

Combined Library Media and Technology Plan

for

Monona Grove School District

July 1, 2008 – June 30, 2011

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Gary Schumacher, Superintendent

Date

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1. Introduction and Executive Summary

Like every school district, Monona Grove faces the challenge of providing a relevant education in a rapidly changing world. It is hard to predict what skills and knowledge today's students will need when they leave school. Because of the speed of change, which is largely driven by technology, students need to know **how to learn and adapt, how to work effectively together toward shared goals, and how to master new technologies as they emerge.** These abilities are at the core of the "21st Century Skills" that national educational leaders are bringing into focus.

Library media specialists—who guide students and staff in assimilating information and collaborating to share it—have become central figures in helping schools transform to meet the demands of an increasingly interconnected world. The central goals of this plan are therefore designed to establish the role of our schools' library media specialists as building leaders and key partners to teachers and administrators in **clarifying the concept of "21st century skills" and actively supporting teachers as they take an innovative approach to their instruction, using the rapidly evolving worldwide information system to help their students become learners who are prepared for the future.**

Our vision:

Helping Monona Grove students and staff become collaborative learners in an increasingly technological world.

Our mission:

Cultivating information, communication, and technology skills within a collaborative learning environment.

Our Goals:

- 1) Help educators at Monona Grove develop a definition of 21st century learning** that is understood, shared, and embraced by all district educators; that is informed by national standards; and that dovetails with existing district priorities.
- 2) Create a district-wide team structure** and process to assist in aligning and coordinating district leaders, leaders from every school, and all staff in pursuit of 21st century Instructional Media Technology (IMT) learning goals.
- 3) Design and implement staff training** that models adaptable lessons, and supports teachers in innovating their teaching to meet the demands of the 21st century.
- 4) Acquire effective tools for analyzing student achievement and growth;** make them available to all teachers and administrators; and help all staff understand their value and master their use.
- 5) Provide a highly reliable computer network that supports and enhances learning and collaboration** for students, staff, and the community.

2. How We Developed the Goals and Implementation Steps

The goals and implementation steps below form the heart of this plan. We will continue revising and clarifying them as we move forward, and they will serve as the central document that guides our decisions about next steps—who will do what—at every meeting.

Our goals were developed from meetings, discussions, interviews, and surveys beginning in summer 2007 that gathered ideas and viewpoints on our current status and needs from:

- The Director of Instruction
- The Technology Director
- The six library media specialists
- Teachers in every building
- The six principals
- The other district administrators
- The School Board
- Community members.

Our goals represent the distillation of the needs identified in these discussions. Before drafting them, we carefully reviewed the following sources of feedback on our program:

1. An internally created survey on stakeholder perceptions of instructional media and technology at Monona Grove. The survey was completed by staff, students, Board members, and community members during May of 2007.
2. A comprehensive survey of stakeholder perceptions of Monona Grove's overall educational program, including technology as a major component. This survey, conducted by School Perceptions of Slinger, Wisconsin, was completed in spring of 2007.
3. An independent needs analysis (**Appendix A**), based on data from both of these surveys and interviews with the Technology Director, conducted by Tammy Stephens of the Stephens Group in March, 2008.
4. An executive summary of interviews (**Appendix B**), conducted by the Technology Director with all 18 administrators at Monona Grove during January, 2008.
5. A independent assessment of Monona Grove's network and its technical support team (**Appendix C**), conducted by Source One Technology of Eagle, Wisconsin in April, 2008.

3. Goals and Implementation Steps

Goal 1: 21st Century Learning

Help educators at Monona Grove develop a definition of 21st century learning that is understood, shared, and embraced by all district educators; that is informed by national standards; and that dovetails with existing district priorities.

Implementation Steps: (See grid on reverse)

- 1) The Technology Director and the District Library Media representative will meet with principals and the Director of Instruction in spring 2008 to gather ideas on the role of the 21st century library media specialist.
- 2) District librarians and the Technology Director will meet in July and August of 2008 to study and discuss national standards for 21st century learning and technology integration.
- 3) District librarians and the Technology Director will meet in July and August of 2008 to redefine the role of Monona Grove's library media specialists as instructional leaders and champions of 21st century skills.
- 4) Members of the district 21st Century Learning IMT Steering Committee lead a presentation and discussion of 21st century skills at the August 1, 2008 district administrators' retreat.
- 5) Members of the steering committee and building leadership teams will identify specific ways in which library media specialists will support teachers as they acquire and teach 21st century skills.
- 6) District librarians will identify key principals of fair use that all staff should understand and follow, and develop a strategy for communicating those principals.

Implementation Steps for Goal 1: *Assist as Monona Grove develops a shared understanding of 21st century learning.*

Steps to Implement	Person(s) Responsible	Timeline	Resources Needed	Evidence of Attainment
Meet with principals to gather ideas on the role of the 21 st century Library Media Specialist.	Technology Director District LMS representative	Spring 2008	Meeting time with principals and Director of Instruction	Notes from meetings to be shared out with larger 21 st Century Learning IMT Team
Study national standards for 21 st century learning and technology integration.	Technology Director District Library Media Specialists	Spring & Summer 2008	Workshop time (already in place)	A document identifying critical standard areas for initial focus for integrating technology and 21 st Century skills into the curriculum
Redefine the role of the library media specialist	District Library Media Specialists	Summer 2008	Workshop time (already in place)	Revised job description to be approved by district administrators and the Board of Education
Participate in discussion of 21 st century skills with district administrators	Technology Director District Library Media Specialists	July 2008 – preparation August 1, 2008 – participate in retreat	Materials from Partnership for 21 st Century Skills Research from 21 st Century Pilot Schools	Attendance at and participation in conversation regarding 21 st Century Learning & Monona Grove School District at August Administrators' Retreat
Identify specific ways in which library media specialists will support teachers as they acquire and teach 21 st century skills.	District Library Media Specialists	Spring 2008 and ongoing	Workshop time (already in place)	A document identifying a variety of strategies and opportunities for collaborative work with teachers and all district educators
Identify key principals of fair use, and develop a strategy for communicating those principals to all staff.	District Library Media Specialists	Summer 2008	Workshop time (already in place)	A document identifying key principals of fair use, tools for practical application and a strategy for relaying information to all district staff

Goal 2: Process

Create a district-wide team structure and process to assist in aligning and coordinating district leaders, leaders from every school, and all staff in pursuit of 21st century IMT learning goals.

Implementation Steps: (See grid on reverse)

- 1) Create a community-at-large 21st Century IMT Planning and Input group to meet annually.
- 2) Reformulate the district 21st Century Learning IMT Steering Committee to include leaders in technology integration from each school, as well as district library media specialists.
- 3) Reconstitute and rejuvenate the 21st Century IMT Leadership Team in every school.
- 4) Prior to the beginning of the school year, create a regular meeting schedule for all 21st Century IMT Team meetings that will take place throughout the following school year.
- 5) Establish regular individual meetings to chart progress and plan next steps between the district Technology Director and each of the following people: the Director of Instruction, all principals, and all library media specialists. Provide for a method of sharing out the content of these meetings to the larger group.
- 6) In every school, create a “21st Century IMT Learning” action plan that is aligned with the district plan.

Implementation Steps for Goal 2: *Create a district process to align all staff in pursuit of 21st century IMT learning goals.*

Steps to Implement	Person(s) Responsible	Timeline	Resources Needed	Evidence of Attainment
Create community-at-large Planning/Input Group	1) Technology Director 2) Library Media Specialists 3) Director of Instruction	Fall 2008	3 hours of meeting time, once annually	Stakeholder involvement; meeting minutes with action items
Reformulate the District 21 st Century Learning IMT Steering Committee	1) Technology Director 2) Library Media Specialists 3) Director of Instruction 4) Principals	Summer 2008	2 hours of meeting time, every three months	Committee membership that includes school technology integration leaders and principals; meeting minutes with action items
Rejuvenate each school's 21 st Century Learning IMT Team	1) Library Media Specialists 2) Principals	Spring 2008 and ongoing	45 minutes of meeting time, every three months	Committee members that are school leaders; meeting minutes with action items
Create regular meeting schedules annually for all 21 st Century Learning IMT Teams	1) Technology Director 2) Principals 3) Library Media Specialists	Spring 2008 and ongoing	Planning time (at Principals' meetings and district steering committee meetings)	Document listing every meeting of every committee for the year, created prior to September annually
Establish regular individual meetings between Technology Director and district leaders	1) Technology Director 2) Library Media Specialists 3) Principals 4) Director of Instruction	Fall 2008 and ongoing	Meeting time: 1 hour with Tech Director and each individual every three months	Meeting notes including next steps identified with communication back to group at large
Each school creates an 21 st Century Learning IMT action plan	1) Library Media Specialists 2) Building Team Members 3) Principals	Fall 2008 and ongoing	Planning time for library media specialists and school leadership team members	Action plan document for every school – version 1 completed by Spring 09; updated every Spring.

Goal 3: Curriculum Integration and Staff Development

Design and implement staff training that models adaptable lessons, and supports teachers in innovating their teaching to meet the demands of the 21st century.

Implementation Steps: (See grid on reverse)

- 1) Identify information, media and technology skill benchmarks for K-2, 3-5, 6-9, and 9-12.
- 2) At each school, identify how benchmarked skill instruction will be delivered to students.
- 3) Determine methods to be used in measuring and documenting student acquisition of benchmarked skills for 21st century learning.
- 4) Provide technical training as needed to support teaching of benchmarked skills.
- 5) Offer ongoing project workshops for targeted growth credit that
 - a. teach the use of a general-purpose technology
 - b. includes independent work time for teachers to create lessons incorporating benchmarked information, media and technology skills for 21st century learning.
- 6) In the spring of every year, designate building inservice time in every school for the following school year, to provide time for a “21st Century Pioneer Show and Tell,” and vendor demonstrations.
- 7) Create a curriculum map for each building that tracks the benchmarked skills have been taught.
- 8) Make regular time at staff, grade level and Coordinator meetings for teachers to briefly describe successful lessons they have taught incorporating 21st century skills.
- 9) Create opportunities for teachers to visit other schools to observe methods and technologies used by “21st century pioneer” teachers.

Implementation Steps for Goal 3: *Design and implement comprehensive staff training for information, media and technology skills to support 21st century learning.*

Steps to Implement	Person(s) Responsible	Timeline	Resources Needed	Evidence of Attainment
Identify skill benchmarks	Director of Instruction Technology Director District Library Media Specialists	Summer 2008 and ongoing	Materials containing national standards and 21 st Century skills Workshop time (already in place)	Document identifying information, media and technology skill benchmarks across of 4K-12 curriculum
Identify how instruction will be delivered for benchmarked skills	Director of Instruction Principals	Summer 2008 and ongoing	Meeting time	Outcomes will be reflected in each building level action plan
Determine methods of measuring and documenting student acquisition of benchmarked skills	Director of Instruction Technology Director Principals District Library Media Specialists Teachers	Summer 2008 and ongoing	Meeting time, resources pertaining to assessment tools, research from 21 st Century pilot schools/districts	Outcomes will be reflected in building level curriculum maps and in individual action plans
Provide technical training to support instruction of benchmarked skills	Technology Director District Library Media Specialists Pioneering Teachers	Fall 2008 and ongoing	Technology resources: hardware, digital tools, software, bandwidth	Scheduled trainings with documented attendance
Offer ongoing project workshops	Technology Director District Library Media Specialists Pioneering Teachers	Fall 2008 and ongoing	Technology resources: hardware, digital tools, software, bandwidth Stipend for trainers	Scheduled workshops with documented attendance, appearance of lessons on curriculum maps
Designate building inservice time for IMT 21 st century staff development	Technology Director Principals Director of Instruction	Each school year	Technology resources as listed above, stipend for trainers (?), resources to support vendors	Scheduled in-services with documentable impact on attendees
Create a curriculum map to track lessons incorporating benchmarked skills	Director of Instruction Technology Director District Library Media Specialists Principals Teachers	Fall 2008 and ongoing	Template of curriculum map	Curriculum map that continues to be revised and updated
Make regular time at staff meetings for teachers to describe successful lessons	Principals Pioneering Teachers	Fall 2008 and ongoing	Successful lessons and meeting time	Appearance of lesson sharing on meeting agenda

Goal 4: Student Achievement Data Analysis

Acquire effective tools for analyzing student achievement and growth; make them available to all teachers and administrators; and help all staff understand their value and master their use.

Implementation steps: (See grid on reverse)

- 1) Acquire and learn to use a primary data warehouse/analysis product for analyzing MAP and EPAS data.
- 2) Develop a regular schedule and process for
 - i. updating MAP results, EPAS results, and class roster information into the warehouse
 - ii. quickly disseminating new data to staff via the warehouse, as it is entered.
- 3) Use school data team meetings to
 - i. set building goals
 - ii. train teachers in analysis techniques and tools to measure accomplishment of goals
 - iii. get feedback from teachers on reports that would be helpful
- 4) Develop in-house data manipulation skills to create custom reports and analyses in response to questions about student performance as they arise.
- 5) Work with Madison area school district leaders to design useful reports, share data and methods of analysis, and target curricular and instructional improvements.

Implementation Steps for Goal 4: *Help all staff use data analysis tools to measure student performance and growth.*

Steps to Implement	Person(s) Responsible	Timeline	Resources Needed	Evidence of Attainment
Acquire and deploy a data analysis/ warehouse product (Summit)	1) Improvement Coordinator 2) Technology Director 3) Director of Instruction	Spring 2008	\$8,000 annually	All MG teachers and administrators can log into Summit and access its reports
Develop a regular schedule for importing test data and class rosters	1) Improvement Coordinator 2) Technology Director 3) Head SASI secretary	Fall 2008	Head SASI secretary's time	Documented schedule and e-mail from Eclipse confirming they will follow it
Use school data team meetings to set goals, learn how to use analysis tools, and devise instructional responses to analysis	1) Improvement Coordinator 2) Principals	Summer 2008 and ongoing	Meeting time (how often/year; how long/meeting?)	School data team agendas and minutes
Develop in-house data manipulation skills for custom analyses	1) Improvement Coordinator 2) Technology Director	Summer 2008 and ongoing	Microsoft Access; Tableau; training/learning time	In-house custom reports generated using Access or Tableau
Work with area districts to develop effective reports and share data	1) Improvement Coordinator 2) Technology Director 3) Director of Instruction	Spring 2008 and ongoing	Meeting time (how often/year; how long/meeting?)	Meeting agendas and minutes

Goal 5: Network Operations

Provide a highly reliable computer network that supports and enhances learning and collaboration for students, staff, and the community.

Implementation steps: (See grid on reverse)

- 1) Implement the SpiceWorks trouble ticket system to enhance communication between the IT department and MG users, and to improve technician workflow analysis.
- 2) Revamp the district web site so that it communicates key information and up-to-date MG news, is easy to navigate for users, and is easy to post to for district staff.
- 3) Monitor WAN traffic continuously, throttle down bandwidth hogs, and scale up bandwidth on WAN links and the Internet pipe as needed to provide quick access to online resources.
- 4) Migrate MG e-mail from our internally hosted Exchange server to Gmail, and provide Google Apps accounts for all users.
- 5) Determine the cost of creating a next generation, higher-bandwidth WAN to connect Monona Grove's buildings, and investigate ways of funding this improvement.
- 6) Seek grant money to ensure that all Monona Grove students beginning in 6th grade have an Internet-connected computer at home, if their parents want one.
- 7) Implement Source One's primary network improvement recommendations (see Appendix C, section 12).

Implementation Steps for Goal 5: Provide a highly reliable computer network that supports and enhances learning and collaboration.

Steps to Implement	Person(s) Responsible	Timeline	Resources Needed	Evidence of Attainment
Implement SpiceWorks trouble ticketing system	Technology Director Network Engineer	Fall 2008	GX 270	Spiceworks is operational and used by all to request computer help.
Revamp the District web site	Technology Director Network Engineer Network Technician	Fall 2009	Design time, hosting platform of type and cost to be determined, technician time to implement migration from existing site	Survey of stakeholders that confirms improvements in timeliness and competeness of posted information, ease of navigation, and ease of posting.
Provide sufficient WAN and Internet bandwidth	Technology Director Network Engineer	Ongoing	Network traffic monitor and shaper, funding to purchase or lease additional bandwidth as needed	Traffic logs showing that 95% utilization on all pipe remains inside of 75% over time
Migrate MG e-mail to Gmail	Technology Director	Summer 2008 – Summer 2009	Time, training for staff who want it	All MG users use Gmail to host their mononagrove.org account
Determine cost of next-generation WAN	Technology Director	Fall 2009	Time	Presenation of a plan to Business Services Committee that details specifications and annual cost of proposed WAN
Ensure that all Monona Grove families 6 th grade and up have home Internet access	Technology Director Network Engineer Student intern	Spring 2008	Grant money to pay for Internet connection; student intern to provide home support.	No one takes up ongoing district offer to provide home Internet access
Implement Source One's key recommendations	Technology Director Network Engineer Network Technician	Fall 2008	Time	Technology Director confirms recommendations have been implemented