TO: Dr. Carol Kelley, Superintendent

FROM: Michael Arensdorff, Director of Technology

SUBJECT: Technology Plan Update/Report

DATE: January 26, 2016

Names of presenters: Michael Arensdorff

Type of report: Technology Plan Review and Update & Overview of Bright Bytes Data

Report format: Informational along with in-person report at the board table with first review of second year of technology plan and seeking approval on March 9, 2016

Preview of purpose and content of report:
Below is a comprehensive description regarding an update of the year one of the technology plan and updated year two proposal. For the future years, while I have plans that were presented to the board last year, further revisions will be held off due to decisions needing to be made during the vision planning process and would want to make sure they align to all future district strategic plans. I will also present the BrightBytes data along with the technology plan.

Budgetary Impact: $406,755

Data to be presented: BrightBytes Data & student, staff and parent survey data

District goals aligned with report:
Goal Area 1 (Strengthen Teacher and School Leadership Capacity), Goal Area 2 (Build Collaborative Expertise), Goal Area 3 (Engage with Families and Community) Goal Area 4 (Resource Stewardship)

<u>Vision:</u> To improve and enhance instruction and learning by providing technology tools and professional development to teachers and students, preparing them for today and tomorrow.

Beliefs
- We believe we will redefine the way we **create, communicate, collaborate and critically think.**
- We believe in the importance of and will provide **consistent and equitable access** to all students.
- We believe providing students with innovative tools will offer the power of **choice** with how and what they will create and how they will communicate and collaborate.
- We believe we will work to **modify and redefine** the way teachers teach through consistent professional learning created to provide a common knowledge for all staff, while still meeting the varying level of needs for staff to continue to grow.

1:1 Goals & Objectives

Goal #1: Increase student achievement through the successful implementation and enhancement of technology tools

Objective 1: Improve student learning in all core academic areas (math, reading, science, humanities, social studies, arts, music, physical education, World Language) through personalized learning

Evaluation Methods: Use formative and summative assessment data

Objective 2: Implement a system of common assessments and assessment methods that provide constructive feedback through the use of technology

Evaluation Methods: Inventory the different forms of assessment being used and monitor use of electronic feedback methods

Objective 3: Increase student engagement and on-task behavior

Evaluation Methods: Observation of student work (based off benchmark), analysis of attendance and discipline data

Objective 4: Transform learning environment with a focus on the four C's (Creation, Communication, Collaboration, Critical Thinking) and SAMR (Substitution, Adaptation, Modification, Redefinition)

Evaluation Methods: A variety of assessment methods, including surveys like Bright Bytes for teachers, students and parents, access statistics, and measures of progress and student achievement within the classroom setting (projects, classroom assessments)

Goal #2: Implement a successful technology professional development program that enhances confidence and technological pedagogy

Objective 1: Provide consistent and ongoing professional development that infuses technology into the instructional methods, assessment activities, and curriculum/content that is supported by the tools available in our classrooms district-wide

Evaluation Methods: Staff needs assessments and skills inventory survey, as well as, other evaluation tools/documents (BrightBytes)

Objective 2: Provide support and opportunities to actively participate in professional learning communities aimed at developing more rigorous and engaging curricula that effectively incorporates technology

Evaluation Methods: School and district technology plans, curriculum maps and documents, and professional development plans

Objective 3: Provide professional development and planning opportunities that focus on strategies for differentiating instruction

Evaluation Methods: Staff surveys following PD and classroom observations of implementation

Objective 4: Improve teaching delivery methods to incorporate necessary 21st Century Learning Skills (Learning and Innovation skills; Information, Media and Technology skills; and Life and Career skills)

Evaluation Methods: Review/Reflect upon content delivery, student work, results, evaluations/questionnaires that are observed in person or through video and through BrightBytes survey

Goal #3: Provide equitable opportunities for student learning with technology tools to enhance the learning experiences and goals

Objective 1: Facilitate opportunities for individualized instruction and learning through the use of the technology tools

Evaluation Methods: Observations of teacher-directed and self-directed use of supplemental educational technology and software; observations of extent to which teachers provide students with individual paths to success based on their needs

Objective 2: Support the delivery of high-quality instruction throughout all classes and schools through the use of technology tools

> *Evaluation Methods: Observations as part of the regular evaluation process in classes and schools*

Objective 4: Collaborate with Special Education teachers to identify potential technology tools and technology-based practices to support students with IEPs

> *Evaluation Methods: Administer needs assessment and seek feedback from staff/department and evaluate results*

Goal #4: Provide 99 percent uptime in terms of our data center (i.e. Internet connection, access to files).

Objective 1: Monitor data center to ensure operation at maximum capacity

Objective 2: Complete regular updates and systems checks to identify areas to improve

Objective 3: Complete a Cisco Active Advisor system check annually on network hardware to determine planning for future budgets and needs to maximize the network operability

> *Evaluation Methods: The technology department will monitor the above-mentioned objectives and the help desk to determine success.*

Goal #5: Regularly evaluate all technology initiatives, programs and infrastructure

Objective 1: Determine the ideal classroom layout and teaching environment and standardize across the district

Objective 2: Document and evaluate implementation procedures and evaluate student achievement pre and post

Objective 3: Through pilot programs, determine which devices and components of technology to implement district-wide and standardize the strategy and software needed for our district to move forward

Objective 4: Expand program throughout the district

2015-2016 Technology Plan
Operating Budget

Professional Development	$ 28,000
WAN & Dedicated Internet	$168,000 – In progress and on track
Computer Maintenance	$150,000 – In progress and on track

Software Maintenance	$140,000 – In progress and on track
iLearn Repairs (Paying from fees collected – revenue)	$ 0 – In progress
General Supplies	$ 5,500 – In progress, on track
Postage	$ 2,500 – In progress, on track
PowerSchool	$ 33,000 – In progress, on track
Contract Services – SIMS	$ 6,000 – In progress, on track
Annual Network & Data Security Audit	$ 50,000 –
eRate Consultant	$ 6,700 – In progress, on track

Technology Plan Budget

Infrastructure Enhancements	$170,500 – Current spend of $82,550, in progress
Including fiber relocation to new administration building, completing wiring project, switch refresh and server refresh	
iMac Lab Replacement (Chromebooks)	$ 90,000 – Current spend of $41,253 in progress
(End of Year – to prepare for next year)	
Admin/Admin Assistant Device Lease	$ 26,255 – Complete
Cisco VoIP	$330,500 – Payment #1 (Carried from past years

Referendum Budget

Professional Development	$ 40,000 – Current Spend $8,275
Final Payment Student MacBook Air Lease	$ 56,500 – Complete
Subtotal Operating Budget	**$ 589,700**
Subtotal Tech Plan Budget	**$ 617,255**
Subtotal Referendum Budget	**$ 96,500**
Total	**$1,303,455**

2016-2017 Technology Plan
Operating Budget

Professional Development	$ 20,000
WAN & Dedicated Internet	$ 168,000
Computer Maintenance	$ 150,000
Software Maintenance	$ 145,000
iLearn Repairs	$ 0
General Supplies	$ 5,500
Postage	$ 1,000
PowerSchool	$ 35,000
Contract Services – SIMS	$ 6,000
Annual Network & Data Security Audit	$ 15,000
eRate Consultant	$ 6,700

Technology Plan Budget

Admin/Admin Assistant Device Lease	$ 26,255
Infrastructure Upgrades –	$ 188,000

Servers, Switches, Routers

Kindergarten/PE Teacher iPad Refresh	$	134,000 (depending on final pricing in the summer of 2016)
Disaster Recovery Site	$	38,000
Fiber move to new admin	$	10,500
Oak Park Fiber Design Planning	$	10,000

Referendum Budget

Professional Development remaining funds	$	20,000 – Anticipated
Subtotal of Operating Budget	**$**	**552,200**
Subtotal of Tech Plan Budget	**$**	**406,755**
Subtotal of Referendum Budget	**$**	**20,000**
Total Budget	**$**	**978,955**

As stated above, I have not made any changes to the following plan to be considerate of the District Vision Planning process to ensure work completed is aligned with that vision.

2017-2018 Technology Plan
Operating Budget

Professional Development	$	28,000
WAN & Internet	$	168,000
(Exploring own fiber and being ISP)		
Computer Maintenance	$	150,000
Software Maintenance	$	140,000
iLearn Repairs	$	0
General Supplies	$	5,500
Postage	$	2,500
PowerSchool	$	35,000
Contract Services – SIMS	$	6,000
Annual Network & Data Security Audit	$	25,000
eRate Consultant	$	6,700

Technology Plan Budget

Infrastructure Enhancements	$	0
PLTW Device Refresh	$	200,000
Staff iPad Refresh	$	200,000
(Including trade in value)		
Apple TVs or similar	$	28,000
Professional Development	$	40,000
Subtotal of Operating Budget	**$**	**566,700**
Subtotal of Tech Plan Budget	**$**	**240,000**
Total Budget	**$**	**806,700**

Potential Leases/Purchases
As part of the future planning process following the vision retreat a refresh of staff laptops, staff iPads, student Devices and Apple TVs (or similar) will need to be addressed.

Explanation of Line Items
The follow are Professional Development (PD) opportunities we plan to offer as a result of this plan:

1. During the 2015-2016 School Year 25 of our elementary staff participated in a year long continuous professional learning cohort, lead by Beth Holland of EdTechTeacher. We started this model in 2014-2015 with 25 of our middle school staff members and received overwhelming support and appreciation for this type of year long professional learning with a cohort. We once again will seek feedback from the elementary group as part of future planning to continue this model in the 2016-2017 year. We will also review instructional walk through data to identify implementation and evidence of the professional learning during the spring of 2016.

2. Conferences that are focused on ways staff can leverage technology tools to enhance instruction in ways of collaboration, adaptive learning, personalized learning, with Common Core State Standards at the foundation.

3. Training for staff (Director, IT Infrastructure Manager, Systems Integration Manager, Technology Specialists, Data & Instructional Technology Coaches, PowerSchool Manager)

    a. Includes JAMF (Casper – Mobile Device Management) training, staff certification training and assessments, local and national conferences

Infrastructure Enhancements
The long-terms goals of our technology department include streamlining our processes, unifying solutions across schools and departments, and ensuring that the district's infrastructure and network are up-to-date and operating at maximum efficiency.

From an infrastructure and network standpoint, the recent Bright Bytes data we collected shows that we rate as advanced and Exemplar in these areas. However, we must maintain this level of quality and dependability if we are going to be able to effectively support staff development and student learning moving forward. With this in mind, our department completed a comprehensive scan of our network infrastructure via a resource called Cisco Active Advisor. Through the use of this resource, we were able to identify what aspects of our system need to be upgraded (i.e., existing hardware that is no longer under warranty or has reached the end of its life), as well as how much the work will cost to complete. These upgrades include:

- Servers
- Wiring
- Server racks
- Firewall for disaster recovery purposes

- Move to the new district office
- Network storage (NAAS)
- Switches
- Core switches
- IDF switch*

*We elected to hold off on this endeavor in hopes of reducing the total costs through the eRate process. If we are successful, this could result in savings of approximately $42,000 for the 2016-17 school year (received in the form of revenue via eRate refunds per expenditure from 2015-2016 SY Tech Plan). We are also looking into the possibility of offsetting the cost of all the upgrades by trading in old equipment.

Below you will find the breakdown of the equipment that will be needed for the backend/infrastructure enhancements for each year.

2015-2016
1. 2960X: IDF switch upgrade and refresh. ($84,292) – seeking completion following April with the eRate season, in an effort to get refunds in the 2016-2017 school year.
2. Relocating to the new central office (Fiber moved) ($10,500) – As the timing for the new district office has been delayed slightly this item will not need to take place in the 2015-2016 school year. This will need to be moved to the 2016-2017 school year and will be negotiated with Comcast.
3. Wiring project at Beye, Holmes & Lincoln ($56,000) – Due to construction costs going up from the original estimates, this cost ended up being slightly higher. The total was $63,370. This difference will be covered from the overall technology-operating budget and no increase will be requested.
4. Server refresh ($19,180) – Completed as part of our decrease in the number of servers and overall footprint. This will allow our department and district to have more redundant capability, as well as, cut down on the electricity used for the number of servers to operate and cool.
   a. Active Directory
   b. File storage
   c. Casper Jamf, management of all Apple devices (6000+ devices)
   d. Web Data
   e. Kari System
   f. OCEM
   g. iCal

2016-2017
1. Main Core layer three switches (10 sites) ($188,000 - apply for eRate funding)
2. Create a DR (Data Recovery) Site at Julian ($38,000 – apply for eRate funding)
   a. New Firewall ($30,000)
   b. NAS/SAN storage ($8,000)
3. Fiber move to new Admin – (estimated $10,500) – Moved from the 2015-2016 year tech plan as the timing has changed.

2017-2018

      1. Based on the Cisco Active Advisor scan, no additional upgrades will be needed until the 2019-2020 school year. The next major refresh will consist of the access points, but those will not need to be upgraded until our district has the equipment that is capable of handling the newer technology standards in the access points.

Oak Park Fiber (Potential Option for 2017-2018)

During the past year, we have been working with districts 90 and 200, the Village of Oak Park, the Oak Park Public Library and Park District of Oak Park to identify opportunities for collaboration. One of these opportunities is to install shared fiber throughout the community. There are a number of potential benefits associated with this endeavor, including increasing the bandwidth from 1gb to 10gb at each of our school buildings. There are also some possible challenges, including incurring costs to upgrade our backend infrastructure (something our district needs to do regardless of whether we pursue this initiative), adding personnel to manage partnerships, coordinating with other organizations (including state and federal entities) and needing to enter into more long-term contracts.

We will continue to vet this opportunity over the next nine months to assess whether it will best meet the needs of everyone involved. If we decide to pursue a partnership with the entities listed above, it will take place in conjunction with the 2017-2018 eRate season. If we choose to forego the partnership, we will still pursue the option within the same eRate season, but only for our district. As part of the planning process we will need to work with a design consultant and put together an RFP comparing Lit Fiber vs. Dark Fiber (per eRate requirement). This work will entail dollars to complete which are part of the 2016-2017 technology plan.

I will continue to keep the board and superintendent updated on the status of this situation throughout the planning process. For your information, since this process is scheduled to begin in 2016, we will be seeking a one-year extension of our Comcast Internet and WAN contract (this will also continue to be part of the eRate application).

Computer Maintenance - Review

    1. Computer Repair
        a. During the 2015-2016 school year, 5 out of the 600 staff MacBook Airs required repair. The technology department has also repaired 15 out of the 650 student MacBook Airs and 300 Chromebooks. Some of these devices have been repaired in-house, while others were sent to a repair shop for service. Our goal is to do more of this work in-house in the future after hiring two technology specialists who have experience performing hardware repairs on Macs. Our department will also continue to train and develop the Mac-based skill sets of our staff members.

2. Computer Replacements
   a. Over the last year, the technology department has replaced seven staff MacBook Airs due to damage and hardware issues that were too costly to repair. There were also one MacBook Air and three iPads that were replaced due to devices that were stolen from staff members.

3. Projector Bulb Replacement
   a. Over the last year, we have purchased and replaced a total of nine projector bulbs throughout the district. We anticipate this number will increase during the next few years since many of the 80 non-Nec brand wall-mounted projectors are approximately three to four years old.

   b. In year three of the technology plan, I have proposed an expenditure of $21,000 to refresh the bulbs for every NEC wall-mounted projector that was purchased last year (317 total). These bulbs should last anywhere from three to five years. With that said, our technology staff will seek to extend the life of the bulbs as much as we can by cleaning out the filters twice a year and providing any other necessary care/maintenance on a regular basis. We will continue to monitor the life of the bulbs to help with this budgeting process.

Staff Devices
1. Staff MacBook Airs
   a. I have completed preliminary planning to determine what our needs will be over the next 10 years. This planning includes identifying opportunities to establish greater consistency with yearly costs through activities such as leveraging the buying power associated with the refresh cycles for staff iPads and student devices. I will develop these plans in greater detail following the vision retreat that is scheduled to take place at the end of this month.

2. Staff iPads
   a. We are currently scheduled to refresh our more than 400 staff iPads during the 2017-2018 school year. This would represent the final year in the four-year cycle we established to maximize the functionality of the devices and leverage the trade-in price to offset costs. Per the information above about the staff MacBook Airs, we recommend purchasing these devices when the time comes to refresh them.

3. Classroom Apple TVs or similar interactive capability
   a. Much like the iPads, we will seek to refresh the district's 400 Apple TVs during the 2017-2018 school year. We will also continue to investigate solutions that will help ensure interactive capability. Whatever solution we select will correspond with a recommended purchase.

Software Maintenance
    4. SmartNet
        a. This is an annual license for maintenance and service on the servers/hardware that are supported via Microsoft SmartNet.

    5. Canvas
        a. Brooks and Julian adopted a Learning Management System (LMS) called Canvas during the 2014-2015 school year. This system has provided middle school teachers with a unified solution they can use to post classroom content (assignments, due dates, syllabi, etc.), manage their workflow and maintain a web presence. It has been fully adopted in our classrooms. It is also being utilized during staff meetings and used to share information with the building administration. This system requires a license that will be paid out of this account on an ongoing basis without any increase in the budget.

           The department is currently in the process of piloting a few learning management solutions at the elementary school level. We will share the results of these efforts with the board at a later date.

    6. Casper Suite
        a. We currently evaluate the Casper Suite software on an annual basis. We use this software to manage important updates, push applications and monitor assets on all of our Mac devices (Macbooks, iPads, iPad Minis). The cost for this resource is per device.

           I will continue to monitor this software and explore all available options to ensure that we have the solution in place that best meets the needs of our district.

    7. Mobile device applications
        a. Apple has changed the way it allows districts to manage applications. We can now purchase applications under our account and distribute them to staff members via Casper Suite. In addition, if a staff member leaves or no longer needs an application, the technology department can retract the application back into our account. This process has generated cost savings for the district, and will save us additional money when we refresh our devices in the future.

           I have allocated a small amount of money in this line item to allow for the purchase of new student or staff applications that will support the teaching and learning process.

General Supplies
    1. Tech staff supplies – tools, adapters, cords, containers, etc.

Postage

This line item is used for shipping devices/hardware that require repair. It has also been used to ship equipment to us or to send it back to companies at end of a lease.

Project Lead the Way (MacBook Pros) (No change from last year's proposal)
The 120 MacBook Pros for Project Lead the Way (PLTW) follow a similar refresh cycle as our other devices, which means they must be updated every four to five years. Based on our long-term assessment of the needs of the program, we have determined that PLTW will benefit from having access to devices that can support more graphically intensive software. That is why, if we receive approval from the board, we will deploy new devices for use in conjunction with the program starting with the 2017-2018 school year. We could then sell the old devices to help offset some of the cost of the refresh ($200,000), or redeploy them within the district. In either case, we may be able to offset the purchase of other devices in the tech plan. However, we will not know this for sure until we determine the trade-in for the devices during the 2017-2018 school year.

Moving forward, we will continue to work with the PLTW team to identify how changes to its curriculum may alter its technology needs.

Enhance First and Second Grade Device Access
Prior to moving to the plan detailed below, we need to perform vision planning around access and equity for our first and second grade students. At this time, our recommendation is to wait until more data is collected and needs are determined before deploying devices to these grade levels.

Refresh Kindergarten Devices & All iPad 2s (PE Department)
Our kindergarten and other iPad 2 devices are scheduled for a refresh during the 2016-2017 school year. While these devices can be used beyond our standard four to five year window, we anticipate that their integration with our other Mac devices will be inconsistent and unreliable, which will disrupt our classroom instruction.

We contacted our recycle companies and were told they would give us $90 per iPad 2 and $30 to $40 for the first iPad for devices in a refresh cycle. Based on this information, as well as concerns about ongoing functionality, I am recommending that we refresh all iPad 2 devices this summer. By completing the trade in July, we will offset about $55 of the $400 for the new iPad Air (including case). This would be an estimated total of $16,000. The total cost would be $150,000. We would use the $16,000 to decrease the total dollars needed to $134,000.

Student Technology Fee Collection/Expenditure/Repairs
This summer (2016), I will provide a report regarding the total number of student devices that required repair or replacements, or resulted in other costs during the 2015-2016 school year. I will also provide a recommendation for the technology fee the district will charge during the 2016-2017 school year.

Printer/Copier/Print Shop RFQ
This year, Therese O'Neill and I formed a committee comprised of three building administrative assistants, an executive building assistant, one central office executive

assistant, seven teachers (including special education and general education at the elementary and middle school levels), two central office managers and two district office cabinet members that was charged with identifying a new printer and copier solution for the district. This committee met in November and December of 2015 to discuss several topics, including:

- What is currently working
- Areas for improvement and ways to address them
- Goals for a new solution
- Criteria for the RFQ we would issue to find vendors that could help us implement a new solution

After the December meeting, we drafted the final version of the RFQ and sent it out. One of the stipulations of the RFQ was that vendors had to attend a mandatory walkthrough of the district on December 21 and 22. Six companies participated in this walkthrough, which included going through all of our buildings to pinpoint the location and model information for all of our printers and copiers. The process took a day and a half to complete.

All official responses to the RFQ were due on January 21. The committee will review these responses during its meeting on January 28, and select the top three. After that, representatives from the committee will conduct a site visit to the showroom for each of the three vendors and see the proposed solutions in action. Following these visits, we will select the vendor we plan to present to the board for approval and begin the negotiation process. If we reach an agreement on scope of work, price, etc. with this vendor, we will present our recommendation to the district's Facilities Advisory Committee on February 16. From there, we will bring it to the board for review on February 23 and approval on March 16. If the board approves our recommendation on March 16, we will begin working with our staff to help them transition to the new solution. This will include establishing best practices and procedures, and providing them with training on the new equipment prior to the start of the 2016-2017 school year. The final step will be to implement the new solution district wide on July 1, 2016. With that said, we will hold off on the work in the Print Shop until we move to the new administration building. By doing this, we will eliminate the costs that would be incurred in conjunction with moving the equipment from 970 Madison to 260 Madison.

Please note that, should we be unable to agree on terms with our top choice, we will move on to our second choice and then third choice if necessary. If we cannot come to terms with any of the three choices, we will go back to the committee and determine next steps.

Therese and I will provide the board with an update on this process during its meeting on February 23.

Data and Security Audit
Through my work with Jay Shulman (a parent and community member of Oak Park that was put in contact with me through the D97 board and Dr. Roberts in 2015 as an expert

in this field), I was able to generate a more clearly defined statement of work for our network and security audit, which I believe will result in costs savings on this project. As a result, we are seeking updates to the proposals that were submitted last year in conjunction with this work. We expect to receive the revised proposals prior to spring break, and anticipate that the audit will take place in April or May.

I will provide updates on this endeavor via the back office tasks document, as well as during board meetings as needed.

Outdoor Wifi Access/Cameras

I am withdrawing this recommendation at this time, and may revisit it after we complete the vision planning process and know more about the district's referendum plans.

Voice Over IP Review

On April 23rd, I presented the goals for the transition to a Unified Communications system from our old antiquated Centrex phone system. As part of this report I wanted to provide an update on those goals. Here are the goals, objectives and evaluation for the goals that were presented on April 23rd, 2015 at the board meeting.

1) **Our district will experience 99% uptime during the 2015-2016 school year in regards to the time available to make calls and use software programs (notification software).**
    a) *Objective*
        i) We will work with CDW to set up the servers, architect the network, place the phones, plug in the phones and test every handset prior to August 1st.
        ii) IT Infrastructure manager will receive a week long training by CDW and Cisco on managing and maintaining our VoIP system and all programs/software
        iii) We will closely monitor the network to identify if changes need to be made to meet the goal of 99% uptime.
    b) *Evaluation*
        i) We will pull reports of the system usage monthly.
        ii) We will also identify the success by the number and type of help desk tickets we receive regarding VoIP.

Review of Goal 1: During the time of implementation we have experienced 100% uptime with our phone system that was implemented on August 14th, 2015. As the year started we did experience a number of system changes that were requested, but they did not hinder the basic functionality of being able to call in or call out on phones. We continued to address these into the year as there were a few changes to room locations, hires late in August due to new sections, name changes and other user related changes. Upon going live on the 14th, I have been very happy with the implementation and the reliability of the new Cisco VoIP system.

2) **By August 1 we will have all phones (685) operating with dial tone and full available functionality.**
    a) *Objective*
        i) We will place, plug-in, activate and test all phones
    b) *Evaluation*

     i)   We will complete testing on every phone across the district prior to the completion of the implementation

     ii) We will also identify the success by the number and type of help desk tickets we receive regarding VoIP.

Review of Goal 1: We did not meet the initial goal of an August 1st, 2015 go live date. There were many reasons that lead to this and while I do not like to point any fingers without first looking at what I could have done better, we experienced an extreme amount of delay throughout the process from Comcast. These issues have been communicated in detail to our sales rep and higher executives, as well as, request for financial reimbursement due to the issues we experienced throughout the late spring and early summer project. While August 1st, was our initial goal, I set that with the understanding that if there were hiccups we would still have a couple weeks before conflicting with the start of the year. Following the management of the entire situation with Comcast and working to rectify the problems we were presented with, our district staff and CDW contractors were able to accomplish the above goal by August 14th, 2015. Our team deserves a great amount of credit for their hard work to make this a success. As I stated above, I truly believe that this implementation was a very positive. While we had to overcome many obstacles with completion prior to the school year, we were able to do so with little to no interruption during the workday.

3) **Professional Development Goals**
   a) **100% of Administrators and administrative assistants will be trained in the use and functionality of the new phone system.**
     i) *Objective*
       (1) Prior to training CDW will hold planning sessions with these district staff members among others to personalize the training offered and personalize how the system will operate for our district.
       (2) CDW and our Technology department will provide training to all administrators and administrative assistants prior to the beginning of the school year
       (3) We will provide documentation and training docs/videos as a reference following the training.
     ii) *Evaluation*
       (1) We will follow up two weeks after the training for the trained staff member to evaluate their understanding and allow them to demonstrate their understanding by putting them through a set of situational based scenarios.

Review of Goal 3a: All administrators and administrative assistants have received training by the CDW engineers and our technology staff. Our district staff has also performed follow-up check-ins after the training was held on August 6th and 17th, 2015. The informal follow up to the trainings took place in August, September and continued into October 2015. These follow up sessions included answering questions, running through review of the training session, gathering feedback on how we could better support them and what has gone well with the implementation. We received an overwhelmingly positive response regarding the new system, as well as, observed a high level of feature usage and understanding from the training for the main office staff. The areas that were shared to improve upon or continue seeking enhancements are:

phone cords were shorter than use to and number of rings was not enough before it would go to voicemail (fixed).

    b) Two staff members at each building will be trained in the Informacast system by August 15th. One member will be the building principal and the other will be a designee determined by the Ad Leadership team to ensure consistency at all buildings.

        i) Objective

           (1) Technology staff will be fully trained on the solution and we will use the train the trainer model with the staff members at each building.

           (2) The technology department will identify a date and time for these staff members to attend a WebEx or in-person meeting to provide training of the Informacast system focused on bell scheduling and paging. (Future trainings will take place for other features)

           (3) We will provide documentation and training docs/videos as a reference following the training.

        ii) Evaluation

           (1) We will follow up two weeks after the training for the trained staff member to evaluate their understanding and allow them to demonstrate their understanding by putting them through a set of situational based scenarios.

           (2) We will also identify the success by the number and type of help desk tickets we receive regarding VoIP.

Review of Goal 3b: Due to the delay in our go live date, this goal was one that we had to push back. Once we went live on August 14th, we decided that it was going to be too much to rollout Informacast, in addition to ensuring all other start of the year projects were ready. We have continued to work through this implementation and will be providing the training in the summer of 2016 in preparation for the 2016-2017 school year.

    c) Our IT Infrastructure manager will be trained by CDW/Cisco to fully manage the system following implementation on August 1.

        i) Objective

           (1) We will schedule the training for this person prior to the completion of implementation

           (2) This person will attend the week long training prior to the beginning of the school year

           (3) This person will then provide training to the entire technology department upon their return.

        ii) Evaluation

           (1) Completion of the week long training

           (2) Part of the success of this training will be experienced by the uptime throughout the school year.

Review of Goal 3c: Our IT Infrastructure manager has completed formal and informal training from our contracted CDW engineer to manage the Cisco VOIP system. He will be attending the formal and more intensive training in the spring of 2016, once we have completed our engagement with the CDW engineer on this project. At this time District 97 staff will be responsible for oversight of the system.

d) By the first day of school 100% of staff will be able to make phones calls and set-up and access their voicemails.
   i) *Objective*
      (1) The technology department will attend one staff meeting at every building to provide demonstration and information for features and functions on the phones. We will also demonstrate how to setup and access their voicemails.
      (2) We will provide documentation for staff as a reference (digitally and paper as needed)
   ii) *Evaluation*
      (1) We will also identify the success by the number and type of help desk tickets we receive regarding VoIP.

Review of Goal 3d: By the first day of school (2015-2016) 100% of the staff that was provided to our department was able to make and receive phone calls and set up their voicemails. In lieu of using staff meeting time for training, I created videos and guides to provide to all staff that would allow them to review the directions at their leisure. This also, provided the ability for our staff to be in front of their phones while they watched the training videos and viewed the guides. This proved to be a very successful way to reach all staff and maximize their learning time. We also made available the help desk and email for any additional support needed.

4) By August 15, the Informacast system will be set up so that all 10 buildings can manage their bell scheduling and paging.
   a) *Objective*
      i) CDW/Cisco will identify all parts and equipment needed at each building to tie in the current paging system to Informacast solution to operate via the Internet
      ii) CDW/Cisco will setup, activate, and test each building to ensure we are functioning optimally.
      iii) CDW will train our technology staff to manage and operate the system so that we can train the staff members at the buildings.
      iv) The technology department will provide training to two staff members in each building on how to create and manage bell schedules.
      v) The technology department will also include in that training how to page to the phones and entire building using the Informacast system.
   b) *Evaluation*
      i) When testing on August 15th all 10 buildings will be able to manage their bell schedules and send out bell tones and/or messages through the PA and phones via Informacast.

Review of Goal 4: As stated above, due to the delay in our go live date, we have pushed the implementation of Informacast to the summer of 2016 (August 15th, 2016). Goal 4 will remain the same except the date of completion will be moved back to August 15th, 2016 in preparation for the upcoming school year.

Data: As I reviewed the number of tickets we have received, I found that from August 14th – October 30th, we received 77 tickets tied to the phones and user changes. Then from November 1st – January 12th, we received only 12 tickets. When I reviewed our

current tickets on January 12th, we have no open or in progress tickets pertaining our phone system. When we look at the almost 700 phones, completely new voicemail system and newer features/functions, the success of the project is evident in the manner of only needing small user changes and the low number of tickets. We are continuing to work with Comcast and CDW to pull reports on overall usage.

BrightBytes
The following is an executive summary of the data we collected in conjunction with the BrightBytes survey that was administered to our stakeholders.

The survey was administered to parents/guardians, instructional staff and students in grades three through eight. We received responses from 1,776 parents/guardians, 543 staff members and 3,321 students. While the attached slides feature all of the critical data points we received from the BrightBytes survey, there are a few I want to highlight in this report. These include the district receiving the following ratings:

- Exemplar for access to devices and network
- Advanced for student foundational skills and teacher and student multimedia skills
- Advanced for our 3 P's: policies, procedures, and practices and beliefs
- Exemplar for teacher foundational skills (skill confidence and frequency, skill perception and learning resource use)
- Proficient overall, but very close to advanced

In addition, 99 percent of our families reported having Wifi access.

On December 14, a BrightBytes representative helped our Administrative Leadership Team assess and analyze the survey results and identify next steps. Our data and instructional technology coaches performed an additional analysis of these results on December 18. Both groups decided that Classroom – Teacher and Student Use of the 4Cs (Communication, Collaboration, Critical Thinking and Creativity) should be the district's focus through the end of the 2015-2016 school year. Here is a link to a video to provide more information regarding the 4C's and how we strive to implement into our everyday learning with students and staff

This information was presented to Education Council for its input and support. It was shared with the district's Professional Learning Committee so it could be incorporated into our professional development plans for the rest of the school year. We are also providing it here for the board's review, and will communicate it to our staff and families in the days ahead.

We will administer this survey again in May 2016 to measure the growth on our focus area, as well as assess the other areas that we strive to develop through our professional learning plans.

Here is additional information a link to slides regarding our BrightBytes data.

Student, Teacher & Parent Survey Data
As part of our initial evaluation of our iLearn deployment, we created a survey that was focused on the executive functioning skills and overall use of the tools that correspond with the initiative. We included questions regarding usage – i.e., the type of experiences students were having, the amount of time the devices were used each week in particular subjects, etc. We also provided an opportunity for people to give us open-ended feedback.

These surveys were administered to students, teachers and parents/guardians during the 2014-2015 school year. The responses we received have had a positive impact on the work we have done this year in the areas of professional development, application availability, communication, and overall use of the devices in school and at home. Please click here to access this information.