



Technology Plan
2009 – 2012



Table of Contents

Introduction	3
Overview of the Technology Plan.....	4
Technology Planning Committee	5
District Education Technology Mission Statement	6
District Mission Statement.....	6
Technology Mission Statement	6
The Five Technology Focus Areas.....	6
Current Status – Compiling Raw Data	7
Table 2: Compiling Raw Data.....	8
Table 3: Goal Review Data	9
Current Technology Focus Areas and Goals	10
Technology Focus Area 1	10
Technology Focus Area 2	12
Technology Focus Area 3	14
Technology Focus Area 4	16
Technology Focus Area 5	18
TFA #1 Student Learning	20
Data Analysis:	20
Action Plans and Implementation.....	21
Student Learning – TFA 1	21
TFA #2 Teacher Preparation and Delivery of Instruction	22
Data Analysis:	22
Action Plans and Implementation.....	23
Teacher Preparation and Delivery of Instruction – TFA 2	26
TFA #3 Administration, Data Management, Communication	27
Data Analysis:	27
Action Plans and Implementation.....	28
Administration, Data Management, Communication Processes – TFA 3.....	28
TFA #4 Resource Distribution and Use	31
Data Analysis:	31
Action Plans and Implementation.....	32
Resource distribution and use – TFA 4.....	32
TFA #5 Technical Support	35
Data Analysis:	35
Action Plans and Implementation.....	36
Technical Support – TFA 5.....	36
Communication, Monitoring and Evaluation	38



Introduction

Cape Girardeau Public Schools is located in Cape Girardeau County in Southeast Missouri. Cape Girardeau is located between St. Louis to the north and Memphis to the south. The City of Cape Girardeau is a regional hub for education, commerce, and medical care with a population of 37,000.

The demographics of the City of Cape Girardeau are that of a typical rural community. The average household income is \$32,452 while the average per capita personal income is \$18,918. The educational background is 81.6% with a high school diploma; 29.3% with Bachelor's degree or higher attained. The cultural make up of the area is Caucasian (87.3%), Black or African American (9.3%), American Indian (0.4%), Asian (1.1%), Hispanic or Latino (1.1%).

Cape Girardeau Public Schools is composed of five elementary schools K-4, one middle school 5-6, one junior high school 7-8, one high school 9-12, a Career and Technology Center with adult education and expanded classes for secondary students and an Alternative Education Center.

Past technology plans concentrated on the acquisition of hardware, software and building the support structure around it. Student labs exist at every building along with a minimum of two workstations per classroom district wide. The district is now interconnected via a fiber wan allowing for sharing of information and resources at every level.

Technology has become an integrated part of every classroom and program and is embedded in all curriculum areas.

The Cape Girardeau School District is currently in the process of rewriting the district Comprehensive School Improvement Plan.



Overview of the Technology Plan

The Cape Girardeau School District has made a commitment to provide the best education possible for every student, by preparing them for a workplace and homes that are technologically oriented. Students in the Cape Girardeau School District will be provided opportunities to solve problems, understand complex technology, communicate clearly in multiple media types, and know how to use appropriate problem solving techniques as related to technology in society.

The increased use of technology in the Cape Girardeau School District has changed the role of teachers and students; the utilization of time, the nature of the curriculum, the means of instruction, and the assessment of student learning. Technology is, and will continue to be, a rapidly changing and increasingly influential force on the pedagogical framework of curriculum and the teaching/learning process. As such, teachers are and must continue to be the primary learners in our community. The cooperative ability of staff to make collaborative, effective use of the vast and exponential growth of information will depend on the quality of training and support. In all areas of the curriculum, student must learn an information-based inquiry process, be empowered with the tools necessary to meet the demands of a technologically oriented society.

Technology demands continually change the focus of curriculum by putting vast amounts of knowledge at the students' fingertips. Databases, telecommunication networks, and satellite transmission systems bring much of the world into schools and expand the scope of knowledge for wider range and greater depth. Students develop higher order thinking skills as they use technology to acquire, evaluate, and use information.

The Cape Girardeau School District's Technology Plan addresses the five critical issues. These are outlined in the Edison Education Project, which found that technology would be beneficial in education only if five conditions are met: 1) Access – one or more computers in every classroom, 2) Connectivity – all computers connected to a network, 3) Tools – tools for exploration, research, and day-to-day tasks, 4) Resources – reach beyond the classroom walls to tap other resources, and 5) Integration – make all of the other elements work together. These five issues are addressed in the body of the Technology Plan as well as the five technology focus areas.

Initial technology planning in the district started formally in 1993 with a long-range Technology Plan for the years 1993 through 1996. Several plans have followed since that time. This current revision will encompass the years 2006 through 2009. Goals and objectives are evaluated yearly. Planning in the Cape Girardeau School District was accomplished in two phases:

1. A district-wide Technology Committee meets monthly for district-wide technology planning and implementation. Membership is inclusive with each building represented by one or more staff members in addition to central office representatives. Needs are determined by surveys and analyzing curriculum; discussing current technology developments, analyzing and reporting on available hardware and software, initiating surveys of staff members, students and parents, and monitoring the support network for hardware and software. A list of the current district-wide technology committee is found in Appendix A.
2. A Technology Advisory committee meets a minimum of once a year to provide input into the yearly revisions of the technology plan. The advisory committee is made up of a range of community and district members. This committee makes suggestions and recommendations that are taken to the district-wide technology committee and serves as an oversight committee for the district.



Technology Planning Committee

Cape Girardeau School District's Technology Planning Committee includes: students, teachers, Librarians, administrators, technical staff, parents, and community members. See table 1.

The technology planning committee reviewed the goals and what has been accomplished in technology since the implementation of the previous plan. The committee has given input on strengths and weakness of the technology program and developed a plan to meet the expectations of the District's CSIP, MSIP, and the Show Me Standards as well as meet the needs of our student population and community.

Focus Area Assignments:

1. Student Learning as it relates to the Show Me Standards, including technology skills
2. Teacher preparation and delivery of instruction
3. Administration/data management/communication
4. Resource distribution and use
5. Technical Support

Table 1: Committee Members

Name	Affiliation	Category	Focus Area
Ayers, Susan	Jefferson	Teacher	TFA 2
Banville, Richard	Alternative School	Teacher	TFA 4
Bernhardt, Laurie	Blanchard	Aide	TFA 1
Herbst, Charlie	City Council	Community/Parent	TFA 2
Cannon, Janet	CMS	Teacher	TFA 3
Clifton, Misty	Central Office	Finance Director	TFA 2
Starrett, David	CHS/SEMO	Parent	TFA 4
Dugan, Amanda	CMS	Teacher	TFA 3
Dugan, Garrett	Central Office	Information Systems Specialist	TFA 4
Dunham, Patrick	Central Office	Network Specialist	TFA 1
Glass, Neil	Central Office	Director of Administrative Services	TFA 5
Hall, Brian	Central Office	Technology Coordinator	TFA 3
Hicks, Becky	Blanchard	Teacher	TFA 2
Hinkebein, Theresa	Central Office	Curriculum Coordinator	TFA 1
Hinton, Lesa	CMS	Teacher	TFA 1
Huskey, Catherine	CJHS	Teacher	
Kiehne, Mark	CMS	Principal	
Kiplinger, Sara	Franklin	Teacher	TFA 5
Learue, Rachal	CTC	Teacher	TFA 1
Ledbetter, Rebecca	Clippard	Librarian	TFA 1
Link, Bill	CTC	Teacher/Technician	TFA 2
Oliveira, Kris	Central Office	Systems Specialist	TFA 5
Pyeatte, Patti	Alma Schrader	Librarian	
Randolph, Barbara	CJHS	Teacher	TFA 3
Taylor, Theresa	CHS	Teacher	TFA 3
Templeton, Loretta	Blanchard	Librarian	
Wilson, Libby	CJHS	Librarian	TFA 4



District Education Technology Mission Statement

District Mission Statement

"The Mission of the Cape Girardeau School District, in collaboration with students, parents, and community, is to develop productive citizens of strong character with the skills and attitudes to compete in a changing, global society."

Technology Mission Statement

Cape Girardeau Public School District will enhance technology opportunities, assistance, and training for all students, faculty, and staff to maximize student knowledge and achievement in preparation for success in the workforce and future educational endeavors.

The Five Technology Focus Areas

1. Student learning as it relates to the Show Me Standards, including technology skills
2. Teacher preparation and delivery of instruction
3. Administration/data management/communication
4. Resource distribution and use
5. Technical Support



Current Status – Compiling Raw Data

The members of the Technology Planning Committee were divided into groups and each group was assigned a specific TFA (table1). Using the compiled data, the groups focused on the TFA to identify strengths and weaknesses. The groups used the previous technology plan goals as a benchmark to measure achievement of the previous goals and where improvement is needed.

Data collection has improved over the last three years. The scope of the data is now larger with the ability to retain and query information from longer periods of time. Analysis of the data revealed a correlation between student achievement and technology implementation and outlined areas of success and failure since our previous technology plan.

Using all of the tools and data available, the groups created goals and objectives for the 2006-2009 Cape Girardeau School District Technology Plan. These goals and objectives were based on the Show Me Standards using MSIP, CSIP, the State Educational Technology Plan, and other policies as a guide. See table 2.



Table 2: Compiling Raw Data

Gathered By	Data	Number of Years	Origin	FA 1	FA 2	FA 3	FA 4	FA 5
Curriculum Dir.	MAP / Crystal Reports		DESE	1				
Tech. Dept.	Accelerated Reader	1	Building/District	1	2	3		
Curriculum Dir.	SAT / ACT		Building/District	1				
Curriculum Dir.	PLAN		Building/District	1				
Curriculum Dir.	Show Me Standards		DESE	1	2			
Curriculum Dir.	Curriculum Technology Standards		DESE	1	2	3		
Curriculum Dir.	DRA		Building/District	1				
Tech. Dept.	Lightspeed Internet Filtering	3	District			3	4	5
Tech. Dept.	Barracuda Email Filtering	1	District			3	4	5
Tech. Dept.	Firewall Logging	4	Building/District			3	4	5
Tech. Dept.	State Technology Plan	3	State	1	2	3	4	5
Tech. Dept.	SIS	6	District	1		3	4	5
Tech. Dept.	SIS Fin	4	District			3	4	5
Curriculum Dir.	A+ Schools		Building/District	1	2			
Curriculum Dir.	CSIP & MSIP		DESE	1	2	3	4	5
Tech. Dept.	Follett Information	6	Building/District	1		3	4	5
Tech. Dept.	Previous District Technology Plan	3	District	1	2	3	4	5
Tech. Dept.	Lunch Bytes	2	Building/District			3	4	5
Tech. Dept.	Technology Budgets – Title 2d	4	District			3	4	5
Tech. Dept.	MORE.net	6	Vendor			3	4	5
Tech. Dept.	Charter Communications (Fiber)	1	Vendor			3	4	5
Tech. Dept.	COT	4	District	1	2	3	4	5
Tech. Dept.	TCO	4	District			3	4	5
Tech. Dept.	Plato	2	Building/District	1	2	3		5
Tech. Dept.	Classworks Gold	6	Building/District	1	2	3		5
Tech. Dept.	Board Policies	6	District	1		3	4	5
Tech. Dept.	Morale Survey	1	Survey					



Goal Reviews

Committee of Previous Technology Plan Goals, Outcomes, and Progress

Table 3: Goal Review Data

Goal	Result	Status
1. Improve school achievement through integration and implementation of technology into all areas of the curriculum at all levels	As curriculum is written to meet the new standards technology is being integrated into each academic area	Ongoing
	Created online assessment database for teachers and administrators to track student achievement	Met
4. Provide ongoing professional development to assist teachers in delivering effective, technology-supported instruction to improve student learning	Provided teachers with online resources to share lesson plans, graphic resources, and related site links	Met
	New teacher training accomplished at building level for basic competencies (i.e. SISK12, network access, other software, etc...)	Met
5. Use technology to enhance and improve administration, data management, and communication throughout the school system	Implemented SIS grade book and online attendance in K-12 and trained staff	Met
	Parent Link module implemented K-12	Met
6. Provide adequate and equitable access to current instructional technology tools and resources for students and staff	Decreased Student to computer ratio at secondary level, by adding third computer lab at Junior High, and better distributing computers to classrooms	Met
	Inventory System in place	Met
5. Provide timely, quality assistance, support and training that maintains and improves the student achievement and staff knowledge base	Online work order system to better prioritize and complete work orders in timely fashion	Met
	Computer lab replacement schedule in place	Met
	Provide comprehensive internet and email filtering	Met



Current Technology Focus Areas and Goals

Technology Focus Area 1

Student Learning

Purpose: The analysis of the data will be used to identify strengths and weaknesses for the development of goals and objective.

1. Identify Strengths and Weaknesses

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">1. Technology Integration into classroom2. Scope and Sequence of technology skills for K-63. Follett Library manager upgraded to Destiny4. Availability to dual credit classes5. Student access to personal data from home6. Student electronic portfolio (reading, writing, math, and MAP)7. Parent Link access of student grades/attendance and progress8. Newer technologies available in most classrooms	<ul style="list-style-type: none">1. Scope and Sequence of technology skills needed 7-122. No fixed budget for new technologies or maintenance/replacement of them3. Availability of classroom computers (need 3 per room, 1 Teacher – 2 Student Stations)4. Need instructional technology specialist to integrate tech into curriculum5. Grant writer



2. Develop TFA Goal

Based on the identified weaknesses develop a goal(s) that will provide direction for the use of education technologies to improve your TFA. There can be more than one goal if appropriate.

GOAL
The Cape Girardeau School District will improve student achievement at all levels through integration and implementation of technology across the curriculum.

3. Develop Objectives Related to the Goal

Describe in detail what progress is expected and how the progress will be measured. The objectives need to be attainable and realistic. There can be more or less than five objectives.

OBJECTIVE 1
Provide every student with relevant technological opportunities.



Technology Focus Area 2

Teacher Preparation and Delivery of Instruction

Purpose: The analysis of the data will be used to identify strengths and weaknesses for the development of goals and objective.

1. Identify Strengths and Weaknesses

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Teachers collaborate about effective use of technology. 2. 2-3 computers in each regular education classroom 3. Each school is equipped with a computer lab 4. Librarians have multiple computers for student access 5. Technology is integrated across the curriculum 6. Increased use and awareness of classroom websites 7. Various technology tools available in each classroom 8. Email is used to communicate with the district and building as well as with parents 	<ol style="list-style-type: none"> 1. Lack of Instructional Technology Specialist 2. Limited professional development allotted for technology training. 3. Lack of survey of updated needs in both equipment and training 4. Limited tracking of professional development 5. No coordinator to write technology grants 6. No troubleshooting guide for teachers across the district to use as first line of assistance 7. Under utilization of “published” lesson plans on district websites for all teachers to share 8. Accountability for integration of technology 9. Lack of a dedicated teacher workstation in each classroom



2. Develop TFA Goal

Based on the identified weaknesses develop a goal(s) that will provide direction for the use of education technologies to improve your TFA. There can be more than one goal if appropriate.

GOAL
Cape Girardeau Public Schools will continue to provide ongoing professional development and collaboration to assist teachers in delivering effective, technology-supported instruction to improve student learning and parent communication.

3. Develop Objectives Related to the Goal

Describe in detail what progress is expected and how the progress will be measured. The objectives need to be attainable and realistic. There can be more or less than five objectives.

OBJECTIVE 1
Provide training to assist teachers in integrating technology into the curriculum.
OBJECTIVE 2
Provide an Instructional Technology Specialist that is responsible for technology grants and technology integration.
OBJECTIVE 3
Increase efficiency in using technology to communicate with families, community and staff.



Technology Focus Area 3

Administration, Data Management, Communication

Purpose: The analysis of the data will be used to identify strengths and weaknesses for the development of goals and objective.

1. Identify Strengths and Weaknesses

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Nextel phones for district wide communication 2. District website <ol style="list-style-type: none"> A. New format B. Updated information C. Contact management D. Bulletin board E. Tiger Text F. Policies on-line G. Curriculum pages H. Web mail I. Remote SIS access J. Remote home drive access 4. SIS – district wide use in all areas: <ol style="list-style-type: none"> A. Parent link B. IEP module C. Grade book D. Attendance 5. Destiny web-based library database (recent upgrade) 7. Network currently using less than maximum bandwidth (on average) 9. Server consolidation/virtualization 10. Fiber WAN 11. Internet connection- 10Mb in most buildings and 20Mb in some 12. MOREnet membership 13. SISFIN management 14. District phone upgrades – some finished, some in progress 15. Effective network firewall and filtering system 16. Lunch Bytes 17. Student IDs for identification, lunch and library checkouts 5-12th grades. 18. Surveillance at some buildings 19. All classrooms have phone and high speed internet connection 21. High school – 4 mobile labs 22. Laptops to check out from tech department – 5 23. Inventory system required by policy and procedures 24. High school – student user names/logins 	<ol style="list-style-type: none"> 1. Work orders open too long, not enough funding for tech personnel to close tickets efficiently. 2. Bandwidth may not be enough in three years (up 30% in one year), maxed out 20% of the time. 3. No secondary storage location for equipment 4. No schedule to replace administration and administrative assistant computer stations. 5. District websites on building level and teacher level not consistent and not kept up to date. 6. ID use needs to be reinforced on all levels for building security and teaching student responsibility 7. Not all buildings have surveillance or adequate surveillance. Alma Schrader, Blanchard, Franklin and Jefferson have none, Central Administrative Office, Alternative Education Center, Central Middle and Junior High may need more 8. Need parent training and student access on Parent Link and other technical issues 9. Inventory system not efficient in keeping track of locale of items 10. No student user names/logins for Jr. High, CMS and Alt school 11. No full-time Instructional Technology Specialist for each building 12. Smartboard availability inconsistent from building to building 13. Building webmaster/technology position pay and expectations not equitable



2. Develop TFA Goal

Based on the identified weaknesses develop a goal(s) that will provide direction for the use of education technologies to improve your TFA. There can be more than one goal if appropriate.

GOAL
The Cape Girardeau Public Schools will use technology to enhance and improve administration, data management, and communication throughout the school system while promoting and improving communication between the school system and the community.

3. Develop Objectives Related to the Goal

Describe in detail what progress is expected and how the progress will be measured. The objectives need to be attainable and realistic. There can be more or less than five objectives.

OBJECTIVE 1
To provide organization and support to adequately manage the District's technology.
OBJECTIVE 2
To improve the efficiency of data management systems to meet the District's growing technological needs.
OBJECTIVE 3
To establish a communications plan that provides timely updates of information and availability of resources for staff, students, and community.



Technology Focus Area 4

Resource distribution and use

Purpose: The analysis of the data will be used to identify strengths and weaknesses for the development of goals and objective.

1. Identify Strengths and Weaknesses

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Elementary buildings (320 student average) have one open computer lab functioning. 2. WAN connection speed between buildings is at least 100 Mb fiber 3. Centralized information management into central administrative office. 4. Communications, safety, and security have been advanced by the district wide use of Nextel Radios. 5. District replacement schedule for computer labs. 6. Local network infrastructures in all buildings are running at 100 Mb or Higher. 7. Junior High now has 2 open labs. 8. Expanded Online Resources. <ol style="list-style-type: none"> a. SIS now online b. Web accessible email c. Online File Accessibility d. Parent Web Access for Student Information e. Curriculum on website 	<ol style="list-style-type: none"> 1. Elementary buildings do not have voice mail. 2. SIF compliant database integration not in place. 3. Lack of replacement schedule for infrastructure and other instructional technologies. 4. Need measureable accounting of student and teacher usage of current technology. 5. A minimum operating system standard of at least windows 2000 should be put in place. (Census of Technology 2003-2004) 6. Not all buildings have access and use of cable television. (Census of Technology 2007-2008) 7. Central High School needs third open computer lab to meet demand of student needs. 8. Need more technology available to be checked out by district employees 9. Lack of organized wireless infrastructure in District buildings. 10. Lack of Lab monitoring software most district computer labs. 11. Lack of District available online educational content such as United Streaming. 12. Need at least 2 computers in every classroom. One for teacher use and one for student use. 13. Lack of Video Surveillance in all district buildings. 14. Lack of availability of Document Cameras in all buildings.



2. Develop TFA Goal

Based on the identified weaknesses develop a goal(s) that will provide direction for the use of education technologies to improve your TFA. There can be more than one goal if appropriate.

GOAL
The Cape Girardeau Public Schools will evaluate district needs and provide access to technology resources that meet the demands of staff and students.

3. Develop Objectives Related to the Goal

Describe in detail what progress is expected and how the progress will be measured. The objectives need to be attainable and realistic. There can be more or less than five objectives.

OBJECTIVE 1
Improve and maintain the technological environment for all students and staff.
OBJECTIVE 2
Improve accountability of our resources and their uses and provide data.



Technology Focus Area 5

Technical Support

Purpose: The analysis of the data will be used to identify strengths and weaknesses for the development of goals and objective.

1. Identify Strengths and Weaknesses

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. High speed WAN and LAN connections to each building and high speed internet available to all classrooms. 2. District and building level technical support staff are knowledgeable. 3. Online work order system is efficient and timely in prioritizing issues. 4. Low turnover and retention of district technical staff promotes knowledge of educational programs which reduces building level troubleshooting time and downtime therefore increasing learning time. 5. District wide use of electronic communications (email, phone systems, Nextel phone/radios). 6. Annual budgets are enough to sustain nearly all computer systems across the district (except 2nd student stations in elementaries). 7. Spam filtering & internet content filtering support resources are state-of-the-art. 8. Online inventory system in use for easy access. 9. Consistent technology funding from district for maintenance of most equipment (but not replacement). 10. Removing old systems and replacement with newer systems has reduced work orders significantly. 	<ol style="list-style-type: none"> 1. No regularly scheduled trainings for SIS program. 2. Technical support computers-to-staff ratio not meeting state standards. 3. Technology work orders open an average of over 17 days per work order in the last year (about 13 days per work order in last 3 years). 4. Need to develop staff technological self-sufficiency 5. No technology orientation for new staff provided. 6. Online inventory hard to verify accuracy. Current inventory data not very useful. Needs to keep track of moving inventory better (laptop carts) 7. Budget not available for replacement of projectors or laptop carts. 8. Under-utilized technology, especially SmartBoards due to lack of training/comfort using. 9. Survey system for all staff/departmental use needs to be available and utilized to gather useful and thoughtful information. 10. Internet bandwidth increase needed.



2. Develop TFA Goal

Based on the identified weaknesses develop a goal(s) that will provide direction for the use of education technologies to improve your TFA. There can be more than one goal if appropriate.

GOAL
Cape Girardeau Public Schools will strive to meet technical expectations in a timely and efficient manner in the highest quality of service with its limited available resources.

3. Develop Objectives Related to the Goal

Describe in detail what progress is expected and how the progress will be measured. The objectives need to be attainable and realistic. There can be more or less than five objectives.

OBJECTIVE 1
Increase staff training in the use of educational programs and resources as determined by sessions offered, attendance/participation, and follow up surveys.
OBJECTIVE 2
Use of technology will be supported, monitored, and evaluated by work orders, maintenance repairs, network usage reviews, and inventory monitoring to increase support and capacity in needed areas to meet the demand of the district's technical needs.



TFA #1 Student Learning

Data Analysis:

We were able to use a comprehensive sources of data, including our prior Technology Plan and current CSIP, to identify strengths and weaknesses pertaining to our resource management. This allowed us to create the appropriate action plans and steps for the 2009-2012 Technology Plan. Please see page 14 and 15 for the strengths and weaknesses table.

In conclusion, we found one of the most important things we can do to help improve the technological environment is to fully integrate technology into our curriculum. Once this is achieved we believe following through with an instructional technology specialist will help achieve our goals set forth.

Objectives:

From the above Data Analysis and meetings of the Technology Planning Committee we formulated these objectives for Resource Distribution and Use for the 2009-2012 Plan.

- **Objective 1:** Provide every student with relevant technological opportunities.

Action Plans:

The objectives then led to the following action plans that will generate steps to improve our use of technological resources within the district. We linked the appropriate Show Me Standards as well as MSIP and CSIP standards to these action plans.

Evaluation:

Evaluation of each action step, objective and overall goal will be done according to the guidelines on page 35.



Action Plans and Implementation		Student Learning – TFA 1			
<p>Goal 1 Objective 1 Review Dates and Correction Strategies</p>		<p>The Cape Girardeau School District will improve student achievement through integration and implementation of technology across the curriculum at all levels. Provide every student with relevant technological opportunities.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.4 6.4.1 6.4.2	1.5.9	Technology will be integrated into all curricula.	Curriculum Coordinator		2012
6.4.4	4.3.2	Develop criteria to determine if students are technologically literate by the end of eighth grade.	Curriculum Coordinator	5,000	2009
6.4.4	6.3.4	Promote web page usage for informational and instructional use.	Technology Coordinator		2009
6.4.2	4.2.2	Develop SIS K12 access for students.	Technology Coordinator	5,000	2009
6.4.4 6.4.2	1.1.4 4.2.2	E-portfolios will be utilized for students in Advanced Business classes in the high school.	Curriculum Coordinator		2010
6.4.4 6.4.1 6.4.2	6.3.4	Demonstrate technology as an appropriate communication tool to learn from others and help others learn with email, letter composition and classroom presentation.	Curriculum Coordinator		2010
6.4.4	1.5.9	Expand the scope and sequence of technology objectives to K-9	Curriculum Coordinator		2012
<p>Missouri Show Me Standards: 1.4, 2.7, 1.2, 1.7</p>					



TFA #2 Teacher Preparation and Delivery of Instruction

Data Analysis:

We were able to use a comprehensive source of data, including our prior Technology Plan, to identify strengths and weaknesses pertaining to Teacher Preparation and Delivery of Instruction. This allowed us to create the appropriate action plans and steps for the 2009-2011 Technology Plan. Please see page 16 and 17 for the strengths and weaknesses table.

In conclusion, we plan to continue to provide training for teachers to develop effective technology-supported instruction to improve student learning. We also will improve our ability to communicate with parents, staff and the community with updated websites and other electronic means.

In conclusion, we found one of the most important things we can do is to provide training and collaboration for teachers to improve the use of technology in student learning and communication with families. This would greatly improve our capability to meet our goals.

Objectives:

From the above Data Analysis and meetings of the Technology Planning Committee we formulated this objective for Technology Support for the 2006-2009 Plan.

- **Objective 1:** Provide training to assist teachers in integrating technology into the curriculum.
- **Objective 2:** Teachers will be provided technology training both within the district and outside of the district.
- **Objective 3:** Increase efficiency in using technology to communicate with families, community and staff.

Action Plans:

The objectives then led to the following action plans that will generate steps to improve technical support. We linked the appropriate Show Me Standards as well as MSIP and CSIP standards to these action plans.

Evaluation:

Evaluation of each action step, objective and overall goal will be done according to the guidelines on page 35.



Action Plans and Implementation		Teacher Preparation and Delivery of Instruction – TFA 2			
<p>Goal 2</p> <p>Objective 1</p> <p>Review Dates and Correction Strategies</p>		<p>Cape Girardeau Public Schools will continue to provide ongoing professional development and collaboration to assist teachers in delivering effective, technology-supported instruction to improve student learning and parent communication.</p> <p>Professional development activities will incorporate training to assist teachers in integrating technology into the curriculum.</p> <p>Refer to page 35-Communication, Monitoring and Evaluation</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.3, 6.7	1.5.5	Technology training will be provided for building.	Asst. Supt.	District	March 2009
6.4.3, 6.7.5	1.5.5	Survey will be done annually to identify needs in equipment and training.	Technology Coordinator	N/A	March 2009
6.4.3	1.5.5	All technology training will be tracked and reported.	Technology Coordinator	N/A	May 2011
6.4.1	1.5.5	Troubleshooting guide will be developed as a first line of assistance for teachers.	Technology Coordinator	N/A	May 2010
6.4.3	1.5.5	Teachers will be trained on the utilization of “published” lesson plans and will be encouraged to submit their own.	District Webmaster	District	May 2011
6.7	1.5.5	Teachers and building instructional leaders will be encouraged to attend professional conferences when available and appropriate to their technology instructional needs.	Building Principals	District Budget/Building PDC	May 2011
6.4.3	1.3	New teacher training will be based around basic competencies (i.e. email usage, network access, software, etc.) as required by the district.	Technology Coordinator	N/A	March 2011



MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.3, 6.7	1.5.8, 1.5.7	Technology will be integrated into teacher collaboration time.	Building Principals	N/A	March 2009
Missouri Show Me Standards: 1.4, 2.7, 1.2, 1.7					



Action Plans and Implementation		Teacher Preparation and Delivery of Instruction – TFA 2			
<p>Goal 2</p> <p>Objective 2</p> <p>Review Dates and Correction Strategies</p>		<p>Cape Girardeau Public Schools will continue to provide ongoing professional development and collaboration to assist teachers in delivering effective, technology-supported instruction to improve student learning and parent communication.</p> <p>Provide a Instructional Technology Specialist that is responsible for technology grants and technology integration.</p> <p>Refer to page 35—Communication, Monitoring and Evaluation.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4	1.3, 1.5.2	Provide a Instructional Technology Specialist	Supt	District Budget - \$40,000	May 2011
.6.4.4	1.3	Develop a plan of accountability for technology integration by teachers.	Technology Coordinator	N/A	May 2010
Missouri Show Me Standards: 1.4, 2.7, 1.2, 1.7					



Action Plans and Implementation		Teacher Preparation and Delivery of Instruction – TFA 2			
<p>Goal 2</p> <p>Objective 3</p> <p>Review Dates and Correction Strategies</p>		<p>Cape Girardeau Public Schools will continue to provide ongoing professional development and collaboration to assist teachers in delivering effective, technology-supported instruction to improve student learning and parent communication.</p> <p>Increase efficiency in using technology to communicate with families, community and staff.</p> <p>Refer to page 35—Communication, Monitoring and Evaluation.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
7.5.3	6.3.1, 6.3.4, 6.3.5	School and classroom websites will be updated on a regular basis.	District/ Building Webmaster	N/A	May 2010
7.5	6.3.1, 6.3.2, 6.1.5	Electronic communication between home and school will be increased.	Building Principal	N/A	May 2010
<p>Missouri Show Me Standards: 1.4, 2.7, 1.2, 1.7</p>					



Data Analysis, Objectives and Action Plans

TFA #3

Administration, Data Management, Communication

Data Analysis:

We were able to use a comprehensive source of data, including our prior Technology Plan, to identify strengths and weaknesses pertaining to our Technical Support. This allowed us to create the appropriate action plans and steps for the 2006-2009 Technology Plan. Please see page 16 and 17 for the strengths and weaknesses table.

In conclusion, we plan to continue to use a comprehensive work order system to allow reporting, and develop a funding plan for technology. This will improve our ability to provide quality assistance, support, and training for our staff.

In conclusion, we found one of the most important things we can do to help improve the technological environment is to improve accounting for our resources and their uses. This would greatly improve our capability to meet our goals.

Objectives:

From the above Data Analysis and meetings of the Technology Planning Committee we formulated this objective for Technology Support for the 2006-2009 Plan.

- **Objective 1:** Increase staff training in the use of educational programs and resources as determined by sessions offered, attendance/participation, and follow up surveys.
- **Objective 2:** Use of technology will be supported, monitored, and evaluated by work orders, maintenance repairs, network usage reviews, and inventory monitoring.
- **Objective 3:** Increase district level support staff in order to decrease the current computer to technician ratio of 375:1 closer to the state recommended ratio of 300:1; Thereby reducing the average number of days that a work order is open.
- **Objective 4:** Continue to provide support as needed for LAN, WAN, and internet connectivity as determined by network monitoring and evaluation of bandwidth usage.
- **Objective 5:** Develop a funding plan for technology upgrades/replacements as well as technology support staff to meet the needs of students, staff, and community.

Action Plans:

The objectives then led to the following action plans that will generate steps to improve technical support. We linked the appropriate Show Me Standards as well as MSIP and CSIP standards to these action plans.

Evaluation:

Evaluation of each action step, objective and overall goal will be done according to the guidelines on page 35.



Action Plans and Implementation		Administration, Data Management, Communication Processes – TFA 3			
<p>Goal 3</p> <p>The Cape Girardeau Public Schools will use technology to enhance and improve administration, data management, and communication throughout the school system while promoting and improving communication between the school system and the community.</p> <p>Objective 1</p> <p>To provide organization and support to adequately manage the District's technology.</p> <p>Review Dates and Correction Strategies</p>					
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.1-4	1.5.4	Hire additional technology personnel to maintain software and equipment.	Superintendent	District	2009
6.6.2 8.11	6.2.2 6.2.3	Improve building security by requiring the use of IDs and purchasing additional surveillance equipment to cover all major building entryways.	Building-level administration	District	2009
8.5.4	1.3.1	Establish a standard stipend for extra duty technology jobs and clearly define the responsibilities of building webmaster, building technology person.	Supt	District	2009
6.4.1	3.2.1	Establish a schedule for replacing administrator and office support staff computer stations.	Technology Coordinator	N/A	2009
Missouri Show Me Standards: 2.7, 3.3, 4.6					



Action Plans and Implementation		Administration, Data Management, Communication Processes – TFA 3			
<p>Goal 3</p> <p>The Cape Girardeau Public Schools will use technology to enhance and improve administration, data management, and communication throughout the school system while promoting and improving communication between the school system and the community.</p> <p>Objective 2</p> <p>To improve the efficiency of data management systems to meet the District’s growing technological needs.</p> <p>Review Dates and Correction Strategies</p>					
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.1,2,4	3.2.1 3.3.2	Increase bandwidth capabilities annually.	Technology coordinator	\$5,000 annually	2009
6.4.1	3.2.1 3.3.1	Acquire an off-site secondary data storage location.	Technology coordinator	N/A	2009
6.4.4	4.2.2	Establish student log-ins for Jr. High, Middle School, and Alternative School.	Technology coordinator	N/A	2009
6.4.1,3	1.1.2	Improve accuracy inventory system by training personnel in the use of the software, hardware, policies and procedures.	Technology coordinator	N/A	2009
Missouri Show Me Standards: 1.4, 2.2, 2.7, 4.6					



Action Plans and Implementation		Administration, Data Management, Communication – TFA 3			
<p>Goal 3</p> <p>The Cape Girardeau Public Schools will use technology to enhance and improve administration, data management, and communication throughout the school system while promoting and improving communication between the school system and the community.</p> <p>Objective 3</p> <p>To establish a communications plan that provides timely updates of information and availability of resources for staff, students, and community.</p> <p>Review Dates and Correction Strategies</p>					
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4.3 7.5.3	1.5.15 4.3.1 6.3.4	Provide classroom instructors building level training with web resources in order to communicate to students and parents in a timely fashion.	Building Web Master	District	2009
7.5.3	2.3.1 6.1.5	Provide monthly building newsletters to community and parents in electronic format.	Building Administrators	N/A	2009
7.5.3	4.3.1	Promote and train parents and students on SIS Parent Link and other technical issues.	Building Support	N/A	2009
Missouri Show Me Standards: 2.2, 2.7, 3.3, 4.6					



TFA #4 Resource Distribution and Use

Data Analysis:

We were able to use a comprehensive source of data, including our prior Technology Plan, to identify strengths and weaknesses pertaining to our resource management. This allowed us to create the appropriate action plans and steps for the 2009-2012 Technology Plan. Please see page 14 and 15 for the strengths and weaknesses table.

In conclusion, we found one of the most important things we can do to help improve the technological environment is to improve accounting for our resources and their uses. This would greatly improve our capability to meet our goals.

Objectives:

From the above Data Analysis and meetings of the Technology Planning Committee we formulated these objectives for Resource Distribution and Use for the 2009-2012 Plan.

- **Objective 1:** Improve and maintain the technological environment for all students and staff.
- **Objective 2:** Improve accountability of our resources and their uses and provide data.

Action Plans:

The objectives then led to the following action plans that will generate steps to improve our use of technological resources within the district. We linked the appropriate Show Me Standards as well as MSIP and CSIP standards to these action plans.

Evaluation:

Evaluation of each action step, objective and overall goal will be done according to the guidelines on page 35.



Action Plans and Implementation		Resource distribution and use – TFA 4			
<p>Goal 4</p> <p>Objective 1</p> <p>Review Dates and Correction Strategies</p>		<p>The Cape Girardeau Public Schools will evaluate district needs and provide access to technology resources that meet the demands of staff and students.</p> <p>Improve and maintain the technological environment for all students and staff.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4, 7.5, 8.5	6.2	Provide phones, 911, and caller ID to all faculty and staff in all remaining buildings in district.	Technology Coordinator	District Funding supplemented by E-Rate	July 1, 2009
6.4, 8.5	6.2	Provide SIF software to make database integration easier and less time consuming.	Technology Coordinator	District Funding - \$3000	July 1, 2010
6.4	6.2	Create replacement schedule for network infrastructure and instructional technologies such as Televisions, DVD Players, Projectors, etc...	Technology Coordinator	District Funding	July 1, 2012
6.4	6.2	Raise our standard PC operating system to be Microsoft Windows 2000 or above, using Lab replacement schedule.	Technology Coordinator	District Funding - \$124,000 per year	July 1, 2010
6.4, 8.5	6.2	Provide working cable TV to all buildings. Work with Charter Communications to locate any broken connections and restore service to buildings currently without.	Technology Coordinator	District Funding	July 1, 2009
6.4, 8.5	6.2	Provide third open computer lab at Central High School.	Technology Coordinator	District Funding - (Computer cost - \$30,000)	July 1, 2012
6.4, 8.5	6.2	Recycle equipment to expand checkout inventory in Technology Department and advertise to district employees.	Technology Coordinator	District Funding - \$0	July 1, 2012



MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4, 8.5	6.2	Create Wireless Infrastructure in all district schools. Work into e-rate requests for qualifying buildings, and use district budget for rest of buildings.	Technology Coordinator	District Budget/E-Rate - \$5,000 per site	July 1, 2012
6.4, 8.5	6.2	Lab Monitoring software for all computer labs. Work into Lab replacement budget.	Technology Coordinator	District Budget - \$2000 per Lab	July 1, 2012
6.4, 8.5	6.2	Increase our minimum computers per classroom to 2 computers, using the Lab Replacement Schedule.	Technology Coordinator	District Budget - \$124,000 per year for 4 labs a year.	July 1, 2010
Missouri Show Me Standards: 1.4, 2.7					



Action Plans and Implementation		Resource distribution and use – TFA 4			
<p>Goal 4</p> <p>Objective 2</p> <p>Review Dates and Correction Strategies</p>		<p>The Cape Girardeau Public Schools will evaluate district needs and provide access to technology resources that meet the demands of staff and students.</p> <p>Improve accountability of our resources and their uses and provide data.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4	6.2	Develop and use surveys to track staff usage of technology on a regular basis.	Technology Coordinator		July 1, 2009
6.4	6.2	Develop evaluation for staff members to measure their technology literacy.	Technology Coordinator		July 1, 2009
6.4	6.2	Develop a plan for monitoring network hardware and software usage.	Technology Coordinator		July 1, 2010
6.4	6.2, 2.3.1	Use of electronic newsletter to disseminate information to staff	Technology Coordinator		July 1, 2009
<p>Missouri Show Me Standards: 1.4, 2.7</p>					



TFA #5 Technical Support

Data Analysis:

We were able to use a comprehensive source of data, including our prior Technology Plan, to identify strengths and weaknesses pertaining to our Technical Support. This allowed us to create the appropriate action plans and steps for the 2009-2012 Technology Plan. Please see page 16 and 17 for the strengths and weaknesses table.

In conclusion, we plan to continue to use a comprehensive work order system to allow reporting, and develop a funding plan for technology. This will improve our ability to provide quality assistance, support, and training for our staff.

In conclusion, we found one of the most important things we can do to help improve the technological environment is to improve accounting for our resources and their uses. This would greatly improve our capability to meet our goals.

Objectives:

From the above Data Analysis and meetings of the Technology Planning Committee we formulated this objective for Technology Support for the 2006-2009 Plan.

- **Objective 1:** Increase staff training in the use of educational programs and resources as determined by sessions offered, attendance/participation, and follow up surveys.
- **Objective 2:** Use of technology will be supported, monitored, and evaluated by work orders, maintenance repairs, network usage reviews, and inventory monitoring to increase support and capacity in needed areas to meet the demand of the districts technical needs.

Action Plans:

The objectives then led to the following action plans that will generate steps to improve technical support. We linked the appropriate Show Me Standards as well as MSIP and CSIP standards to these action plans.

Evaluation:

Evaluation of each action step, objective and overall goal will be done according to the guidelines on page 35.



Action Plans and Implementation		Technical Support – TFA 5			
<p>Goal 5 Objective 1 Review Dates and Correction Strategies</p>		<p>Cape Girardeau Public Schools will strive to meet technical expectations in a timely and efficient manner in the highest quality of service with its limited available resources. Increase staff training in the use of educational programs and resources as determined by sessions offered, attendance/participation, and follow up surveys. Refer to page 35—Communication, Monitoring and Evaluation.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4, 6.8, 7.3	1.4, 1.5	Determine current versions of Curriculum software. Update all systems not on current version.	Curriculum Coordinator	\$10,000 Curriculum Budget	
6.4, 6.8, 7.3	6.2, 6.3	Survey staff/faculty on quality of technology support.	Technology Coordinator	\$0	Second to last week of each semester
6.4, 6.8, 7.3	6.2, 6.3	Create a replacement schedule for projectors and general use laptops	Technology Coordinator	3 Proj. per Building per Year = 3 x 8 x \$600 = \$14,400 1 Cart per Building per Year = 1 x \$15,000 = \$15,000 Technology Equipment Budget	Beginning of Funding Year
6.4, 6.8, 7.3	6.4, 6.5	Offer at least two district-wide training sessions for all staff/faculty per semester.	Technology Coordinator	\$100/semester Technology Training Budget	Year-to-Year
6.4, 6.8, 7.3	6.2, 6.3, 6.7	Increase district level support staff in order to decrease computer-to-technician ratio of 375:1 closer to state recommend ratio 300:1 in order to reduce average number of days work orders are open.	Technology Coordinator	2 Part time staff at \$12/hr. for 240 days = 2 x \$12/hour 20hours x 240 days = \$19,200 Classified Staff Payroll	July 1 st , 2009
Missouri Show Me Standards:					



Action Plans and Implementation		Technical Support – TFA 5			
<p>Goal 5</p> <p>Objective 2</p> <p>Review Dates and Correction Strategies</p>		<p>Cape Girardeau Public Schools will strive to meet technical expectations in a timely and efficient manner in the highest quality of service with its limited available resources.</p> <p>Use of technology will be supported, monitored, and evaluated by work orders, maintenance repairs, network usage reviews, and inventory monitoring to increase support and capacity in needed areas to meet the demand of the districts technical needs.</p> <p>Refer to page 35—Communication, Monitoring and Evaluation.</p>			
MSIP Standard / Indicator	CSIP Objective / Strategy	Action Step/Activity (Strength & Weakness Table Reference)	Person Responsible	Funding Sources / Cost Estimate	Timeline / Completion Date
6.4, 6.8, 7.3	6.2, 6.3	Provide new staff orientation training during summer.	Technology Coordinator	\$50/training for refreshments/food Technology Training Budget	August 14 th , 2009
6.4, 6.8, 7.3	6.2, 6.3	Upgrade Fiber backbone to 1GB/sec at CTC/CHS campus to support increased network needs and backup requirements.	Technology Coordinator	\$500/month increase	July 1 st , 2009
Missouri Show Me Standards: 1.4, 2.7, 1.2, 1.7					



Communication, Monitoring and Evaluation

Communication

The Technology plan will be presented to the following internal groups:

- Cape Girardeau Public Schools Board of Education
- School Principals
- A+ Coordinators
- District web site (<http://www.cape.k12.mo.us>)
- Annual Progress Report summarized in newsletters

In addition, the technology plan will be disseminated to outside parties through the following means:

- District web site (<http://www.cape.k12.mo.us>)
- District parent/community publications

Monitoring

The Technology Committee will meet at least annually to assess and monitor the attainment of goals and objectives. The Technology Department and Curriculum Director will utilize the plan for yearly goals and objective setting. A wide variety of data sources were utilized in the creation of this Technology Plan to evaluate strengths and weaknesses and derive goals and objectives to support or correct them, and this will continue to be the case. This analysis of data will help us make timely corrections to assure that as many components of the Technology Plan as possible are being addressed

Evaluation

The collection and evaluation of these data sources is a continuing project within the district. Additional surveys and follow-up material will be produced by the Technology Department and implemented, as the Technology Committee deems necessary. They will serve as the basis for recommendations and correction strategies as required in the future. The following steps will also be taken.

- An Evaluation Plan will be created to determine the status of attainment of goals of the Technology Plan.
- Building Technology Committees will meet annually and report progress of any goal that relates to their building. This will include staff needs assessment as it relates to technology and curriculum and resource distribution.
- MAP scores, district assessments, dropout rates and graduation and completion rates will be analyzed.
- The above data will be analyzed and summarized to show progress according to a pre-determined timeline for completion.
- Central Office Administrators will meet and formulate correction strategies to focus on any goals not on scheduled timelines.
- Pre- and post-surveys will be administered yearly and results will be distributed to all shareholders.

The final yearly report will be submitted to the Board of Education for further review and action in May of each year.