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To: Board of Education Members  
Dr. Mary B. Pfeiffer, District Administrator

From: Chad Behnke - Director of Instructional Technology *C.B.*

Date: July 22, 2014

RE: Digital Learning Action Plan Update

Several Action Steps have been completed or initiated since the March 4, 2014 Board of Education meeting at which the 2014-2015 Digital Learning Plan was reviewed. The majority of Action Steps will involve continued coordination and collaboration among various departments. The following major Action Steps have already been completed:

- 1) Purchase and distribution of new certified and administrative staff laptops.
- 2) Purchase and configuration of new student desktops in remaining instructional labs.
- 3) Purchase and delivery of new student Chromebooks.
- 3) Purchase and initial configuration of a District-wide learning management system.
- 4) Migration to a new standard email platform.
- 5) Collection and redistribution of Grade 7 and 8 iPads to our elementary schools.
- 6) Collection and migration of all Grade 5 iPads to Horace Mann Middle School.
- 7) Formal restructuring of the Instructional Technology Department, including the addition of the Instructional Systems Analyst and Manager position.
- 8) Purchase and initial configuration of a new help desk management, inventory, and knowledge base system.
- 9) Purchase and configuration of a new MacOS device management system.
- 10) Planning and development of comprehensive instructional technology-focused summer learning academy workshops.

I will be in attendance at the July 22, 2014 Board of Education meeting in order to provide additional details and to answer any questions.

# 2014-2015 NJSD Digital Learning Action Plan

## Status Update - July 22, 2014

### Goal 1: Student Achievement

All students will experience a quality, standards-based, technology-infused education that maximizes learning and encourages connectivity, productivity and efficiency.

Objectives	Action Steps	Status
<b>Objective 1: Maintain and utilize library and media collections to provide supportive resources.</b>	Provide staff a list of common media formats, terminology and equipment including productivity software so students and staff are able to access, organize, create, and present information making sure to evaluate the process.	To be addressed throughout the 2014-2015 school year during site-based and District-directed professional learning days and in direct consultation with building Library Media Specialists.
	Train staff in differentiated learning techniques so students may utilize the inquiry method, to define the need for information, develop strategies, access and select information sources from a variety of media, interpret and use information, and determine a pathway to communicate the results.	To be addressed throughout the 2014-2015 school year during site-based and District-directed professional learning days and in direct consultation with building Library Media Specialists.
<b>Objective 2: Align the Common Core and Information and Technology Literacy standards and benchmarks.</b>	Utilizing Wisconsin State Standards and NJSD objectives in all subject areas create an electronic document to determine alignment and gaps.	To be addressed throughout the 2014-2015 school year during site-based and District-directed professional learning days and in direct consultation with curriculum specialists.
	Allocate curriculum-planning time/resources to address identified gaps.	To be addressed throughout the 2014-2015 school year during site-based and District-directed professional learning days and in direct consultation with curriculum specialists.
<b>Objective 3: Ensure students are tech literate by end of Grades 4, 8, 12 by using a consistent assessment strategy.</b>	Create a framework to assess the students at Grades 4, 8, and 12.	To be addressed throughout the 2014-2015 school year during site-based and District-directed professional learning days and in direct consultation with tech mentors. This is an ongoing/evolving action.
	Train all staff to ensure competency in standard technology applications utilized in the classroom.	To be addressed during Summer Learning Academy (7/21 - 7/31), for-credit Summer Courses, and throughout the school year during site-based and District-directed professional learning days.

## Goal 2: Effective Teaching and Learning Practices

The staff will readily access the technology needed to promote skills for effective and efficient enhancement of student learning along with their own personal and professional growth.

Objectives	Action Steps	Status
<b>Objective 1: Provide adequate software resources in the form of a Learning Management System to promote effective and efficient deployment of lessons and educational information for parents, students, and staff.</b>	Expand Enterprise version of Schoology Learning Management System to Grades 6-12.	Economies of scale and an additional identified purpose for a standardized LMS (Curriculum Management), have allowed us to subscribe to Schoology District-wide. The expansion and set-up is currently underway and will be ready to use District-wide by the start of the 2014-2015 school year.
	Encourage use of the free version of Schoology Learning Management System in Grades 3-5.	See above.
	Train all instructional staff in the most common functions of the Schoology Learning Management System.	To be addressed during Summer Learning Academy (7/21 - 7/31), for-credit Summer Courses, and throughout the school year during site-based and District-directed professional learning days.
<b>Objective 2: Utilize periodic surveys to assess and identify staff technology needs.</b>	Create and deploy custom survey questions annually.	To be administered during the 2014-2015 school year. Date TBD.
	Review and assess survey data semi-annually.	Date TBD.
<b>Objective 3: Align technology integration goals with the Educator Effectiveness Project to support the Instructional Delivery standard.</b>	Craft a goal statement, emphasize clarification of current standards, adjust or add "Examples of Artifacts".	To be addressed during 2014-2015 school year.
	Provide concrete examples of technology integration that certified staff can refer to within the Instructional Delivery standard.	To be addressed during 2014-2015 school year.

### Goal 3: Access to Information Resources and Learning Tools

All staff and students will have access to the learning tools and information resources necessary to search, evaluate, analyze, manage, manipulate, communicate, and construct information and knowledge in the teaching and learning environment.

Objectives	Action Steps	Status
<b>Objective 1: Continue development of an adequate infrastructure which supports students and staff.</b>	Expand the wireless network to meet growing coverage and capacity needs.	Scheduled to be completed late July/early August 2014.
	Expand data storage options to meet growing storage needs.	Future storage needs To Be Determined. Current storage needs being addressed with Google Drive cloud-based storage.
<b>Objective 2: Provide continued access in K-8 schools and provide more access in high school to Instructional Technology and Media.</b>	Maintain and expand technical and instructional support to staff and students on an on-going basis.	Transfer of Grade 7,8 iPads from Shattuck to elementary schools scheduled for 7/11/14. Grade 7,8, and 9 Chromebooks expected delivery mid-July 2014. Fully implemented at start of 2014-2015 school year.
	Provide access to virtualized Windows applications on non-Windows District and personally-owned devices.	Scheduled to be completed mid-late July 2014.
	Expand 1:1 ratio of student devices to Grades 3 and 9. <b>Expand upon K-12</b>	Transfer of Grade 7,8 iPads from Shattuck to elementary schools scheduled for 7/11. Grade 7,8,9 Chromebooks expected delivery mid-July. Fully implemented at start of 2014-2015 school year.
<b>Objective 3: Align Library Media, Business and Information Technology, and Instructional Technology Departments for efficiency and program delivery.</b>	Select representatives from the Library Media, Business and Information Technology, Tech Mentor, and the Instructional Technology Departments will regularly meet to align goals and identify and address technical and instructional needs of students and staff.	Ongoing throughout 2014-2015 school including joint meeting during site-based and District-directed professional learning days.

## Goal 4: Support Systems and Leadership

The District will promote shared vision, staffing, policies, procedures, communication systems, infrastructure and resources to ensure that all students reach the highest standards.

Objectives	Action Steps	Status
<b>Objective 1: Maintain and update communication and collaboration tools necessary for District productivity and dissemination of information to constituents.</b>	Explore migration and consolidation of existing email communication suites to a single modern email communication suite.	Emergency migration occurred late May 2014 as a result of existing mail server failure.
	Designate a standard collaboration and productivity suite.	Google Apps for Education is now the most widely available and supported collaboration and productivity suite in the District.
	Train all staff in efficient use of the standard collaboration and productivity suite.	To be addressed during Summer Learning Academy (7/21 - 7/31), for-credit Summer Courses, and throughout the school year during site-based and District-directed professional learning days.
<b>Objective 2: Align staffing for instructional technology and media support, and technical support, with actual support needs.</b>	Restructure existing Instructional Technology Department to provide focused areas of technical support.	Formal restructuring has taken place and roles will develop throughout the course of the school year.
	Add Instructional Systems Analyst and Manager position to meet growing demands of coordinating instructional systems and learning analytics.	Completed and ongoing. Rocco Marchionda began in new position July 1, 2014.
	Develop formalized Help Desk structure, process, and procedures for efficient personnel allocations.	Commenced with addition of the Web Help Desk platform, assignment of roles within the system, and initial inventory being established in conjunction with the Casper Suite for device management. Support process still must be better defined and communicated to all staff and students.
	Further development and formalization of Library Media Specialist roles as instructional coaches.	TBD.

<p><b>Objective 3: Prioritize and designate formal professional development opportunities to model and support instructional staff in best practices for technology integration and use of instructional technology for assessment.</b></p>	<p>Survey staff to receive input regarding professional learning opportunities.</p>	<p>Completed in December 2013 but should be re-assessed annually.</p>
	<p>Identify types and develop professional development schedule.</p>	<p>To be addressed during Summer Learning Academy (7/21 - 7/31), for-credit Summer Courses, and throughout the school year during site-based and District-directed professional learning days. Topics during PLD have not yet been defined.</p>
	<p>Identify and support pursuit of instructional certifications in standardized collaboration and productivity suites, as well as specialized technology applications.</p>	<p>A small number of individuals are currently pursuing or have already completed the Google Certified Educator instructional certification process.</p>