

CANNON FALLS AREA SCHOOL



2011-2015 TECHNOLOGY PLAN

Submitted by Linda Smith, Technology Director
October 2011

Adopted: 10/24/2011

**CANNON FALLS AREA SCHOOLS TECHNOLOGY PLAN
2011-2015**

Independent school District 252
820 East Minnesota Street
Cannon Falls, MN 55009

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**Technology Plan Cover Sheet
2013-2015 (July 1, 2013 – June 30, 2015).**

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	CANNON FALLS AREA SCHOOL
District Number:	ISD 252
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	October 2011
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Title	SUPERINTENDENT
Address	820 E MINNESOTA ST CANNON FALLS, MN 55009
Phone Number & E-mail	507-263-6800 GIESE.BETH@CF.K12.MN.US
TECHNOLOGY CONTACT INFORMATION	
Name	LINDA SMITH
Title	TECHNOLOGY DIRECTOR
Address	820 E MINNESOTA ST CANNON FALLS MN 55009
Phone Number & E-mail	263-6800 SMITH.LINDA@CF.K12.MN.US

1. Technology Needs Assessment: Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

A-3 Needs Assessment: Method and Results

Defining and identifying the needs of the school district is an ongoing process. As technologies and curriculum change, needs need to be constantly addressed. Needs are identified through communication with teachers, staff, students and community members.

An annual survey is available on the school web site on the technology page that teachers and staff are requested to complete.

Stakeholders can contact a member of the technology Committee with concerns, recommendations, and requests.

An annual needs assessment, using a survey is given to stakeholders at Spring Parent-Teacher Conferences.

The result of this survey, and any other information collected informally, is reported at the Spring Technology Committee meeting.

See appendix A for 10-11 survey results.

As a result of the 10-11 survey, the school district implemented online payments and online lunch balances and reports and the implementation of School Reach, a communication tool that calls, texts or emails stakeholders regarding school closings and schedule changes.

The results of the 10-11 survey shows that these services are being used. This survey also indicates an interest in online learning and increasing technology based curriculum.

As a result of the 2010-11 staff survey, more software was purchased that was web-based. Also, because of bandwidth needs, a move was made to change connectivity so that it included Internet2. Internet Bandwidth was increased. Wireless access was implemented. Staff made individual requests for technology-related equipment to enable better integration with technology. Service and staff development was also addressed.

See: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/planning-and-needs-assessment>

2.Goals and Strategies: List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

See; <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/visions-goals-objectives-and-strategies>

Implementation Plan

School Year	Location	Implementation	Completion Date
11-12	District	Add wireless access points	10/15/2011
11-12	HS/ EL	30 unit netbooks	
11-12	ALC	laptops	09/-5/2011
12-13	HS/EL	Replace HS lab, EL X-Lab	
12/13	DIST	Upgrade UPS	
12/13	HS/EL	1:1 student devices	
12/13	Dist	Improve bandwidth	
13/14	HS/EL	Update testing labs	
13/14	Dist	Update Dist Office computers	
14/15	HS/EL	Update Office computers	
14/15	HS/EL	1:1 student devices	

Other projects being considered: streaming video server, mobile labs, expand online learning and server/infrastructure upgrades as needed

- 3. Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

See: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/visions-goals-objectives-and-strategies/professional-development>

See Also <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/staff-development-and-training>:

B.4 Professional Development

Professional development and technology training for staff is critical to the success of technology and the implementation of the technology mission and vision of the school district. Professional Development activities provide staff with the skills to apply technology to enhance student learning and increase productivity.

1. Implement the district staff development plan based on National Educational Technology Standards for Teachers.
 2. Provide financial and human resource support for staff development.
 3. Provide staff development opportunities in District, both formal and informal.
 4. Staff members who exhibit an interest in a particular area, will be encouraged to pursue innovative ideas
 5. Encourage Staff members to pursue grant opportunities to support classroom goals
 6. Staff will make yearly individual technology goals and make a plan to meet that goal.
-
4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

See: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/evaluation-plan>

See: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/visions-goals-objectives-and-strategies/assessment>

Assessment of programs, software, hardware, student achievement, proficiency are achieved in a variety of methods. The method used is appropriate for the item being assessed.

I.2 Evaluation Strategy for 2011-2015 Technology Plan

- a. Completion of projects in the implementation plan
- b. Stakeholder survey
- c. Staff needs survey
- d. Technology Committee review
- e. Staff Development State Report

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5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

A. Stakeholder Survey B. MEMO Standards C. Staff Development Goals D. Online Courses
E. Equal Education Access Policy #521 F. Web Page Policy/Release Forms G. Library Media Technology Plan H. Board Goals
I. 2010-2012 Bridge Plan documents

A: <https://sites.google.com/a/cf.k12.mn.us/technology/home/communityconnection>
<https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/2010-11-state-wide-survey>

B: <http://memotech.ning.com/page/memo-information-and>

C: <https://sites.google.com/a/cf.k12.mn.us/staff-development>

D: <http://cool.cannonfallsschools.com/>

E: <http://cool.cannonfallsschools.com/login/index.php>

F: <https://sites.google.com/a/cf.k12.mn.us/technology/acceptable-use/aup-online>

G: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-curriculum>

H: <https://sites.google.com/a/cf.k12.mn.us/district-office/home/mission-vision-and-goals>

I: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan/bridge-plan-2010-2013>

6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

<https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies>

7. Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

X Yes

No

If yes, please provide a link to access the policy at the LEA website.

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

X Yes

No

Submitted via Email to MDE mde.schooltechplan@state.mn.us

TIME FRAME FOR THE 2008-2011 TECHNOLOGY PLANNING CYCLE

The 2008-2011 technology planning cycle encompasses four state fiscal years and four E-rate program years. The intent is that in the third year of the planning cycle, school districts, charter schools, nonpublic schools, and public libraries will begin evaluating their plans and developing the plan for the next three to four years. A table illustrating the included time periods for the 2008-2011 planning cycle is as follows:

FISCAL YEAR (FY)	E-RATE FUNDING YEAR (FY)
FY2011 (July 1, 2011 – June 30, 2012)	FY2011 (July 1, 2011 – June 30, 2012)
FY2012 (July 1, 2012 – June 30, 2013)	FY2012 (July 1, 2012 – June 30, 2013)
FY2013 (July 1, 2013 – June 30, 2014)	FY2013 (July 1, 2013 – June 30, 2014)
FY2014 (July 1, 2010 – June 30, 2015)	FY2014 (July 1, 2010 – June 30, 2015)

Plans that are approved will be approved effective for July 1, 2011 – June 30, 2012

NOTE: A technology bridge plan was approved Oct. 10, 2010 by MDE – see appendix I

A. PLANNING AND NEEDS ASSESSMENT

A-1 Executive Leadership

1.1 The following staff members provide leadership at the executive, management and support levels. This support may be direct or indirect. These individuals will provide guidance for the users of technology.

- ✓ Beth Giese, Superintendent giese.beth@cf.k12.mn.us
- ✓ Tim Hodges, High School Principal hodges.tim@cf.k12.mn.us
- ✓ Anne Fick, Elementary Principal fick.anne@cf.k12.mn.us
- ✓ Linda Smith, Technology Director smith.linda@cf.k12.mn.us

The Technology Planning Steering Committee reviews and updates the Cannon Falls Area Schools technology plan. The committee's responsibility includes:

- Reviewing and revising the Technology Plan

- Reviewing and revising the vision for technology use in the school district

- Providing input and acting as a contact for the stakeholders

- Evaluating and assessing the progress of technology and determining the benefits

The Technology committee meets as needed, most contact is made through e-mail. The committee reviewed the 2011 needs assessment and considered items for change. The new plan will be submitted to the school board for approval and then will be submitted to the Minnesota Department of Education by the November 1, 2011.

Members of the Technology Committee include:

Cindy DeRosier, High School Media Specialist,

Chair of the Technology Committee derosier.cindy@cf.k12.mn.us

Linda Smith, Technology Director	smith.Linda@cf.k12.mn.us
Amanda Thompson, HS Teacher	Thompson.amanda@cf.k12.mn.us
Deanne Coleman, EL Media Generalist	coleman.deanne@cf.k12.mn.us
Deb Kadrlik, EL Teacher	kaderlik.deb@cf.k12.mn.us
Kathy Tilderquist, Community Member	Tilderquist.kathy@cf.k12.mn.us
Kirsten Hoffman, HS Guidance Counselor	hoffman.kirsten@cf.k12.mn.us
Missy Klapperich, MS Teacher	Klapperich.missy@cf.k12.mn.us
Pat Dougherty, School Board Member	pmdougherty@frontiernet.net
Robin Nelson, HS Secretary	nelson.robin@cf.k12.mn.us
Sandy Sharot, Technology Assistant	Sharot.sandy@cf.k12.mn.us
Teri Townsend, Kindergarten Teacher	townsend.teri@cf.k12.mn.us
Jonathon Sharot, Student	15js01@cf.k12.mn.us
Tom Benson, Director of Video Production	benson.tom@cf.k12.mn.us

(Current membership list is listed on the school web page as this changes from year to year)

An update is sent out weekly to all school administration. Newspaper articles are posted in the Cannon Falls Beacon, when needed. There is a link to the school web page from the Cannon Falls Beacon at www.cannonfalls.com. Progress of the technology plan can be viewed by the community on the school web page, Technology, at www.cannonfallsschools.com.

Members of the committee solicit input from the stakeholders by contacting them directly, surveys, and written assessments and through e-mail. Faculty meetings provide the staff with a platform to share ideas, requests and concerns regarding technology. It is the intent of the committee to have open communication in a variety of methods. This is an ongoing activity.

A-2 Demographics

The Cannon Falls Area Schools has an enrollment of approximately 1210 Students, 25% are eligible for free and reduced lunch. There is a small population of students who benefit educationally with the use of adaptive technology. These needs change constantly. 103 licensed staff, and 147 support staff. The Cannon Falls School Board is the governing body. The school district is located in a rural area in Southeastern Minnesota, about 50 miles South of St. Paul, MN. The population of Cannon Falls is approximately 4690 people.

2.2 Partnerships. The Cannon Falls Area Schools have several partnerships that provide support and leadership in technology planning and implementation. Cannon Falls Schools is a member of SEMNET (Southeast Minnesota Network) is a regional network collaborative established to develop and implement telecommunication services and programs to K12 schools in southeast Minnesota. Cannon Falls Schools is a member of SEMTEC, Southeast Minnesota Technology Educators Collaborative. This agency provides technical support and staff development opportunities and connectivity. The school is also a member of SouthEast Service Cooperative (SSC). This partnership helps provide grant participation and staff development opportunities. The Cannon Falls Education Foundation is a non-profit organization supported by area businesses and individuals who provide technology grants for technology and innovative projects. Cannon Falls Community Education collaborates with the schools and provides educational activities to members of the community. These programs allow the community to use the schools' technology and also provides training. The school library also works closely with the Cannon Falls Public Library and SELCO.

A-3 Needs Assessment: Method and Results

Defining and identifying the needs of the school district is an ongoing process. As technologies and curriculum change, needs need to be constantly addressed. Needs are identified through communication with teachers, staff, students and community members.

An annual survey is available on the school web site on the technology page that teachers and staff are requested to complete.

Stakeholders can contact a member of the technology Committee with concerns, recommendations, and requests.

An annual needs assessment, using a survey is given to stakeholders at Spring Parent-Teacher Conferences.

The result of this survey, and any other information collected informally, is reported at the Spring Technology Committee meeting.

See appendix A for 10-11 survey results.

As a result of the 10-11 survey, the school district implemented online payments and online lunch balances and reports and the implementation of School Reach, a communication tool that calls, texts or emails stakeholders regarding school closings and schedule changes.

The results of the 10-11 survey shows that these services are being used. This survey also indicates an interest in online learning and increasing technology based curriculum.

As a result of the 2010-11 staff survey, more software was purchased that was web-based. Also, because of bandwidth needs, a move was made to change connectivity so that it included Internet2. Internet Bandwidth was increased. Wireless access was implemented. Staff made individual requests for technology-related equipment to enable better integration with technology. Service and staff development was also addressed.

Summary of 2011-12 Needs Assessments

Parents/Community	Online access to grades and lunch reports. Pay online	Online Payment for lunch is in place, online payment for fees and clothing is being added 2011-12 school year
Staff	More bandwidth More wireless coverage Move towards paperless Update computer labs	10 MG added for 2011-12 2 more wireless access points added Google docs implemented Netbooks added
Students	More wireless coverage Updated Office software	2 more access points added Google Docs implemented Will consider updating

		office in 2012-13
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II Vision, Goals, Objectives, and Strategies for Technology

B. DISTRICT TECHNOLOGY GOALS

Technology Mission:

The Cannon Falls School District's Technology mission is to provide technology to students, staff, and school district administrative staff for the purpose of enhancing learning, to support classroom instruction by having technology embedded into the curriculum, to encourage teacher productivity and to support administrative business. All stakeholders will use the technology provided to become life-long learners, collaborative learners, and productive global communicators. All employees, volunteers, members of the community and students are expected to use technology in a manner that is consistent with the goals and mission of the Cannon Falls School District.

Technology Goal:

Technology is used to support the curriculum, to assist in student learning activities, to help achieve the Minnesota graduation standards, to conduct staff training, to conduct school record keeping and business, and to administer the library program and services. It is important that stakeholders are technologically literate and that the development and delivery of learning opportunities for students are consistent with the mission and vision of the District.

Technology Vision:

Technology in the Cannon Falls School District will assist students with learning, and assist teachers, staff, and administrative staff with the tasks assigned to them. The use of technology is so integral and embedded into everyday life, that it will appear seamless and will mirror technology use in the global world.

B.1 Technology Integration with Curriculum and Instruction

Provide students and teachers with technology resources to support the curriculum.

1. Identify and evaluate district technology resources.
2. Embed technology resources into the curriculum including data, voice, video, hardware and software.
3. Provide sufficient software and hardware based on curriculum needs.
4. Select appropriate equipment based on district needs.
5. Encourage individual initiative in the area of technology.
6. Investigate strategies to integrate technology in support of the Minnesota Academic Standards.
7. Provide electronic resources to support technology integration.
8. Provide assistive technology where appropriate.
9. Provide technology skills instruction to all students based on the National Educational Technology Standards for Students.
10. Assess student technology skills using the MEMO Standards see Appendix B

B.2 Increase/Improve Technology Access

1. Provide sufficient electronic learning resources for staff and students.
2. Provide technologies for efficient operation of the library media center.
3. Provide library/media specialists with ongoing training and exposure to new technologies and information.
4. Provide adequate and equal access to all students
5. Move towards a one-to-one student computer or other device initiative
6. Provide sufficient connectivity and telecommunications resources
7. Develop online learning opportunities

B.3 Utilize technology to efficiently support administration

1. Provide sufficient and current hardware and administrative software.
2. Provide an efficient communications and connectivity network for all district staff.
3. Provide access to electronic resources to support administration.
4. Provide training to use the hardware and software.

B.4 Professional Development

Professional development and technology training for staff is critical to the success of technology and the implementation of the technology mission and vision of the school district. Professional Development activities provide staff with the skills to apply technology to enhance student learning and increase productivity.

1. Implement the district staff development plan based on National Educational Technology Standards for Teachers.
2. Provide financial and human resource support for staff development.
3. Provide staff development opportunities in District, both formal and informal.
4. Staff members who exhibit an interest in a particular area, will be encouraged to pursue innovative ideas
5. Encourage Staff members to pursue grant opportunities to support classroom goals
6. Staff will make yearly individual technology goals and make a plan to meet that goal

B.5 Assessment

Assessment of programs, software, hardware, student achievement, proficiency are achieved in a variety of methods. The method used is appropriate for the item being assessed.

1. Most assessments for students are integrated into the curriculum in which the technology has been embedded. The assessments are based on the individual rubric for that course.

- a. Minnesota Comprehensive Assessment
- b. Basic Standards Test

- d. Accelerated Reader Online Grades K-6
- e. AIMSWeb K-5
- f. Other assessments K-12

2. Rubrics for technology assessment are based on the MEMO Standards
<https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-education>
3. Stakeholders assess the success and needs of the technology program as described in A.3
8. Staff assess the technology program success and needs as described in A.3
9. Technology use by the staff is self-assessed informally via a survey
 - a. Staff write individual goals and self-assess meeting those goals
 - b. Staff may use Atomic Learning to meet goals
 - c. Staff may attend workshops and/or training sessions
 - d. Staff may collaborate with institutions of higher learning
 - e. Staff may participate in a Professional Learning Community (PLC)
 - f. Activities are awarded professional development clock hours to be used toward license renewal

B.6 Online/Distant Learning

The Cannon Falls School District, beginning the 2008 school year, offered online and distant learning to meet the needs of students. Cannon Falls students may engage in online learning activities through other institutions of learning. Online learning focuses on students immediate needs and will be expanded as needed. Cannon Falls also offers online instruction to students from other districts. 2011- SouthEast Service Cooperative and SEMNET members

Technology Goal Identified - Action	Timeline	Responsible person	Evaluation
Support Moodle	Current	Linda Smith	Report in Tech Update
Moodle staff training	As needed	Linda Smith	Report in Tech Update
Explore the use of ITV/collaborative learning with SEMTEC	Ongoing	Linda Smith, Tim Hodges	Report in tech Update
Develop or institute online courses Appendix D	Current	Linda Smith	Grade report/Guidance
Turn-it-in Online	Current	Van de Hoef	Teacher rubric
Provide online Library resources and ebooks	Current	Smith, DeRosier, Coleman	Web hit counter Circulation statistics
Google for Education	Current	Linda Smith	Admin statistics

B.7 Use technology to encourage parental involvement and improve communications.

1. Maintain district web sites with current information about the district including staff e-mail addresses
2. Utilize local area television Education Access Channel
3. Provide Internet communication with parents and the community
4. Provide parental access to Gradebooks and progress reports
5. Maintain web-based homework pages
6. Provide Lunch account balances online
7. Provide e-pay for lunch and other school accounts
8. Communicat changes in school schedules and important information via SchoolReach

III. Policies and Procedures

C. Policies are reviewed and adopted by the Cannon Falls School Board on a regular basis. Policies can be accessed on the school website. The Goodhue County Education District also advises special education case managers to ensure that individual technological needs are met so that students can work towards academic success.

C-1 Equitable Access

The Cannon Falls School District, in cooperation with the Goodhue County Education District, strives to make technology accessible to everyone in the district. Adaptive devices, furniture and software are purchased when it is needed. See Appendix E

C-2 Data and Network Security

C2.1 Disaster Recovery Planning- Technology

Disaster recovery and planning is necessary to ensure that the Cannon Falls Area Schools can survive isolated disruptions in computer communications.

This plan ensures continuity of business functions dependent on Computer/network technology until normal capacity is restored.

C2.2 Disaster Strategy – Technology

- a. Build in fault tolerance and/or redundancy in software and hardware applications where possible
- b. Ensure that network configurations and server backups are performed as a routine part of operations
- c. Maintain an inventory of hardware, software, service contracts, and contact information
- d. Provide physical security of assets
- e. Provide monitoring of essential hardware and services
- f. Maintain uninterrupted power supplies (UPS) on essential hardware
- g. Maintain adequate insurance to cover recovery costs

C2.3 Emergency Response – Technology

The specifics of a disaster recovery will be determined at the time a disaster occurs. This will include an assessment by the Technology Director; who will consider the type of disaster, severity, length of disruption, and immediate needs. Recovery procedures will be followed as dictated by the situation.

C2.4 Risk Assessment:

The risk associated with loss of data falls into categories:

High: Student Information System Data, Personnel Data, Payroll, and Financial records

Moderate: Network software programs, Teacher files, Written contracts/agreements, and Backups of various programs and images

Low: Student files

C2.5 Physical Security Protection

- a. Firewall appliance
- b. Use of a translated IP
- c. Network Servers are in secured locked physical locations
- d. Use of UPS – Uninterrupted Power Supply
- e. Several backup methods including offsite backup
- f. Use of web-based enterprise editions of software
- g. Use of Virus detection and Spam detection network software

C3. Internet Safety and CIPA Compliance

The Cannon Falls school District is in compliance with the Children's Internet Protection Act. <http://www.fcc.gov/guides/childrens-internet-protection-act>

- a. Content filter is operational-Lightspeed
- b. Public meeting is held yearly to inform stakeholders
- c. Internet safety lessons are imbedded in the curriculum
- d. Policies are in place regarding school web page content
- e. Acceptable Use Policy for all staff and students accessing the Internet on the school network.

IV. Technology Infrastructure, Management and Support

D. The Infrastructure is designed, maintained and supported by the Technology Director. It includes a series of servers, backup systems, switches and routers, wiring, IP Phone system, and computers, web presence, and other devices that operate on and off the network.

QUESTION	RESPONSE
D1. What is your telecommunications/Internet connectivity capacity in your school district or school for Internet access and video connectivity?	Data: 30 Mb fiber connection for Internet 2- K-12 – and ALC (3 buildings share) Data: DSL Bus Garage Telecommunications: T-1 PRI – IP Phones K-12, ALC This capacity includes Video
Do you have plans to expand this capacity within the next three to four years?	Our goal would be to expand to 100mbps
If you plan to expand telecommunications capacity, what will be your anticipated capacity by the end of this planning period (July 1, 2011)?	1 IP Phone T-1 w/ PRI Ethernet 100mbps 2 DSL connections
D.2 What is your student to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	4:1 K-12 We would like to move to 1:1 computing either through a school project or through the use of personal devices
Teacher to Computer Ratio? What will this ratio be at the end of the planning cycle?	1:1 Includes Internet connectivity This remains the same
Are the majority of the computers accessible for students located within labs or classrooms?	Labs with 2 mobile labs that provide Internet access via the wireless access points
D4. What is the average age of computer equipment used for instruction?	4-5 years
D5. What other devices do you have?	8 LCD projectors, scanners, sound enhancement SmartBoards

QUESTION	RESPONSE
What other devices are you planning to purchase?	Personal use devices: may be laptops, tablets or other device as needed. Labs need to be maintained until 1:1 is fully implemented
D6. What is timeline for your computer equipment replacement cycle?	5 years Is dependent on funding, which is uncertain at the this time.
D7. What is your computer platform? PC-based, Macintosh-based or both?	PC
D8. How many technology support staff do you have to manage your technology infrastructure and network?	1.2 Some services are outsourced
Is the technology support staff sufficient to effectively manage your technology infrastructure and network? If not, what staff capacity do you think you need?	No 1 additional staff person is needed (technician)
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?	On the job training as needed Some workshops/training sessions when applicable
What particular challenges does your school district face in providing sufficient access and technology resources to your staff and students?	Funding. Staff know what they want and how they would use technology. Many have attended training. The funds are not there to support them.

V. Role of the School Media Center

E. The school media technology program (IMC) is the principal support to most curricula areas. This support, including the Mission and responsibilities outlined in the document: Library Media Technology Policies, Appendix G

Question	Response
1. How many Media Centers do you have?	2- one for the Elementary Level, one for high school/middle school
2. Have the media center/library staff been engaged with the development of the technology plan?	Yes, the media specialist and Media Generalist serve on the technology committee.
3. What role do the Media centers play in supporting instruction?	The media center staff provides regular instruction on library skills, research skills, and basic computer usage skills based on curriculum needs in the classroom.
4. Do the media staff assist teachers in using technology applications or integrating technology with instruction? How?	Yes- media staff provide direct instruction to students, provide peer-to-peer instruction to teachers when needed, maintain a web site to support teacher-led research-based curriculum. The elementary has regularly scheduled lessons. The High school and Middle school sign up as needed.
5. Has your school implemented technology standards for teachers and students? Describe the basics	Students work toward technology literacy using the MEMO standards. Teachers form personal technology goals based on ISTE standards and work toward those goals independently or through staff development workshops, including online learning opportunities
6. Have you made budget cuts in your school media centers in the last 3-4 years? What form did this take?	Yes. Cuts included personnel. The Elementary technology teacher was cut and the time added to the duties of the Elementary media generalist. At the High school, the full-time computer lab aide was cut. In 07-08 the High school Media specialist will provide keyboarding to 6 th grade students (Business Dept. was cut). In 2010 HS Media Specialist began providing 7 th Grade Technology skills Class. Some supplies and materials were also cut.
7. Does your school partner with other school districts, regional or public libraries systems?	Yes- we partner with the Cannon Falls Public Library, the Dakota County regional Library System; St. Olaf College Library, University of River Falls WI., Mayo Clinic will collaborate with special projects.

8. Does you school District access ELM (electronic Library of Minnesota) or other library resources?	Yes – besides ELM we also have subscriptions to Mackin E-Books,Renaissance Learning, Renzulli, Follett Web Collection
9. How is the library media program assessed?	Web counters used on the IMC web pages show that the services offered are heavily used. Circulation statistics are also used.

VI. Staff Development and Training

- A. Staff development and training activities at Cannon Falls Area Schools is focused on activities that improve student learning and to facilitate the NCLB (No Child Left Behind) initiative. Working in conjunction with prescribed school board goals for continuous improvement, Appendix H, the goals related to technology are a priority.

Guiding Questions	Response
1. What Staff development activities are planned to provide training to teachers and administrators in the use of technology for delivery of instruction and/or school district administration? When and how are the teachers and administrators trained on applications for instruction and administration, including assistive technology?	Teachers will choose activities related to their departments and specific needs or interests. They will apply for Staff Development dollars based on the activity. Some will be part of scheduled work days some will be independent. Staff can access in-time training is obtained through Atomic Learning.
2. Have you adopted technology skills standards at the local level for teachers students and administrators? Are the standards based on any nationally based standards such as IST, MEMO or other models? How are staff prepared to incorporate these standards into instructional practice?	NO
3. Do you have information and technology literacy requirements for your teachers and administrative staff?	NO
4. Are school staff sufficiently trained to integrate technology with instruction? How are staff assessed on the effectiveness of the training?	Staff are at various levels of proficiency. No formal assessment is currently in place
5. Are school administrators sufficiently trained in the use of technology as an administrative tool? How are the administrators assessed on their training?	Administrators are a various levels of proficiency. No formal assessments are in place.
6. Are their particular challenges your school district is experiencing in providing sufficient professional development activities for your staff? If so what are they?	The biggest challenge is lack of time.

VII. Budget for Technology

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2012 BUDGET	
100	Salaries and Wages for Technology Staff	Technology Director 1fte Tech Assistant .2 fte Tech para 1 fte	84,420	
200	Fringe Benefits for Technology Staff	Same as above	23,489	
300	Purchased Technology Services			
	Consultant Services			
	Communications (telephone, Internet access)	IP Phones Internet	25,800	
	Computer and System Services			
	Technology Staff Development	2.2 fte x 300	300	
	Technology Workshops and Conferences	2.2 fte	300	
	Technology Leases and Rentals	N/A		
	Purchased Technology Services (i.e., maintenance)	Venture computer Systems	2850	
400	Supplies and Materials (computer software, etc. both instructional and non-instructional)	Supplies/software per year	34,610	
500	Capital Expenditures (technology equipment)	Equipment purchases	67,300	
800	Other Expenditures (list)			
TOTALS			239,069	

VIII. * Note: due to uncertainty of finances, only the current year is reflected at submission time.

Implementation Plan

School Year	Location	Implementation	Completion Date
11-12	District	Add wireless access points	10/15/2011
11-12	HS/ EL	30 unit netbooks	
11-12	ALC	laptops	09/-5/2011
12-13	HS/EL	Replace HS lab, EL X-Lab	
12/13	DIST	Upgrade UPS	
12/13	HS/EL	1:1 student devices	
12/13	Dist	Improve bandwidth	
13/14	HS/EL	Update testing labs	
13/14	Dist	Update Dist Office computers	
14/15	HS/EL	Update Office computers	
14/15	HS/EL	1:1 student devices	

Other projects being considered: streaming video server, mobile labs, expand online learning and server/infrastructure upgrades as needed.

IX. Evaluation Plan

The evaluation of the technology plan is reviewed yearly by the Technology Committee and reported to the school board. Stakeholder surveys, staff surveys and individual comments provide evaluative feedback.

I.1 Summary of Results of Evaluation of Previous Plans **Lab Replacement Schedule**

School Year	Location	Implementation	Completion
07-08	Servers-replace	July 2007	08/07
07-08	HS-IMC computers	July 2007	08/07
07-08	HS&EL teacher computers (20) Community Ed	July 2007	08/07
07-08	Replace monitors	July 07	08/07 (40)
07-08	Install moveable wireless- EL	July 08	01/08 (2)
07-08	Closed circuit Video- HS	July 07	

07-08	TV/DVD at EL/HS	Jan 07	08/07
07-08	Online learning	June 07	01/08
08-09	Smartboard project	July 08	08/10
08-09	Replace HS Lab (MAC)	July 08	NO
08-09	Install WI-MAX	July 08	08/2010
08-09	Monitors	July 08	08/10
08-09	Upgrade board room	July 08	08/09
08-09	Replace Office computers	Summer 08	08-11
08-09	1-1 computing project	ongoing	NO
08-09	Increase bandwidth add T-1	July 08	08/08 10mg
09-10	Replace EL Lab, Business Lab, X-lab(refurbished)	July 09	08/10,08/10,X lab not replaced-EL-T lab 08/10
09-10	Replace lunch laptops	July 09	2010
09-10	Upgrade printers	July 09	NO
09-10	Upgrade servers where needed	July 09	yes
09-10	Re-wire buildings for HD-TV	June-August 09	NO
09-10	1-1 computing project	ongoing	NO
10-11	Replace MS lab EL IMC	July 10	YES
10-11	1-1 Computing	ongoing	NO

School Year	Location	Implementation	Completion Date
2003-04	HS	Replace HS Lab	9/1/03
2004-05	HS/ EL	Replace El and Bus Lab	12/1/04
2005-04	HS/EL	Replace HS EL IMC and MS Lab	9/1/05
2005-2006	HS	Science Lab/refurbish	10/2005
2006-2007	EL	X-Lab- refurbish	1/15/2007
2003-2007	EL classrooms	Replace Teacher Computers	9/4/2007
2003-2007	HS classrooms	Replace Teacher computers	9/4/2007

School Year	Location	Implementation	Completion Date
2003-04	HS/EL	HS and MS Secretary, HS EL Nurse, MS Counselor, HS Guidance Secretary, Superintendent Secretary, Superintendent	9/1/2003
2004-05	HS/ EL	HS Principal, HS and EL Lunch, AD, El Secretary, Book keeper, District Secretary	9/1/04
2005-06	HS/EL	EL Social Worker, District Office Manager, community Education	9/1/05
2006-2007	EL	Lunch computer	1/15/2007
2006-2007	EL	IP Phone System	8/15/2006
2006-2007	HS/EL	Improved PA	Not completed

Infrastructure:

Year	Server	Implementation	Completion
2003-04	Remote	Provide security and remote access to teachers	2004
2004-05	Main HS Server	Replace, add NAS	10/04
2004-05	Mail Server	Add	7/1/04
2004-05	Main Closet	Replace switches	9/1/04
2005-06	El Server	Replace	9/05
2005-06	El and remote closets	Replace switches	9/05
2005-2006	Wireless	Install moveable point-to-point	7/5/2005
2006-2007	Old SpedForms server refurbish	Install SNAP	7/15/2006
2005-2007	E-mail server	Exchange server implemented	ongoing
2006-2007	Web Page/TeacherWeb	Major re-write reconfiguration	ongoing

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GOAL	HOW GOAL WAS MET
Staff development and Training HS/EL	Met/met
Curriculum Integration HS/EL	Met/exceeded
Year One Implementation HS/EL	Met/met
Year Two Implementation HS/EL	Met/Met
Year Three Implementation HS/EL	Not Met/ Not met
Internet Connection HS/EL	Met/Met
Video Connection/ ITV HS/EL	Not Met/ Not Met
Satellite/ Distance Learning HS/EL	Not Met/ Not Met
Administrative Use HS/EL	Exceeded/ Exceeded
Maintenance Agreements HS/EL	Met/Met
Equipment/computer purchases HS/EL	Exceeded/Exceeded

I.2 Evaluation Strategy for 2011-2015 Technology Plan

- f. Completion of projects in the implementation plan
- g. Stakeholder survey
- h. Staff needs survey
- i. Technology Committee review
- j. Staff Development State Report

Appendix

A. Stakeholder Survey B. MEMO Standards C. Staff Development Goals D. Online Courses
E. Equal Education Access Policy #521 F. Web Page Policy/Release Forms G. Library Media Technology Plan H. Board Goals
I. 2010-2012 Bridge Plan documents

A: <https://sites.google.com/a/cf.k12.mn.us/technology/home/communityconnection>
<https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan-and-policies/2010-11-state-wide-survey>

B: <http://memotech.ning.com/page/memo-information-and>

C: <https://sites.google.com/a/cf.k12.mn.us/staff-development>

D: <http://cool.cannonfallsschools.com/>

E: <http://cool.cannonfallsschools.com/login/index.php>

F: <https://sites.google.com/a/cf.k12.mn.us/technology/acceptable-use/aup-online>

G: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-curriculum>

H: <https://sites.google.com/a/cf.k12.mn.us/district-office/home/mission-vision-and-goals>

I: <https://sites.google.com/a/cf.k12.mn.us/technology/home/technology-plan/bridge-plan-2010-2013>