# Priority Two: Facilities and Infrastructure

*Objective:* *Establish a classroom standard for technology*

**Leads:**

- Mr. Saleh, Director of Technology
- Ms. Simmons, Business Administrator
- Ms. Jimenez-Johnson, Assistant Superintendent of Schools and Instructors

| Step | Action | Person Responsible | Resources Required | Timeline | Evaluation Metric |
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| 1 | Gather information on the use and benefits of classroom technologies.<br>• Find industry leaders opinions on employee qualifications they are looking for.<br>• Complete research on different classroom technologies and their efficiencies.<br>• Reach out to local colleges and understand the skills they want students to have leaving high school.<br>• Complete research on teacher retention related to classroom technologies that are available to teachers. | Director of Technology, Business Administrator, Assistant Superintendent of Curriculum and Schools, Supervisor of Science, Engineering, and Technology | Research, meeting times, meeting dates | October 2020 | Initial Educational technology report with evidence of required technology in classrooms included with the 5-year educational facilities plan. |
| 2 | Create a classroom standard around Educational Technology Report | Director of Technology, Business Administrator | N/A | November 2020 | Classroom standard plan created |
| 3 | Present plan to key stakeholders and the Board of Education | Director of Technology, Business Administrator | N/A | December 2020 | Presentation |

| 4 | Create a deployment plan around pushing classroom technology throughout the district | Director of Technology, Business Administrator | N/A | January 2020 | Deployment plan created |
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| 5 | Find funding for classroom technology standard. budget planning with Principals | Director of Technology, Business Administrator, Building Principals | Funding for classroom technologies | February 2021 | Funding is available to proposed classroom technology plan |
| 6 | Deploy technology to one school as a pilot for the technology standard | Director of Technology, Business Administrator, Principals | Ordering all technology. Installation of technology. Professional development to learn how to use the technology. | June/July 2021 | First selected school will be used as a pilot |
| 7 | Create PD plan and hire an Instructional Technology Coach for continuous professional development for teachers. | Director of Technology, Business Administrator, Assistant Superintendent of Curriculum and Schools | funding for new position and PD plans | September 2021 | New position is filled and PD sessions are available. Assessment tools and surveys are created to evaluate implementation and classroom use. |
| 8 | Develop research around how technology was used in the classrooms of the pilot school.<br>• Show how this will improve instruction<br>• Help teacher retention<br>• Assist students in becoming global citizens | Director of Technology, Business Administrator, Principals | Surveys, classroom visits | October 2021 | Classroom technologies in the pilot school are shown to be effective. |
| 9 | Continue with deployment plan to all other buildings. | Director of Technology, Business Administrator, Principals | Ordering all technology. Installation of technology. Professional development to learn how to use technology. | September 2022 | Create a checklist of completion for each classroom in each building. |

# Priority Two: Facilities and Infrastructure

*Objective: Create a protocol for garnering shared input in order to make joint decisions related to technology*

**Leads:**

- Mr. Saleh, Director of Technology
- Ms. Dent, Director of School Innovations, ELA & ESL

| Step | Action | Person Responsible | Resources Required | Timeline | Evaluation Metric |
|------|--------|--------------------|--------------------|----------|-------------------|
| 1 | Create a district-wide technology committee with representatives from every building, including administrators, parents and students. The Technology Committee will meet 5 times a year. (October, December, February, April, and June)<br>• Analyze and discuss current classroom technology<br>• Future classroom technology initiatives<br>• General improvements that can be made within the district (e.g., software updates, apps or extensions)<br>• Review technology survey data and make conclusions based on results | Mohammed Saleh | N/A | September/October 2020 | Agendas & Sign-in sheets. Principal's recommendations of technology committee members. |
| 2 | Annual survey regarding the quality of service of technology sent out to all faculty and staff. Survey will be sent out three times a year. (October, January, June)<br><br>• The overall perception of the technology in the district<br>• Quality of service/efficiency of the department | Mohammed Saleh<br><br>Patricia Dent | Google Forms | October and June every year | Survey Results. Evaluate results and create an executive summary with conclusions and recommendations. |

| 3 | Technology Committee Develops a 3-year educational technology plan based on conclusions from meetings, discussions, and surveys. | Technology Committee | Meeting times, meeting dates, survey results, industry research | July 2022 | A three year educational technology plan is created and presented to the Superintendent of Schools and Business Administrator |
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# Priority Two: Facilities and Infrastructure

*Objective*: Create failover systems to ensure faster, more reliable, secure network and internet connectivity

**Leads:**

- Ms. Simmons, Business Administrator
- Mr. Saleh, Director of Technology

| Step | Action | Person Responsible | Resources Required | Timeline | Evaluation Metric |
|------|--------|--------------------|--------------------|----------|-------------------|
| 1 | Evaluate the current internet and systems usage. Create a usage report that narrates current usage and possible recommendations if needed. | Technology department | Funding/Monitoring software | January 2020 | An evaluation report is created and an executive summary is provided to the Superintendent of School and Business Administrator with recommendations. |
| 2 | Take results from the evaluation and adjust as needed. Purchase additional resources as needed. If a specific resource is reaching over 80% utilization then we need to expand capacity. | Technology Department | Funding | March 2020 | Create plans to expand capacity if required and find available funding. |
| 3 | Create redundant systems for each building with the use of additional services or software to assist in maintaining required uptime. | Technology Department | Funding, network configurations, additional technology equipment | September 2020 | Redundant systems are purchased and tested. An annual evaluation report is sent to the Superintendent and Business Administrator. |
| 4 | Create an annual self-evaluation of systems. The evaluation will have benchmarks for systems maintenance, updates, and uptimes. The evaluation will | System Engineer, System Administrator | Reporting logs, maintenance logs, | October 2020 | The maintenance log is created and consistently updated. Presented to the Superintendent of |

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| | help with budget creation and wish list of items. | | | | Schools and Business Administrator. |
| 5 | Reconfigure network to help provide additional security, data management, and system resiliency. | System Engineer, System Administrator, Network contractors | Funding, network downtime | August 2021 | Reconfigure network and create a checklist of industry best practices and standards for network configurations. |
| 6 | Create a BYOD wireless network to have personal devices segregated from the district's network. | System Engineer, System Administrator | N/A | September 2021 | BYOD wireless network is created and implemented. |
| 7 | Create a sandbox environment to test new updates and features on all district systems. | System Engineer, System Administrator | Additional Technology Equipment | March 2021 | Sandbox environment is created and used for testing. |
| 8 | Verify and create an annual report to the Superintendent of Schools and Business administrator of our backup systems. Report will include a report of successful backups and verify that backup systems are working properly. | Director of Technology, Systems Engineer, Systems Administrator | Funding, local and cloud-based backup software | August 2021 | Backups systems are in place and tested each year. |
| 9 | A security audit is complete of all district technology systems every three years. | Security consultant company/Technology Department | Funding | December 2021, December 2024 | A security audit is complete and a list of items that need to be resolved. |
| 10 | Evaluate all applications running on district systems and develop a plan to move systems to cloud-based software. | System Engineer, Director of Technology, System Administrator | Funding | May 2022 | Applications that have the possibility of moving to cloud-based are moved off of the district's systems. |

# Priority Two: Facilities and Infrastructure

*Objective*: Acquire additional funding for the five-year facilities plan in support of creating new educational spaces (e.g., STEM labs, upgraded science labs, academies, an early childhood center and athletic fields)

**Leads:**

- Ms. Simmons, Business Administrator
- Mr. Saleh, Director of Technology

| Step | Action | Person Responsible | Resources Required | Timeline | Evaluation Metric |
|------|--------|-------------------|-------------------|----------|-------------------|
| 1 | All principals, administration, cabinet members, facilities infrastructure committee and student representatives speak with the architect to begin a long-range educational facilities plan. | Principals, Supervisors, Cabinet members, facilities infrastructure committee, student representatives. Partett Somjen(engineer/architect) | Meeting times, meeting rooms, architect/engineering firm | January 2020 | Capital improvement plan for educational facilities is created. |
| 2 | The architect will produce a full plan for each location and share it with all principals, administration, and executive team. | engineer/architect | Meeting times, Meeting rooms, architect/engineering firm | May 2020 | The architect produces a full plan for each location. |
| 3 | Refine all aspects of the educational facilities plans to make sure it is within the scope of each group's expectations | Principals, Supervisors, Cabinet members, facilities infrastructure committee, student representatives, engineer/architect | Meeting times, Meeting rooms, architect/engineering firm | August 2020 | Designs are completed and accepted by all stakeholders. Board of Education approves they have received the plans. |
| 4 | Create a financial plan to pay for all projects in the long-range plan. | Business Administrator, Director of Technology, Assistant Superintendent of Curriculum and Schools | Meeting times, Meeting rooms | October 2020 | Financial plan created |
| 5 | Present plan to the finance committee. | Business Administrator, Director of Technology, | Meeting times, Meeting rooms | November 2020 | The financial plan is presented to the finance |

| | | Assistant Superintendent of Curriculum and Schools | | | committee with the approval and understanding of all funding sources. |
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| 6 | Present plan to the Board of Education and community members. | Business Administrator, Director of Technology, Assistant Superintendent of Curriculum and Schools | Meeting times, Meeting rooms | January 2020 | The financial plan is presented to the Board of Education with the approval and understanding of all funding sources. |
| 7 | Facilities upgrade dependent on the Board of Educational approval. Upgrades can begin in 2021. | Superintendent, Board of Education | N/A | March 2020 | |
| 8 | Annual updates of educational facilities upgrade is presented to the board during the budget public hearing. | Business Administrator | meeting times, meeting rooms, presentation equipment | Every April (during the budget public hearing) | Board of Education and public are updated on the educational facilities upgrades. |