

# District Technology Plan, 2002-2006

## *Goals and Objectives*

Pasadena ISD  
Pasadena, Texas

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

1. The following scope and sequence of technology application skills will be implemented within all curriculum areas:

| Skill               | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---------------------|----|---|---|---|---|---|---|---|---|---|---|----|----|----|
| Keyboard Awareness  | ●  | → | → | → |   |   |   |   |   |   |   |    |    |    |
| Keyboarding         |    |   |   |   | ● | → | → | → | → | → | → | →  | →  | →  |
| Word Processing     | ●  | → | → | → | → | → | → | → | → | → | → | →  | →  | →  |
| Spreadsheets        |    |   |   |   |   | ● | → | → | → | → | → | →  | →  | →  |
| Databases           |    |   |   |   |   |   | ● | → | → | → | → | →  | →  | →  |
| Desktop Publishing  |    |   | ● | → | → | → | → | → | → | → | → | →  | →  | →  |
| Multimedia          |    |   | ● | → | → | → | → | → | → | → | → | →  | →  | →  |
| Data Communications | ●  | → | → | → | → | → | → | → | → | → | → | →  | →  | →  |

2. Technology application skills and current software resources will be utilized in all areas to improve student achievement and problem-solving.
3. Technology will be utilized to improve instructional management.
4. Utilizing technology for instruction and learning, new software and hardware will be added to improve student achievement and problem-solving.
5. Technology will be utilized to innovate teaching and learning.

**Goal 2. All staff will receive staff development to utilize appropriate technologies and appropriate technologies will be used in staff development.**

1. The District Technology Proficiency Checklist will be expanded to provide Awareness, Application and Integration courses to increase the knowledge and skill levels of administrators, professional staff and support staff. Staff development will be provided for administrators, professional staff, and support staff.
2. Staff development will be provided for all administrators, professional staff, and support staff.

**Goal 3. Facilities and resources are provided to support technology services.**

1. An assessment/inventory will be performed annually.
2. Software, hardware, and network minimum standards will be established and maintained.

3. A plan for acquiring, upgrading, and repurposing of equipment will be developed.
4. Room/building configurations utilizing technology will be designed to ensure the optimal learning environments.
5. Enhance access to mainframe databases for administrative applications (i.e. attendance, grades, scheduling, state/district reports such Public Education Information Management System -PEIMS).
6. Technical support will be available for all staff.

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

1. Partnerships with higher education, government, community groups and business will be developed.
2. Campus/district training opportunities will be extended to include parents, volunteers, and other stakeholders.
3. District data communications will improve communication to the schools and community through the district intranet and Internet access.
4. Delivery of courses through distance learning will extend the curriculum for students and staff.
5. A district-wide instructional library network will be a resource to extend the curriculum delivery.

## **District Technology Implementation Team**

Dr. Rick Schneider, Superintendent

Vicki Thomas, Deputy Superintendent for Campus Development and Planning

### Associate Superintendents

Jerry Dennis, Human Resources

Diana De Los Santos, Campus Development

Joyce Eversole, Curriculum and Instruction

Julian Garcia, Facilities and Construction

John Piscacek, Business and Finance

Gloria Gallegos, Special Programs

### Executive Directors/Directors

Barbara Davis, Career and Technology

Elizabeth Grubb, Special Services

Dr. Robert Landry, Program Assessment

Karen Gibson, Staff Development

Dr. Linda Scarpa, Instructional Technology

Kenneth Staha, Management Information Systems

### Campus Representatives (Principals)

Merlin Mohr, High School

Greg Jones, Intermediate School

Libby Escalante, Elementary School

## Implementation Plan

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

*Objective 1. The following scope and sequence of Technology Applications (TEKS) skills will be implemented with all curriculum areas.*

| ACTIVITY   | PERSON(S) RESPONSIBLE                                      | TIMELINE  | EVIDENCE OF COMPLETION   | EVALUATION  | ESTIMATE COST  |
|--|--|-----------|--|---|--|
| 1.1.1 Provide instruction for keyboard awareness, Grades PK-2, and keyboard instruction, Grades 3-12.  | Elementary Principals<br>Teachers<br>IT Specialists        | 2002-2006 | Pre- and posttest scores after keyboard instruction                          | Pre- and Posttest scores  | \$5,000  |
| 1.1.2 Provide word processing instruction and lessons, Grades K-12; spreadsheet instruction, Grades 4-12 (Mathematics); and database instruction, Grades 5-12 (Science/Social Studies).  | Principals<br>Teachers<br>IT Specialists                   | 2002-2006 | Student portfolio  | Sample student work should be available; summary of activities as indicated on lesson plans | \$5,000  |
| 1.1.3 Provide desktop publishing opportunities, Grades 2-12, including graphics and draw/paint.  | Principals<br>Teachers<br>IT Specialists                   | 2002-2006 | Student portfolio  | Sample student work should be available; summary of activities as indicated on lesson plans | \$5,000  |
| 1.1.4 Provide instruction and lessons for multimedia, Grades K-12.   | Principals<br>Teachers<br>IT Specialists                   | 2002-2006 | Student portfolio;<br>Elementary schools purchase network version of Kid Pix | Sample student work should be available; summary of activities as indicated on lesson plans | \$28,800   |
| 1.1.5 Provide access to the district Intranet and Internet, Grades PK-12.  | Ex. Dir., MIS<br>Ex. Dir.,<br>Instructional Tech.          | 2002-2006 | Viable network connection in every classroom completed in 2003               | Internet usage reports  | \$50,000 annually (ISP)<br>\$5,000 annually (filtering software) |
| ACTIVITY   | PERSON(S) RESPONSIBLE                                      | TIMELINE  | EVIDENCE OF COMPLETION   | EVALUATION  | ESTIMATE COST  |
| 1.1.6 Provide a technology applications proficiency checklist at the end of each grade, including benchmark years for 2 <sup>nd</sup> , 5 <sup>th</sup> , and 8 <sup>th</sup> grade.   | Ex. Dir.,<br>Instructional Tech.                           | 2002      | Grade Level Benchmarks   | Benchmarks distributed and put on web site for distribution                                 | \$0  |
| 1.1.7 Provide at least four of the eight courses available through the Technology Applications TEKS (Grades 9-12): Computer Science I and II, Web Mastering I and II, and Digital Animation and Graphics at each high school. Each high school will continue to add courses until student have all eight options available | High School Principal,<br>Ex. Dir.,<br>Instructional Tech. | 2002-2006 | High School Course Guide   | Student Enrollment  | \$100,000 (Hardware)<br>\$ 8,000 (Staff Development)<br>\$10,000 |

|        |  |           |   |   |   |   |
|--------|--|-----------|---|---|---|---|
|        | to choose.   |           |   |   |   | (Certified Teachers)<br>\$20,000<br>(Software)            |
| 1.1.8  | Provide Technology Applications courses available as online courses. Three campuses will start (2002) and utilize online courses for Web Mastering: Dobie, Rayburn and South Houston High Schools. | 2002-2006 | Ex. Dir.,<br>Instructional<br>Tech.                             | Availability of coursework – purchased from Northside ISD | Teacher and student feedback and completion | \$1,500 annually  |
| 1.1.9  | Provide for dual credit opportunities with local colleges and Advanced Placement courses and test preparatory online.  | 2003-2006 | Ex. Dir.,<br>Instructional<br>Tech.<br>GT Specialist            | AP Course for Spanish Language Speakers – 3 from Dobie HS | Completion of Course                        | \$10,000 annually   |
| 1.1.10 | Provide Career and Technology/Business courses that qualify for Technology Applications graduation credit.   | 2002-2006 | Ex. Dir.,<br>Career and<br>Technology<br>Teachers<br>Principals | High School Course Guide                                  | Student enrollment                          | \$210,000<br>Hardware<br>Software<br>Teachers<br>Training |

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

*Objective 2. Technology application skills and current software resources will be utilized in all areas to improve student achievement and problem-solving.*

| <b>ACTIVITY</b>   | <b>PERSON(S) RESPONSIBLE</b>                                 | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>              | <b>EVALUATION</b>                              | <b>ESTIMATE COST</b>                        |
|---|--|-----------------|--|--|---|
| 1.2.1 Language Arts – integrate Keyboarding and Word Processing skills.   | Teacher<br>Principal<br>Instructional Spec.<br>IT Specialist | 2002-2006       | Student portfolio                          | Teacher evaluation                             | \$10,000<br>Software for new hardware       |
| 1.2.2 Language Arts - use reading motivational software such as Accelerated Reader, Star, etc.  | Teacher<br>Principal<br>Instructional Spec.<br>IT Specialist | 2002-2006       | Software reports on student progress       | Software reports<br>Teacher evaluation<br>TAKS | \$15,600 annually for maintenance and tests |
| 1.2.3 Language Arts - provide software to improve student reading achievement (such as Waterford Early Reading Software, Jostens, Lexia, Compass Learning, and CCC).            | Teacher<br>Principal<br>Instructional Spec.<br>IT Specialist | 2002-2006       | Software installed and functional          | Software reports<br>Teacher evaluation<br>TAKS | \$200,000                                   |
| 1.2.4 Language arts – provide intervention strategies to improve reading achievement (H.O.S.T.S. database, Sylvan Learning Centers at Jackson and South Houston Intermediates). | Principal<br>Teacher   | 2002-2006       | Student enrollment                         | Software reports<br>Teacher evaluation<br>TAKS | \$40,000                                    |
| 1.2.5 Mathematics – introduce calculators and spreadsheets to enhance problem-solving.  | Instructional Spec.<br>IT Specialist<br>Teacher              | 2002-2006       | Purchase calculators and hardware/software | Teacher evaluation<br>TAKS                     | \$150,000 (est.)                            |
| 1.2.6 Mathematics – utilize software resources to improve student mathematics achievement (i.e. Math Van, Jostens, CCC).  | Instructional Spec.<br>IT Specialist<br>Teacher              | 2002-2006       | Purchase software                          | Software reports<br>Teacher evaluation         | \$100,000                                   |
| 1.2.7 Science – utilize word processing, spreadsheets, databases and the Internet for problem-solving.  | Instructional Spec.<br>IT Specialist<br>Teacher              | 2002-2006       | Student portfolio                          | Teacher evaluation<br>TAKS                     | \$5,000                                     |
| <b>ACTIVITY</b>   | <b>PERSON(S) RESPONSIBLE</b>                                 | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>              | <b>EVALUATION</b>                              | <b>ESTIMATE COST</b>                        |
| 1.2.8 Science – increase technology entries into the PISD science fair.   | Instructional Spec.<br>IT Specialist<br>Teacher              | 2002-2006       | Student entries                            | Quality and number of entries                  | \$0   |
| 1.2.9 Social Studies - utilize word processing, spreadsheets, databases and the Internet for problem-solving.   | Instructional Spec.<br>IT Specialist<br>Teacher              | 2002-2006       | Student portfolio                          | Teacher evaluation<br>TAKS                     | \$5,000                                     |
| 1.2.10 Fine Arts – purchase appropriate software for instruction and curriculum.  | Instructional Spec.<br>IT Specialist                         | 2002-2006       | Purchase selected software                 | Teacher evaluation                             | \$10,000                                    |

|        |   |   |           |   |  |
|--------|---|---|-----------|---|--|
|        | Teacher   |   |           |   |  |
| 1.2.11 | Languages – purchase appropriate software for instruction and curriculum.                           | Instructional Spec.<br>IT Specialist<br>Teacher                     | 2002-2006 | Purchase selected software                        | Teacher evaluation<br>\$5,000  |
| 1.2.12 | Languages – provide online coursework for Spanish courses.  | Ex. Dir.,<br>Instructional Tech.<br>IT Specialist<br>Teacher        | 2002-2006 | Purchase courses from Apex Learning or Class.com  | Student course completion<br>\$30,000  |
| 1.2.13 | Physical education – purchase appropriate software for instruction and curriculum.                  | Instructional Spec.<br>IT Specialist<br>Teacher                     | 2002-2006 | Purchase selected software                        | Teacher evaluation<br>\$5,000  |
| 1.2.14 | Career and Technology – purchase appropriate software for teachers and courses.                     | Ex. Dir., CATE<br>Teacher   | 2002-2006 | Purchase selected software                        | Teacher evaluation<br>\$75,000   |
| 1.2.15 | Special Programs – purchase appropriate software for bilingual, ESL and special education students. | Associate Supt.,<br>Special Programs<br>Campus Principal<br>Teacher | 2002-2006 | Purchase selected software to support instruction | Teacher evaluation<br>Integration of software into curriculum and instruction<br>\$30,000 annually |

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

*Objective 3. Technology will be utilized to improve instructional management.*

| ACTIVITY  | PERSON(S) RESPONSIBLE  | TIMELINE  | EVIDENCE OF COMPLETION                                   | EVALUATION   | ESTIMATE COST              |
|---|--|-----------|--|--|----------------------------|
| 1.3.1 Continue to provide access to and support for Excelsior Elementary Gradebook.                               | Assoc. Supt., C & I Ex. Dir., Instructional Tech. IT Specialists | 2002-2006 | Reports cards printed                                    | Report cards printed; User feedback                                      | \$7,500 annual maintenance |
| 1.3.2 Continue to provide access to and support for data disaggregation and ADM Software.                         | Facilitator, Campus Data Management                              | 2002-2006 | Student data imported                                    | Student data used to evaluate progress                                   | \$10,000 annually          |
| 1.3.3 Continue to provide access to and support for Campus Improvement Plan.                                      | Facilitator, Campus Data Management                              | 2002-2006 | Campus Improvement Plan completed                        | Campus Improvement Plans completed and Merged; District Improvement Plan | \$10,000 annually          |
| 1.3.4 Continue to provide access to and support for Campus Assessment Plan for Technology (CAPT) and STaR Charts. | Ex. Dir., Instructional Tech. IT Specialists Campus Principal    | 2002-2006 | Annually update status of CAPT                           | CAPTs electronically filed in Access on private drive                    | \$5,000                    |
| 1.3.5 Continue to provide access to and support for PDAS teacher evaluations.                                     | Assoc. Supt., C & I IT Specialists                               | 2002-2006 | Annual update - ESC Region 3                             | PDAS evaluations   | \$3,000                    |
| 1.3.6 Utilize technology to support the ARD/IEP process and manage reporting of student progress.                 | Ex. Dir., Special Programs                                       | 2002-2006 | Technology utilized by assessment personnel and teachers | User feedback  | \$100,000                  |
| 1.3.7 Utilize technology to support the LPAC progress of managing reports of student progress                     | Ex. Dir., Special Programs                                       | 2002-2006 | Technology utilized by assessment personnel and teachers | User feedback  | \$50,000                   |

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

*Objective 4. Utilizing technology for instruction and learning, new software and hardware will be added to improve student achievement and problem-solving.*

| ACTIVITY  | PERSON(S) RESPONSIBLE         | TIMELINE  | EVIDENCE OF COMPLETION          | EVALUATION               | ESTIMATE COST |
|---|-------------------------------|-----------|---------------------------------|--------------------------|---------------|
| 1.4.1 Provide vendor demonstrations upon request. | Ex. Dir., Instructional Tech. | 2002-2006 | Scheduled vendor demonstrations | Participate feedback and | \$10,000      |

|       |  |  |           |   |   |   |
|-------|--|--|-----------|---|---|---|
|       |  | Principals<br>Supt.'s Cabinet  |           |   | evaluation  |   |
| 1.4.2 | Seek grants to purchase software and hardware for the integration of technology into instruction and the curriculum. | Ex. Dir.,<br>Instructional Tech.<br>Principals<br>Grant Coordinator                              | 2002-2006 | Grant submitted                               | Successful grant applications   | 2002-2003:<br>Special Projects<br>(\$924,000)<br>PS10<br>(\$399,992)<br>PS11<br>(\$100,000) |
| 1.4.3 | Integrate the use of the Internet into instruction and the curriculum.   | Ex. Dir.,<br>Instructional Tech.<br>IT Specialists,<br>Instructional<br>Specialists,<br>Teachers | 2002-2006 | Lesson plans and<br>Internet Usage<br>Reports | Instructional Focus<br>resources; SAIL-<br>On web resource<br>page usage;<br>Lessons plans<br>shared;<br>Workshops<br>completed | \$15,000 annually   |

**Goal 1. Appropriate technologies will be utilized in instruction and integrated into the curriculum for all students.**

*Objective 5. Technology will be utilized to innovate teaching and learning.*

| <b>ACTIVITY</b>  | <b>PERSON(S) RESPONSIBLE</b>                                 | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>   | <b>EVALUATION</b>                          | <b>ESTIMATE COST</b>  |
|--|--|-----------------|---|--|---|
| 1.5.1 Provide broadcast video/cable television to all campuses.  | Ex. Dir, MIS<br>Ex. Dir.,<br>Instructional Tech.             | 2002-2003       | Available at all campuses   | Principal and teacher feedback             | \$4,250 average per school  |
| 1.5.2 Enhance distance learning opportunities: <ul style="list-style-type: none"> <li>• Online coursework through Blackboard.com</li> <li>• Virtual School Proposal</li> <li>• Two-way videoconferencing (5 Elementary Schools, 5 High Schools, 2 Intermediate Schools)</li> <li>• National Academic League</li> <li>• Advanced Placement Coursework</li> <li>• T-Star satellite for migrant Project SMART</li> <li>• Migrant and Homebound Student Coursework.</li> </ul> | Ex. Dir.,<br>Instructional Tech.                             | 2002-2006       | Student coursework completed for Technology Applications, Grades 6-8; Staff development coursework completed for Instructional Technology | Participant feedback – student and teacher | \$10,000 annually for Blackboard; \$10,000 annually for teacher development of coursework; \$10,000 annually for teacher stipend for development of online and two-way video conferencing coursework; Two-way video conferencing for the high schools: \$1.05 million in bond funds; Two-way videoconferencing for 2 intermediates and 2 elementaries: \$300,000 from TIFB PS9 and \$40,000 from IT., and \$65,000 from the bond proposal; \$15,000 for access; \$15,000 training |
| <b>ACTIVITY</b>  | <b>PERSON(S) RESPONSIBLE</b>                                 | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>   | <b>EVALUATION</b>                          | <b>ESTIMATE COST</b>  |
| 1.5.3 Provide streaming video for all schools.   | Ex. Dir., Media Services<br>Ex. Dir.,<br>Instructional Tech. | 2002-2006       | Subscribe to Digital Curriculum through ESC Region IV   | Lessons developed                          | \$150,000 (est.) – also includes all library resources from Region IV ESC   |
| 1.5.4 Provide innovative, non-traditional technologies for student/teacher use   | Ex. Dir.,<br>Instructional Tech.                             | 2002-2006       | Pilot some technologies to  | IT Specialists and teacher feedback        | \$220,000 (TIFB Special   |

|   |  |           |   |                                   |   |
|---|--|-----------|---|-----------------------------------|---|
| such as wireless laboratories, Personal Digital Assistants (PDA); PC Tablets.   | Ex. Dir., MIS<br>Principals<br>Teachers<br>IT Specialists<br>Grant Coordinator |           | evaluate effectiveness                          |                                   | Projects Grant purchased 5 wireless mobile laboratories) \$5,000 Research/Trips to see solutions working in other districts |
| 1.5.5 Participate in presentation and attendance for state (TCEA) and national conferences (NECC) to see innovative teaching and learning using technology. | Ex. Dir.,<br>Instructional Tech.;<br>IT Specialists;<br>Technology<br>Liaisons | 2002-2006 | Written reports and presentations in portfolios | Written reports and presentations | \$25,000  |

**Goal 2. All staff will receive staff development to utilize appropriate technologies and appropriate technologies will be used in staff development.**

*Objective 1. The District Technology Proficiency Checklist will be expanded to provide Awareness, Application and Integration courses to increase the knowledge and skill levels of administrators, professional staff and support staff.*

| ACTIVITY   | PERSON(S) RESPONSIBLE  | TIMELINE  | EVIDENCE OF COMPLETION                     | EVALUATION                            | ESTIMATE COST                |
|--|--|-----------|--|---------------------------------------|------------------------------|
| 2.1.1 Expand course offerings for the District Technology Proficiency Checklist.   | Ex. Dir.,<br>Instructional Tech.<br>IT Specialists                         | 2002-2006 | District Proficiency Checklist             | Feedback Forms                        | \$200,000                    |
| 2.1.2 Achieve 90% or better at every campus for Awareness Level knowledge and skills since every teacher will have at least one multimedia workstation.                    | Campus Principal<br>Technology Liaison<br>Ex. Dir.,<br>Instructional Tech. | 2002-2003 | Staff Development Records on the Mainframe | Campus Assessment Plan for Technology | \$1,104,000<br>(TIFB Grants) |
| 2.1.3 Apply for grants to concentrate on campuses that have high levels of Awareness skills and move to the Integration of technology into the instruction and curriculum. | Ex. Dir,<br>Instructional Tech.<br>Campus Principal                        | 2002-2006 | Grants written                             | Grants accepted                       | \$500,000<br>(Grants)        |

**Goal 2. All staff will receive staff development to utilize appropriate technologies and appropriate technologies will be used in staff development.**

*Objective 2. Staff development will be provided for administrators, professional staff, and support staff.*

| ACTIVITY   | PERSON(S) RESPONSIBLE                                       | TIMELINE  | EVIDENCE OF COMPLETION   | EVALUATION  | ESTIMATE COST   |
|--|---|-----------|--|---|---|
| 2.2.1 Establish a contract to provide eighty (80) hours of technology staff development for each campus.         | Campus Technology Liaison, IT Specialists                   | 2002-2006 | Contract completion in June of each year   | Number of technology staff development classes and participants | \$104,000 annually  |
| 2.2.2 Provide registration online for participants.  | Ex. Dir., Instructional Tech. Ex. Dir, Staff Development    | 2002-2006 | Software purchased or written  | Online registration available                                   | \$20,000 initially and \$5,000 annual update                    |
| 2.2.3 Provide technology staff development opportunities as requested by campuses/departments.                   | Ex. Dir, Instructional Tech. Secretary, Instructional Tech. | 2002-2006 | Requests on database   | Requests completed  | \$350,000 annually  |
| 2.2.4 Participate in Tech Mentor program with Region IV ESC to certify Master Technology Teachers.               | Ex. Dir., Instructional Tech. Region IV ESC                 | 2003-2005 | 10 teachers receive certification; 5 administrators complete the Technology Leadership Academy | Feedback from participants                                      | \$29,000 (TARGET grant, if awarded)                             |
| 2.2.5 Provide opportunities for updating expertise through the Train-the-Trainer program.                        | Ex. Dir., Instructional Technology                          | 2003-2006 | Staff Development Database   | Number of train the trainer sessions                            | \$20,000  |
| 2.2.6 Provide at least two courses per year to the Course Management System (Blackboard.com) to be taken online. | Ex. Dir., Instructional Tech. IT Specialists                | 2002-2006 | Courses completed  | Staff Development Database and Feedback Forms                   | \$20,000 for CMS annually; \$50,000 annually Course Development |
| 2.2.7 Correlate the State Board of Certification standards to all technology professional development.           | Ex. Dir., Instructional Tech.                               | 2003-2006 | Standards included in course descriptions  | Standards completed   | \$0   |

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 1. An assessment/inventory will be performed annually.*

| ACTIVITY | PERSON(S) RESPONSIBLE | TIMELINE | EVIDENCE OF COMPLETION | EVALUATION | ESTIMATE COST |
|----------|-----------------------|----------|------------------------|------------|---------------|
|----------|-----------------------|----------|------------------------|------------|---------------|

|       |  |   |           |   |   |          |
|-------|--|---|-----------|---|---|----------|
| 3.1.1 | Update the fixed asset inventory to improve the tracking of computer hardware and peripherals. | Ex. Dir., MIS<br>Ex. Dir., Accounts Payable | 2002-2006 | Inventory reports by model number, manufacturer, and type | Inventory reports by model number, manufacturer, and type | \$5,000  |
| 3.1.2 | Update software inventory database for campuses/curriculum and instruction.                    | Ex. Dir.,<br>Instructional Tech.            | 2002-2006 | Inventory reports by campus/curriculum and instruction    | Inventory reports by verified by campus/department        | \$10,000 |

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 2. Software, hardware, and network minimum standards will be established and maintained.*

| <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b> | <b>TIMELINE</b> | <b>EVIDENCE OF<br/>COMPLETION</b>                | <b>EVALUATION</b>                                | <b>ESTIMATE<br/>COST</b> |
|---|----------------------------------|-----------------|--|--|--------------------------|
| 3.2.1 Standardize desktop software for PISD.  | Technical Advisory Committee     | 2002-2006       | Software inventory reports                       | Software inventory reports                       | \$100,000                |
| 3.2.2 Standardize desktop hardware for PISD.  | Technical Advisory Committee     | 2002-2006       | Fixed Asset reports                              | Fixed Asset reports                              | \$100,000                |
| 3.2.3 Standardize networking equipment for PISD.  | Technical Advisory Committee     | 2002-2006       | MIS Reports                                      | Network testing                                  | \$100,000                |
| 3.2.4 Implement district fiber network to accommodate growing district bandwidth needs.   | Technical Advisory Committee     | 2002-2005       | Network connections established with all schools | Network connections established with all schools | \$4,000,000              |
| 3.2.5 Purchase new and upgrades for network software:<br><ul style="list-style-type: none"> <li>• MS Exchange 5.5 for staff email</li> <li>• SQL 2000 for Internet application Databases</li> <li>• McAfee Virus protection</li> <li>• Upgrade advantage for MS Server software and C.A.L.S. to allow for migration to Windows 2000 and .Net</li> </ul> | Ex. Dir., MIS                    | 2002-2004       | Purchase and installation of software            |  | \$81,600                 |
| 3.2.6 Implement a minimum of three data drops and one voice/video drop per classroom  | Ex. Dir., MIS                    | 2002-2003       | Teachers using data and video in classrooms      | Teachers using data and video in classrooms      | \$5,500,000              |
| 3.2.7 Purchase network sniffer to analyze network usage and troubleshoot the network  | Ex. Dir., MIS                    | 2002-2003       | Purchase network sniffer                         | Sniffer reports                                  | \$40,000                 |
| 3.2.8 Upgrade web server capacity so that it does not limit storage   | Ex. Dir., MIS                    | 2002            | Upgrade server                                   | Increased storage for web pages                  | \$8,000 (est.)           |
| <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b> | <b>TIMELINE</b> | <b>EVIDENCE OF<br/>COMPLETION</b>                | <b>EVALUATION</b>                                | <b>ESTIMATE<br/>COST</b> |
| 3.2.9 Provide Internet monitoring reports to appropriate managers/principals  | Ex. Dir., MIS                    | 2002-2006       | Continue with Elron software                     | Elron Internet usage reports                     | \$10,000 (est.)          |

|        |  |               |      |                 |                      |           |
|--------|--|---------------|------|-----------------|----------------------|-----------|
| 3.2.10 | Upgrades made to mainframe computer as users and applications increase – processor upgrade and disk system replacement | Ex. Dir., MIS | 2002 | Purchase orders | Equipment evaluation | \$917,000 |
|--------|--|---------------|------|-----------------|----------------------|-----------|

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 3. A plan for acquiring, upgrading, and repurposing equipment will be maintained.*

| ACTIVITY  | PERSON(S) RESPONSIBLE                                | TIMELINE  | EVIDENCE OF COMPLETION   | EVALUATION  | ESTIMATE COST |
|---|--|-----------|--|---|---------------|
| 3.3.1 Establish and utilize wireless mobile laboratories.   | Ex. Dir.,<br>Instructional Tech.                     | 2002-2006 | Campuses utilizing mobile labs for classroom instruction                             | Campuses utilizing mobile labs for classroom instruction                          | \$250,000     |
| 3.3.2 Campuses will use state instructional technology allotment to purchase new hardware and software. | Campus Principal<br>Ex. Dir.,<br>Instructional Tech. | 2002-2006 | New computers purchased to add to campus inventory and to replace outdated equipment | New computers purchased to add to campus inventory and to replace dated equipment | \$1,400,000   |

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 4. Room/building configurations utilizing technology will be designed to ensure the optimal learning environments.*

| <b>ACTIVITY</b>   | <b>PERSON(S) RESPONSIBLE</b>   | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>            | <b>EVALUATION</b>   | <b>ESTIMATE COST</b>           |
|---|--|-----------------|--|---|--------------------------------|
| 3.4.1 Manage meetings to discuss Scope of Service and Timelines.  | Assoc. Supt.,<br>Facilities & Const.<br>Ex. Dir.,<br>Instructional Tech.<br>Ex. Dir., MIS  | 2003-2004       | Approval of Scope/Cost by Administration | Request for Qualifications (RFQ)                              | No direct cost to the district |
| 3.4.2 Issue contract for Professional Services of Technology Consultant.  | Assoc. Supt.,<br>Facilities & Const.   | 2003-2006       | Board Approval<br>Notice to Proceed      | Executed contract<br>Notice to Proceed                        | \$600,000                      |
| 3.4.3 Perform conceptual design and hold planning conferences.  | Assoc. Supt.,<br>Facilities & Const.<br>Ex. Dir.,<br>Instructional Tech.<br>Ex. Dir., MIS<br>Ex. Dir., Med. Ser.<br>Tech Consultant<br>Campus Principals | 2003-2006       | Plan for implementation at locations     | Construction activities and completion of projects (bond)     | \$5,000,000                    |
| 3.4.4 Plan for future bond program to address technology.   | Assoc. Supt.,<br>Facilities & Const.<br>Ex. Dir.,<br>Instructional Tech.<br>Ex. Dir., MIS<br>Bond Prog. Mgr.<br>Tech Consultant                          | 2004-2007       | Bond approval and implementation         | Construction activities and completion of projects (non-bond) | \$5,000,000                    |
| 3.4.5 Evaluate overcrowding conditions, limited class size, safety issues, and lack of storage space in the IT Training Center. | Ex. Dir.,<br>Instructional Tech.   | 2003            | Look for alternative locations           | New location  | \$0                            |
| 3.4.6 Encourage campuses to plan for flexible classroom design for appropriate technology and furniture.                        | Ex. Dir.,<br>Instructional Tech.<br>IT Specialists   | 2002-2006       | Room design consultation                 | Designs available for campuses to view                        | \$0                            |

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 5. Enhance access to mainframe databases for administrative applications (i.e. attendance, grades, scheduling, state/district reports such as Public Education Management System – PEIMS).*

| <b>ACTIVITY</b> | <b>PERSON(S) RESPONSIBLE</b> | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b> | <b>EVALUATION</b> | <b>ESTIMATE COST</b> |
|-----------------|------------------------------|-----------------|-------------------------------|-------------------|----------------------|
|-----------------|------------------------------|-----------------|-------------------------------|-------------------|----------------------|

|       |  |  |           |  |  |   |
|-------|--|--|-----------|--|--|---|
| 3.5.1 | Implement a Graphical User Interface (GUI) for mainframe screens (such as TOSC Vitalizer).                     | Ex. Dir., MIS  | 2002      | GUI installed                                | User input   | \$196,000 and \$25,000 annual maintenance |
| 3.5.2 | Develop Internet-based Mainframe access.   | Ex. Dir., MIS  | 2002-2004 | Web pages available to access mainframe data | Web pages available to access mainframe data       | \$50,000                                  |
| 3.5.3 | Integrate mainframe databases with special education, bilingual/ESL, and curriculum and instruction databases. | Ex. Dir., MIS<br>Assoc. Supt., C & I<br>Assoc. Supt., Special Programs | 2004-2005 | All data available to assessment staff       | Information successfully utilized                  | \$30,000                                  |
| 3.5.4 | Develop an on-line Requisition System.   | Ex. Dir., MIS  | 2002-2003 | Campus and department input of requisitions  | Elimination of paper in processing of requisitions | \$15,000                                  |
| 3.5.5 | Implement a secondary grade book program on the mainframe.   | Ex. Dir., MIS  | 2003-2006 | Gradebook developed                          | User input   | \$10,000 (est.)                           |

**Goal 3. Facilities and resources are provided to support technology services.**

*Objective 6. Technical support will be available for all staff.*

| <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b>                | <b>TIMELINE</b> | <b>EVIDENCE OF<br/>COMPLETION</b>       | <b>EVALUATION</b>  | <b>ESTIMATE<br/>COST</b> |
|---|---|-----------------|---|--|--------------------------|
| 3.6.1 Continue help desk for technology services.               | Ex. Dir., MIS                                   | 2002-2006       | Personnel provided to operate help desk | Personnel provided to operate help desk; help desk reports | \$30,000                 |
| 3.6.2 Support for video distribution system in school district. | Ex. Dir., MIS<br>Manager,<br>Technical Services | 2002-2006       | All video systems installed             | Usage of video in the classroom/campus                     | \$100,000 (est.)         |
| 3.6.3 Investigate acquisition of video modulation equipment.    | Ex. Dir., MIS                                   | 2003            | Report on acquisition                   | Examine cost effectiveness with instructional objectives   | \$0                      |

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

*Objective 1. Partnerships with higher education, government, community groups and business will be developed.*

| <b>ACTIVITY</b>  | <b>PERSON(S) RESPONSIBLE</b>   | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>  | <b>EVALUATION</b>  | <b>ESTIMATE COST</b>  |
|--|--|-----------------|--|--|---|
| 4.1.1 Correlate San Jacinto Community College courses with Technology Applications and Career and Technology (Tech Prep) Courses.  | <b>Ex. Dir., Instructional Tech.</b><br>Director, CATE                                       | 2002-2006       | List of San Jacinto courses that can be used as Technology Applications credit | Meeting with San Jacinto College to evaluate enrollment numbers and completion | \$2,000   |
| 4.1.2 Expand opportunities for students and staff to attend technology camps, join in grant opportunities, and utilize technical expertise from University of Houston/University of Houston at Clear Lake.   | Ex. Dir.,<br>Instructional Tech.<br>Grant Coordinator  | 2002-2006       | List activities that were completed with UH and UHCL                           | List activities that were completed with UH and UHCL                           | \$1,000   |
| 4.1.3 Develop a plan with the City of Pasadena to apply for and leverage resources for Community Networking grants.  | Ex. Dir.,<br>Instructional Tech.<br>Ex. Dir., MIS<br>Grant Coordinator                       | 2003-2006       | Grant application for Community Networking Grant                               | Grant evaluation   | \$0   |
| 4.1.4 Coordinate grant opportunities with businesses, higher education, local institutions like local libraries, and other school districts.   | Ex. Dir.,<br>Instructional Tech.<br>Grant Coordinator  | 2003-2006       | Grant application  | Grant evaluation   | \$0   |
| 4.1.5 Provide planning and resources for COSMOS Consortium with Clear Creek ISD – extend COSMOS classes.   | Assoc. Supt., C & I<br>Science Inst. Spec.<br>Ex. Dir., Inst.<br>Tech.                       | 2002-2006       | List activities completed; survey participants                                 | Evaluation provided to Houston Endowment                                       | \$145,000 (grant monies) – Clear Creek ISD fiscal agent<br>\$200,000 (Bond – Two way videocferencing for PHS)<br>\$40,000 connectivity equipment<br>\$65,000 for bridge<br>\$8,000 for training |
| <b>ACTIVITY</b>  | <b>PERSON(S) RESPONSIBLE</b>   | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>  | <b>EVALUATION</b>  | <b>ESTIMATE COST</b>  |
| 4.1.6 Continue to work with Region IV ESC with grant opportunities:<br><ul style="list-style-type: none"> <li>• TARGET Tech Mentor Grant</li> <li>• T.I.E. Bilingual Literacy Grant</li> <li>• TARGET Student Assessment Online Learning.</li> </ul> | Ex. Dir.,<br>Instructional Tech.<br>Assoc. Supt.,<br>Special Programs<br>Assoc. Supt., C & I | 2002-2006       | Grants awarded   | Grants completed   | Grant amounts not determined until award completed – at least \$29,000  |
| 4.1.7 Support Regional Cisco Networking  | Ex. Dir.,  | 2002-2006       | Students enrolled  | Number of students   | \$4,000 for testing   |

|  |                                       |  |  |                              |     |
|--|---------------------------------------|--|--|------------------------------|-----|
| Academy and working with Communities in Schools for internships. | Instructional Tech.<br>Ex. Dir., CATE |  |  | passing CISCO certifications | out |
|--|---------------------------------------|--|--|------------------------------|-----|

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

*Objective 2. Campus/district training opportunities will be extended to include parents, volunteers, and other stakeholders.*

| ACTIVITY   | PERSON(S) RESPONSIBLE  | TIMELINE  | EVIDENCE OF COMPLETION     | EVALUATION                   | ESTIMATE COST |
|--|--|-----------|----------------------------|------------------------------|---------------|
| 4.2.1 Expand continuing education courses with San Jacinto College through the Community Learning Partnership. | Ex. Dir., C & I  | 2002-2006 | List of courses            | Meet to evaluate enrollment  | \$0           |
| 4.2.2 Expand training opportunities with the Senior Citizens and other groups in the local community.          | Ex. Dir.,<br>Instructional Tech.   | 2002-2006 | Staff development database | Number of workshops provided | \$5,000       |
| 4.2.3 Extend training and school facilities to Adopt-A-School Partners.  | Ex. Dir.,<br>Instructional Tech.<br>Deputy Supt.,<br>Community Relations | 2003-2006 | Staff development database | Workshops scheduled          | \$4,000       |
| 4.2.4 Encourage the campuses to provide at least one parent technology training each year.                     | Ex. Dir.,<br>Instructional Tech.   | 2002-2006 | Staff development database | Number of workshops provided | \$0           |

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

*Objective 3. District data communications/video will improve communication to the schools and community through the district intranet and Internet access.*

| ACTIVITY   | PERSON(S) RESPONSIBLE  | TIMELINE  | EVIDENCE OF COMPLETION           | EVALUATION                         | ESTIMATE COST  |
|--|--|-----------|----------------------------------|------------------------------------|--|
| 4.3.1 Provide cable television to each campus and district facility.                         | Ex. Dir.,<br>Instructional Tech.;<br>Communications<br>Coordinator           | 2002-2006 | Work orders issued               | Report from Time Warner            | Costs vary from \$535 to \$4,000<br>Must come from campus budget |
| 4.3.2 Provide database information and storage for shared files to campuses and departments. | Ex. Dir., MIS  | 2002-2006 | Storage provided                 | Check size of total files          | \$0  |
| 4.3.3 Provide a district web portal to serve the PISD staff, students, and community.        | Ex. Dir.,<br>Instructional Tech.<br>Ex. Dir., MIS                            | 2003-2006 | Web Portal completed             | User input                         | \$100,000 (est.)   |
| 4.3.4 Have a revised Acceptable Use Policy adopted by the Board of Trustees.                 | Ex. Dir.,<br>Instructional Tech.<br>AUP Policy<br>Committee<br>Ex. Dir., MIS | 2002      | Board of Trustees approval       | Board of Trustees approval         | \$0  |
| 4.3.5 Have an Acceptable Use Policy signed/ placed in each staff's personnel file.           | Assoc. Supt.,<br>Human Resources   | 2003-2006 | AUPs on file                     | AUPs on file                       | \$0  |
| 4.3.6 Provide training on the Internet and Acceptable Use Policy to all new Employees.       | Ex. Dir.,<br>Instructional Tech.<br>Assoc. Supt.,<br>Human Resources         | 2003-2006 | Training completed               | AUPs on file                       | \$0  |
| 4.3.7 Maintain Web Publishing Procedures and Guidelines on district web site.                | Ex. Dir.,<br>Instructional Tech.<br>Deputy Supt.,<br>Community Rel.          | 2002-2006 | Procedures and guidelines posted | Re-evaluate annually               | \$0  |
| 1.3.8 Provide Internet filtering, blocking and unblocking procedures on the PISD web site.   | Ex. Dir.,<br>Instructional Tech.<br>Web Master                               | 2002      | Procedures posted                | Number of requests                 | \$0  |
| 1.3.9 Provide training, stipends & consulting for campus and dept. webmasters.               | IT Specialists   | 2002-2006 | Training performed               | Technology Staff<br>Development DB | \$17,000 stipend   |

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

*Objective 4. Delivery of courses through distance learning will extend the curriculum for students and staff.*

| ACTIVITY   | PERSON(S) RESPONSIBLE            | TIMELINE  | EVIDENCE OF COMPLETION | EVALUATION                          | ESTIMATE COST |
|--|----------------------------------|-----------|------------------------|-------------------------------------|---------------|
| 4.4.1 Provide staff development opportunities through the Blackboard Learning Management System: | Ex. Dir.,<br>Instructional Tech. | 2002-2006 | Courses written        | IT staff<br>development<br>database | \$5,000       |

|       |   |  |                 |  |  |                          |
|-------|---|--|-----------------|--|--|--------------------------|
|       | <ul style="list-style-type: none"> <li>• Instructional Technology</li> <li>• Technology Applications, Grades 6-8</li> <li>• Alternative Teacher Certification Program</li> </ul>  |  |                 |  |  |                          |
| 4.4.2 | <p>Extend distance learning opportunities through two-way videoconferencing:</p> <ul style="list-style-type: none"> <li>• T.I. E. Grant – Gardens, Pomeroy and Williams Elementaries;</li> <li>• Pasadena High School – COSMOS Classes &amp; South Houston High School;</li> <li>• Dobie, Pasadena Memorial and Sam Rayburn High Schools;</li> <li>• PS9 TIFB : Garfield Elementary, South Houston Elementary, Jackson Intermediate, and Thompson Intermediate; and</li> <li>• Human Resources system used to interview prospective employees.</li> </ul> | Ex. Dir.,<br>Instructional Tech.<br>IT Specialists<br>Principal<br>Teachers        | 2002-2006       | Distance learning classrooms completed and course work/staff development offered | Teachers<br>Principals                 | \$100,000                |
| 4.4.3 | Utilize two-way videoconferencing for participation in the National Academic League.  | Gifted and Talented Specialist<br>Principal  | 2002-2006       | Participation in games   | Principal<br>Students                  | \$6,000                  |
|       | <b>ACTIVITY</b>   | <b>PERSON(S)<br/>RESPONSIBLE</b>   | <b>TIMELINE</b> | <b>EVIDENCE OF<br/>COMPLETION</b>  | <b>EVALUATION</b>                      | <b>ESTIMATE<br/>COST</b> |
| 4.4.5 | <p>Purchase online courses for students:</p> <ul style="list-style-type: none"> <li>• Foreign Language</li> <li>• SAT and ACT reviews</li> <li>• Web Mastering</li> <li>• Advanced Mathematics for 5<sup>th</sup> and 6<sup>th</sup> grade and Geometry.</li> </ul>   | Ex. Dir.,<br>Instructional Tech.<br>Gifted and<br>Talented Specialist<br>Principal | 2003-2006       | Courses completed  | Student completion<br>rate             | \$55,000                 |
| 4.4.6 | Utilize free online coursework for migrant students from the University of Texas at Austin.   | Assoc. Supt.,<br>Special Programs  | 2002-2006       | Courses completed  | Number of students<br>and success rate | \$0                      |
| 4.4.7 | Expand web based opportunities for student course work through the Virtual School Proposal with Harris County Department of Education.  | Es. Dir.,<br>Instructional Tech.<br>IT Specialists<br>Principal<br>Teacher         | 2003-2006       | Courses completed  | Student completion<br>rate             | \$8,000                  |
| 4.4.8 | Upgrade and maintain satellite downlinks through T-Star and   | Ex. Dir.,<br>Instructional Tech.   | 2002-2006       | Satellites active  | Tapings and<br>courses                 | \$10,000                 |

|            |                |  |  |  |  |
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| Annenburg. | IT Specialists |  |  |  |  |
|------------|----------------|--|--|--|--|

**Goal 4. The learning environment will encompass the school, the home, and the global community through technology.**

*Objective 5. A district-wide instructional library network will be a resource to extend the curriculum delivery.*

| <b>ACTIVITY</b>   | <b>PERSON(S) RESPONSIBLE</b>                  | <b>TIMELINE</b> | <b>EVIDENCE OF COMPLETION</b>   | <b>EVALUATION</b>  | <b>ESTIMATE COST</b>   |
|---|---|-----------------|---------------------------------|--|--|
| 4.5.1 Replace current distributed library system, Dynix, with web-based Horizon.  | Ex. Dir., Media Services<br>Inst. Media Spec. | 2002-2006       | System activated in March, 2003 | Report given to District Technology Implementation Team          | \$306,000 for 3 years for main system;<br>\$65,000 annual maintenance; |
| 4.5.2 Provide district research databases:<br><ul style="list-style-type: none"> <li>• Britannica Online (educational Version)</li> <li>• Electric Library (magazine database for elementary and middle school)</li> <li>• Proquest (research)</li> <li>• Gale Group (10 databases available in English and Spanish)</li> <li>• Grolier's Encyclopedia – available in English and Spanish.</li> </ul> | Ex. Dir, Media Services<br>Inst. Media Spec.  | 2002-2006       | Databases already accessible    | Report given to District Technology Implementation Team annually | \$0.00<br>Databases provided through the use of TIFB funds             |
| 4.5.3 Have 100% of libraries join the Texas Library Connection.   | Inst. Media Spec.                             | 2003            | Membership                      | Apply for grants   | \$10,000 (est.)  |
| 4.5.4 Continue current ability to connect to Pasadena Public Library.   | Ex. Dir., Media Services                      | 2002-2006       | Maintain connectivity           | Number of users  | \$0  |
| 4.5.5 Apply for TIFB library grants when Available.   | Inst. Media Spec.<br>Grant Coordinator        | 2003-2006       | Grant application               | Grants awarded   | Unknown  |
| 4.5.6 Continue to purchase electronic books through Follett.  | Inst. Media Spec.                             | 2003-2006       | Purchase books                  | Checkout rates   | Unknown  |

## Evaluation

Due to the nature of technology, change is inevitable. This plan is designed to be flexible and expandable. Evaluation is an important process so that schools can improve programs and ultimately student academic performance. Our evaluation process is two-fold: internal Program Assessment Director (program evaluation) and District Technology Implementation Team (on-going progress).

The internal Program Assessment Director will meet with administrators and teachers to develop appropriate strategies for evaluation in the use of technology. PISD will follow the steps suggested by the article, *Customizing Your Technology Assessment* (article in Technology & Learning, February, 2001 – [www.techlearning.com](http://www.techlearning.com)):

- Why Are You Evaluating?
- Determine specific questions you want answered.
- Decide what data will help answer your questions.
- Collect the data.
- Analyze the information.
- Share results.
- Use the information for program improvement.

PISD will also use resources such as The CEO Forum on Education and Technology ([www.ceoforum.org](http://www.ceoforum.org)), Evaluation and Assessment Page of the U. S. Department of Education ([www.ed.gov/technology/evaluation](http://www.ed.gov/technology/evaluation)), enGauge ([www.ncrel.org/engauge/](http://www.ncrel.org/engauge/)), HPR\*TEC's Profiler (<http://profiler.hprtec.org>), Technology in American Schools: Seven Dimensions for Gauging Progress ([www.mff.org/publications](http://www.mff.org/publications)), the National Educational Technology Standards (NETS) Project ([www.cnets.iste.org](http://www.cnets.iste.org)), and a Snapshot Survey web site ([www.snapshotsurvey.org](http://www.snapshotsurvey.org)). PISD will utilize these techniques to customize the assessment of technology integration and student achievement. Final assessment data will be given to the superintendent.

The District Technology Implementation Team will meet as needed during the school year to evaluate the progress of the plan. Each member of the team plays a key role in the usage of technology. At the end of

each school year, the plan will be revised to reflect the completions, changes, and successes. An annual report will be given to the Superintendent and Board of Trustees. Evaluation and revision of this plan is a continuous process.