with a P4 or better chip.</p> <p>All primary desktop computers will be replaced every four years</p>	<p>Purchasing of new equipment will be followed by an annual bumping process and assessment of current needs.</p>
<b>Item Description</b>	<b>Budget</b>	<b>Responsibility</b>
<p>4 year new desktop replacement rotation/schedule:                      Teachers (28)                      office/library/mini labs (30)                      MHS Lab (25)                      MGS Lab (25)</p>	<p>New Desktop Computers                      budget number .0480 (based on group)                      \$1,500 per computer (includes monitor)                      09-10 computers                      10-11 computers, \$37,500</p> <p>Budget constraints for 09-10 eliminated general fund support for new computers. The district was able to purchase 14 computers for the MGS teachers from part of a Rainy Day Fund grant in June 2009.</p>	<p>Technology Coordinator (when budget allows) selects model and features, places order upon approval, installs and configures when new computers arrive in district, coordinates configuration &amp; relocation of 'bumped' computers,</p> <p>Superintendent approves location, number, quote, and bump plan</p>
<b>History</b>	<b>New Projects</b>	<b>Needs Assessment</b>
		<p>The desktop replacement rotation takes care of most of our computer needs, but doesn't address the "extra" computers (mostly in classrooms) that are not part of the rotation.</p>

**Notes**

<b>Commitment:</b> <b><i>Provide and maintain reliable and sufficient BIS and SIS software</i></b>		
<b>Benefits</b>	<b>When Successful</b>	<b>Ongoing Evaluation</b>
<p>Teachers can do grade and attendance on the same web-accessed program.</p> <p>Teachers enter daily grades and the cumulative grade is automatically entered at progress or semester times</p> <p>Staff can enter purchase requisitions) online</p> <p>Parents &amp; Students can check their grades and assignment status online</p>	<p>Teachers are able to take attendance/enter grades successfully 90% of the time</p> <p>The High School course scheduling process has no technical issues.</p> <p>Parents/students are able to check grade and/or assignment status online whenever they want.</p> <p>The district is able to provide reports and online data to the state and other agencies.</p> <p>The district meets all auditing requirements, with no technical errors.</p>	<p>Annual review of how many times the system has been down (excluding scheduled maintenance) – Tech Coordinator</p>
<b>Item Description</b>	<b>Budget</b>	<b>Responsibility</b>
<p>Pinnacle GradeBook</p> <p>Pinnacle Internet Viewer</p> <p>Student Information System (SIS) database</p> <p>iVisions Enterprise Web Portal</p> <p>iSeries programs(AS400)</p> <p>Citrix (Infinite Visions/Silk)</p> <p>Silk scheduling software</p>	<p>Resolution services, per student</p>	<p>LBLESD (maintain/support the programs on their servers, provide initial training to the districts and provide helpdesk support)</p> <p>Technology Coordinator (install web address or client software, troubleshoot connection issues)</p> <p>Security, Managers and Toolbox Administrators (setup accounts, create/modify passwords, training)</p> <p>Staff (learn and use new software)</p>
<b>History</b>	<b>New Projects</b>	<b>Needs Assessment</b>
<p>In 2008, Monroe School District switched to a suite of new software, most of it web accessed. The BIS software came first in the Spring and then the SIS software in the Fall.</p>		<p>The 2008 switch to new BIS and SIS software answered many of our ongoing needs (especially internet access). We are still in the learning curve, so the new needs list is currently in flux.</p>
<b>Notes:</b>		

**Commitment: *Provide and maintain reliable and sufficient/current district common & large group software***

Benefits	When Successful	Ongoing Evaluation
<p>Staff/students are able to open installed programs, regardless of the version</p> <p>Staff/students have required software to complete assignments (except for specialized programs)</p>	<p>Staff/students do not get error messages when opening documents</p>	
Item Description	Budget	Responsibility
<p>Desktops: Windows XP. We have no plans for installing VISTA and would prefer to skip this version of Windows.</p> <p>Trend Micro Anti-virus software</p> <p>Novell client</p> <p>ZenWorks</p> <p>GroupWise email</p> <p>MicroSoft Office 2003 (office and some staff computers)</p> <p>MicroSoft Office 2007 (MHS lab) The MHS lab is used for College Now courses and must match the software used for these courses so our students may receive college credit.</p> <p>MS Office 2007 compatibility software (for MS Office 2003)</p> <p>Oregon Assessment of Knowledge &amp; Skills (OAKS) software (building labs and other computers upon administrative request)</p> <p>ClarisWorks/AppleWorks (MGS classrooms) The Grade School (MGS) has long used ClarisWorks as their main integrated suite. ClarisWorks became AppleWorks (and the latest would be iWorks). Many teachers still have files in this format. It is not supported by the district.</p> <p>Business Information Software (BIS) and Student Information Software (SIS) software (staff computers)</p> <p>Accelerated Reader (AR) separate building licenses</p>		<p>Technology Coordinator will {establish the list of District common software, maintain version level, update computers when software has not been pushed (network installed software), serve on the District Technology Advisory Committee (DTAC), and attend training on new software}</p> <p>LBLESD Network Technician will {create the packages to push updates to desktops, maintain WSUS server, and create/maintain packages to install software}</p>
History	New Projects	Needs Assessment

**Notes:**

**Commitment:**

***Provide and maintain opportunity for students to meet the New Oregon Diploma technology literacy requirements (by 8<sup>th</sup> grade)***

<b>Benefits</b>	<b>When Successful</b>	<b>Ongoing Evaluation</b>
<p>Students meet diploma requirements</p> <p>Students are better prepared for an increasingly technological world</p> <p>District is able to meet its obligation to enable its students to achieve the New Oregon Diploma</p>	<p>Staff understands the requirements</p> <p>Staff have identified where in their curriculum the requirements are supported.</p> <p>Staff have identified areas that are lacking and design curricular opportunities for the unsupported areas</p> <p>Students have sufficient opportunities to meet the requirements</p>	<p>Report following each school year if all items for that year have/have not been met</p> <p>Students are meeting the required State timeline</p>
<b>Item Description</b>	<b>Budget</b>	<b>Responsibility</b>
<p>Staff is trained in what these requirements include (2009-2010).</p> <p>Staff identifies where their current curriculum already supports parts of the requirements (2009-2010).</p> <p>Staff identifies where their current curriculum does not support the requirements (2010-2011).</p> <p>Staff designs curriculum/ experiences to meet these unsupported areas (2010-2011).</p> <p>Staff puts in place a comprehensive/complete set of curriculum opportunities to meet these requirements(2011-2012)</p> <p>Students have sufficient opportunities to completely meet the technology literacy requirements (2011-2012)</p>	<p>Staff/Administrative Salaries</p>	<p>Administrators (schedules &amp; plans training in the requirements. Schedules staff time for identifying current support. Identifies and designs curriculum opportunities to provide full support for students to meet the requirements.</p> <p>Staff becomes trained in the requirements. Participate in identifying current and needed opportunities. Create necessary opportunities.</p> <p>(Track progress and certify completion of the requirements for each student.)</p>

History	New Projects	Needs Assessment
	After integrating/meeting the New Oregon Diploma Requirements, repeat the process for the National Education Technology Standards for Students (NETSS).	
<b>Notes:</b>		

**Commitment: *Provide and maintain a planned system of staff Professional Development in technology***

Benefits	When Successful	Ongoing Evaluation
<p>Staff is able to use all provided technology resources on a need basis.</p> <p>Staff is aware of emerging or additional technology that might enhance their teaching.</p> <p>Staff doesn't avoid using software because of inexperience/training.</p>	<p>Staff uses the best resource for their needs.</p> <p>Staff plans for additional resources to enhance their curriculum.</p> <p>Staff can comfortably use all provided software</p>	
Item Description	Budget	Responsibility
<p>Building/group training. (When new software is introduced for groups of staff.)</p> <p>As needed training. (When troubleshooting is needed, <del>see</del> next time staff can fix.)</p> <p>Regular hints training. (At staff or other setting, explain and train how to deal with common issues.)</p>	<p>District.Inservice Development 2211-0312 (amount shown is for all inservices including technology)</p> <p>09-10 \$6,000 10-11 \$6,000</p> <p>Staff, including District Technology Coordinator (included in regular salary)</p>	<p>District Technology Coordinator (when troubleshooting, as part of ongoing training, or as part of inservice training)</p> <p>Staff (training/demonstrating new software to those using it. Those who know helping those who do not know.)</p>
History	New Projects	Needs Assessment
<p>When new BIS and SIS software was introduced in 2008, training was done by ESD to selected staff, then they trained other staff – often in larger groups.</p> <p>Staff has had some inservice time devoted to technology, and there have been occasionally more structured times.</p> <p>Staff needs both more Inservice time and an ongoing program of training for the common issues so they will not have to wait for someone to come and fix what is otherwise a simple solution.</p>		<p>Annually, staff is surveyed to find the areas they need training in.</p>

**Notes:**



**Commitment:**

***Prepare our students for technology use in education beyond high school  
(online courses, online grading, blogs, bulletin boards, assignment submission, etc.)***

Benefits	When Successful	Ongoing Evaluation
Our graduates have fewer hurdles when adjusting to post-secondary education.		
Item Description	Budget	Responsibility
Business/Accounting Professional Technical Education (PTE) program Media/Technology courses Distance Learning Credit Recovery/Alt Ed. (EdOptions)	Perkins Grant 200.1131 09-10 \$2,500 10-11 \$2,500  EdOptions(Credit Recovery) Distance Learning 1131-374 09-10 \$12,000 10-11 \$12,000 Credit Recovery (part of Reconnecting Youth \$16,000) 200-1283	
History	New Projects	Needs Assessment
<p>In 2006 the media tech classes were given their own classroom &amp; computers. The following year it was part of a remodeling project. This has allowed the program to be accessible to more students.</p> <p>For over a dozen years we have had some form of distance learning courses. We currently have 21 out of 150 high school students taking at least one on-line course.</p> <p>In the last few years our alternative education program has made use of online courses. We currently have 11 students taking 35 courses from EdOptions.</p>	<p>Have each MHS student take an online course. Choose a required course that is available online and have them take it as a group in our computer lab. The alternative option is to increase our current program so each student has the opportunity sometime in their four-year schedule.</p>	
<b>Notes:</b>		

**Commitment:**  
***Provide and Maintain sufficient and reliable telephone and electrical capacity***

Benefits	When Successful	Ongoing Evaluation
	Telephone lines are available when staff needs to use them.  There is sufficient electrical plug-ins and no breaker shutdowns.	
Item Description	Budget	Responsibility
At Monroe High School. 3 lines, 23 instruments  At Monroe Grade School. 2 lines, 23 instruments  At Monroe District Office. 2 lines, 4 instruments	Electricity 2542-0325 09-10 \$56,000 10-11 \$57,000  Telephone 2542-0351 09-10 \$6,700 10-11 \$7,000	
History	New Projects	Needs Assessment
Notes:		