

2013-2015 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2012 Technology Bridge Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2011 – June 30, 2012. School districts and charter schools who wish to remain eligible for federal technology funding such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid need to develop their next technology plan to cover July 1, 2012 – June 30, 2015. Completion of the 2013-2015 technology plan and submission to MDE for approval will maintain eligibility for state and federal programs for 2013-2015.

Plan Development

The MDE has compiled resources to assist with the technology planning process. Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE is providing resources to assist LEA's with technology planning rather than prescribe a specific process.

Please visit the [MDE Technology Planning Toolkit](#) for more information and resources about technology planning.

Plan Requirements

There are some requirements imposed by the federal e-rate program which must be met for technology plans submitted to MDE for E-rate program eligibility. These are:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In addition, school districts and charter schools should note the following additional requirements for federal e-rate program eligibility:

1. School districts and charter schools receiving E-rate discounts on Internet Access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use policy in place that has had at least one public hearing and to be filtering Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
2. Technology plans need to include any E-rate eligible services on which a school district is seeking E-rate discounts.
3. The technology plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

More information on the E-rate program can be found at <http://www.usac.org>.

Plan Submission and Review

The 2013-15 Technology Plan may be submitted at any time until the end of the planning period which is June 30, 2015. For LEAs filing for E-rate in Funding Year 2012 (July 1, 2012 – June 30, 2013) remember that the technology plan must be written by the time any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review 2013-2015 Technology Plans as they are received, and approval letters will be issued. The 2013-15 Technology Plans and approval letters will be posted to the MDE Website as they become available.

[View the approved 2008-11 Technology Plans, the 2012 Technology Bridge Plans and approval letters currently available on the MDE Website.](#)

The 2013-15 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications as needed for approval.

LEAs should also post their full 2013-2015 plan to their website and provide the link in the appropriate space in the template. The template can be submitted to mde.schooltechplan@state.mn.us.

Technology Plan Cover Sheet
2013-2015 (July 1, 2013 – June 30, 2015)

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	BLOOMING PRAIRIE SCHOOL DISTRICT
District Number:	0756-01
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes
2013-2015 Technology Plan Date of Creation:	1/10/2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Name	ERIK VIGELAND
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2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

- 1. Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

Processes used to determine the technology needs of Blooming Prairie School District for 2013-2015 are:

Decision Making Body:	Blooming Prairie School Board	
Administration:	Superintendent: Barry W. Olson Elementary Principal: Christopher Staloch High School Assistant Principal: John Worke	
Technology Committee:	Barry W Olson Christopher Staloch John Worke Jon Sunde Mary Malherek Beth Krebs Erik Vigeland Jan Anderson Rich Schwartz Chad Gimbel	Superintendent Elementary Principal High School Assistant Principal School Board Member High School Media Specialist Elementary Media Specialist Technology Coordinator High School Computer Tech Elementary Computer Tech High School Teacher

Technology Committee will determine needs, set guidelines, update progress all with school board approval. The Committee meets twice a year or on an "as needed" basis.

The needs of Blooming Prairie School District are:

- We are looking to upgrade some of our client computers (both staff and student). We try to do that every 3-4 years. Some of those computers are getting worn down from everyday usage.
- We would like to add more computers/labs in our high school because of our labs being used so much and the high demand for them.
- Floating testing lab. Because of high demand in our computer labs and being that most standardized tests are now computerized, we would like to have a floating lab that can be used in other rooms so that we aren't shutting down our current labs for testing.
- Adding more Promethean Boards (interactive white boards) so that every classroom can use that technology. Currently we have about 80% of the teachers with those boards.
- Maintaining current technology
- We are looking at the use of iPads and other similar technologies for staff and student.

Technology needs that are supported through eRate funding are:

- Basic Telephone use with voice mail
- Long Distance telephone use
- Cell phone use with internet access

- Internet access for the school district with fiber optics to the High School and T1 line to the Elementary School
- Web hosting for school district.

(Expands as needed)

2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

A. The Blooming Prairie School Districts' Technology Mission Statement:
Blooming Prairie Public Schools empowers all our students, staff, and community through use of current and emerging technology to provide an atmosphere that fosters self-confidence, teamwork, and lifelong learning.

Lifelong learning is a part of our whole program, and technology is a major part of this process.

B. TECHNOLOGY GOALS FOR BLOOMING PRAIRIE;

- The district will provide many more staff development opportunities for all staff.
- The district will continue to improve on-line parent access opportunities
- The district will continue to monitor and improve web-page usage.
- The district will continue to support technology support staff to keep current technology up to date.

C. Technology applications to meet educational goals and to assist school administration.
The district uses many technology applications to meet the educational needs and to assist school administration, which would include use of computers and computer programs, ELMOS, video and digital cameras, LCD's, internet, Promethium Boards, and iPads. Also, the district continues to meet the requirements for online testing with computer hardware, software and personnel. Our basic strategies for accomplishing this is keeping updated on newest technology available to schools, staff development, and staff input.

D. At this time our High School provides curricular materials in a computerized format with the Acellus Math Program. We are also using classroom responders at the High School and Promethium Boards at both the Elementary School and the High School.

E. The district uses tools for data driven decision making such as JMC, Excel, Word, PowerPoint, PhotoShop, teachers grade book, attendance book, lesson books, Parent Online access and web site etc.

F. The on-line assessments that the district is using are NWEA MAP test grades K-8, AIMSweb, MCA III Math, MCA II Science and MCA III Reading field test (winter of 2012). Other online assessments may be given as mandated by the state.

G. Our Computer labs with the state mandated online testing as well as the NWEA MAP test and AIMSweb testing are used to the maximum and cuts down considerably on the computer lab time for students. We would like to add more computer labs and a floating test lab but with money constraints this has been an issue.

H. The technology that is used by the district to communicate with parent/guardians is the JMC online parent access over the internet, this allows the parent/guardian to view information on child's grades, progress reports, report card, attendance, lunch account, parent information. Email is used to communicate with administration, teachers, staff and parents. Phone and voicemail is available for all staff members. The school web site is also used to provide information to parents such as staff web pages, student assignments, school calendar, extracurricular activities, and athletics. This also works well with parents who have a disability or any other unique needs.

(Expands as needed)

3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

- A. The district is always trying to give the staff the necessary training to use technology effectively. As a part of our staff development goals, time is given for this type of training during teacher in-service days through whole group meetings to one-to-one help.
- B. One of our five on-going staff development goals is to provide technology training in the form of workshops, in-service opportunities, and/or individual training to all staff members. We place a priority on technology training.
- C. We have informal requirements for teachers and administrative staff that are met during the interview process. Also teachers and administrative staff have a technology use category as a part of their evaluation process.
- D. We have been working with computers and the Internet for many years. Most teachers add a technology component to their assignments in the form of research, student PowerPoint presentations, the use of digital cameras, the visual- presenter, Promethium Boards, iPads etc. Our goal is use technology, from the calculator to advanced graphic design software, so the classroom imitates what students will find in the workplace. The administrators have to use technology on a daily basis, scheduling, giving presentations, doing spreadsheets of the budget, web pages and dealing with grades and credits. They are assessed on their ability to keep the school running smoothly.

(Expands as needed)

4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

- A. We will evaluate our technology plan on a yearly basis or “as needed” basis.
- B. The types of data we will use to measure progress are:
 - Goals met on time; goals need to be revised,
 - Budget constraints
 - New technology available
 - Update of software
 - Staff development
 - State and federal requirements
 - Student needs
- C. The Technology Committee and School Board will be in charge of the evaluation process. The Technology Committee will document the process.

Evaluation Process

Evaluation Questions	Information Needed	Information Source	Proposed Methods/Analysis	Staffing	Time Line
Is the Technology needs being meet by the school district in equipment?	Software, Hardware Inventory Information from staff and administration. Goals set by the technology committee, budget.	Technology Committee	Inventory of equipment. Gathering input from staff and administration. Review of Goals, Review of budget.	Technology Staff	Yearly/ ongoing
What are staff needs and how can they best be meet.	Concerns and needs of staff.	Staff, administration, technology staff	Survey of staff and administration Staff Development Days, discussion and review of needs/concerns	Technology committee and administration.	Ongoing
What are students needs how can they best be meet	Teacher input in what they are finding they need to best teach. Projects, curriculum needs	Staff, administration, technology staff	Taking with staff, students Survey when need	Staff, administration, Technology committee	Ongoing
What do we need to improve our technology?	What ways can we keep up with new technology, State department requirements for testing/reports/ district needs	Technology committee, state department Workshops, business, literature, administration	Technology staff attending meetings, workshops, and discussion with like groups. State Department updates	Technology Staff and administration.	Ongoing

(Expands as needed)

5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

(Expands as needed)

6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

<http://www.rschooldtoday.com/se3bin/clientschool.cgi?schoolname=school694&statusFlag=goSite&siteSel=36>

(Expands as needed)

Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes

If yes, please provide a link to access the policy at the LEA website.

Elementary School

http://www.rschooldtoday.com/se3bin/clientgenie.cgi?schoolname=school694&statusFlag=goGenie&geniesite=119&myButton=g5plugin&db=g119_b655

High School

http://www.rschooldtoday.com/se3bin/clientgenie.cgi?schoolname=school694&statusFlag=goGenie&geniesite=118&myButton=g5plugin&db=g118_b1271

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes