

January 17, 2012

Staples High School

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

7:00 p.m. Staples High School, Room 333 Pupil Services Conference Room

ANTICIPATED EXECUTIVE SESSION: Personnel Matter/Pending Litigation

RESUME PUBLIC SESSION

PLEDGE OF ALLEGIANCE: Staples High School, Cafeteria B (Room 301), 7:30 p.m.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: January 3 and January 6, 2012

WORK SESSION WITH BOARD OF FINANCE

Review of health and medical insurance with Board of Education benefits consultant, Robert Pernicka, Senior Vice President, The Segal Company

DISCUSSION:

1. 2012-13 Proposed Budget of the Superintendent of Schools
 - a) Instructional and Administrative Technology (Encl.) Ms. Carrigan
 - b) Budget Object/Functions Not Previously Addressed Ms. HarrisDr. Landon

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LONDON
FROM: NATALIE CARRIGNAN
SUBJECT: TECHNOLOGY DEPARTMENT EXECUTIVE SUMMARY
DATE: 1/13/2012

Per your request, I have put together an executive summary answering the questions that many of the Board of Education members have asked you during this year's initial budget conversations. I will be happy to expand upon these points during my presentation to the Board on January 17th.

When putting together this budget request I first met individually with Lis Comm, Cyndy Gilchrest, and each principal to discuss and prioritize curriculum and building specific needs. I then reviewed the District's Technology Plan and 5-year Strategic Technology Budget. From there I put together a tentative budget proposal that was reviewed and reduced by you and the central office team before being published in the Superintendent's proposed budget for the upcoming school year.

The following outlines the goals that the department strives to meet, steps we take to make sure that technology is used well, the work that the department has completed over the past 5 years, how we have strived to hold expenditures to a fiscally responsible level, a summary of the reductions to the district's technology requests as we developed the 2012-13 proposed budget, and what projects are projected for the next two years.

Overarching Budget Goals

- Keep our current level of existing technology updated, supported, and fully functioning
- Maintain a network that is robust enough to handle all necessary traffic
- Work towards maintaining equity between buildings at each level
- Continue to bring greater access to students at schools (via COW model - looking into a BYOD model)

Professional Development That Ensures Best Application of Technology

- New Teacher Orientation
- Coordinator of Information Technology and Literacy (ITL)
 - Summer and after school PD sessions
 - District ITL Steering Committee
 - School Based ITL Committees
 - Work with Department Chairs
- Train-the-Trainer models for PD days
- Atomic Learning (24/7 differentiated online software/application tutorials)
- Tech training during department meetings and PD days
- Westport 2025 Task Force

Where Have We Come From? What Has Changed in the Last 5 Years?

We have supported changes in the delivery of instruction, enhancements in communication and learning, and increases in access to information; expanded and updated operations as needed; collaborated with the town IT department; and, reviewed and updated district guidelines and security protocols.

Delivery of Instruction

- Hey Math – online Algebra and Geometry textbook
- Electronic textbooks in Biology
- Distributed curriculum electronically
 - Elementary Science K, 1, 3, 4
 - Social Skills
- Internet Safety K-12 lessons
- Smartboard lessons (Singapore math, science, social studies)
- New computer science courses at Staples
- Projectors and smartboards in core classroom areas (K-8), math and science (9-12)
- Document cameras K-2
- Use of student made video in classes - Photostory, Audacity, iMovie
(English, health, social studies)
- Use of software packages that fundamentally change how students are taught:
 - SmartMusic
 - Finale*
 - Virtuoso*
 - Stella*
 - Maplesoft*
 - CS5* (Creative Suite 5- Adobe Photoshop, Acrobat- Portfolios)
 - IXL
 - Lexia
 - Foundations
 - Naviance (at the middle school level for individualized education programs)

Communication and Learning

- Blackboard (Bb) 8 implementation, upgraded to 9
- Streaming of BOE meetings
- Teacher Access Center and Home Access Center (HAC)
 - Student Demographic Info
 - IPRs and Mark Reporting (Grades)
 - Attendance History
 - Recommendations and Course Requests
- Created and maintained parent accounts for Bb and HAC (6,482)
- Maintained student logins and set up LDAP where possible - includes network, Bb, Destiny (6,472)
 - Implemented internal e-mail system for Staples
 - Created and maintained 1,785 accounts for e-mail
- Experimented with iPads (Special Education)
- TV studios installed or upgraded at all schools**
- Parent Internet Safety Workshops revamped annually
- PTA e-mail system within Blackboard built
- PTA websites/PTA council website revamped

Student and Teacher Access to Information

- Y-drives *and* shared drives *from home*
- Authentication at elementary school for teachers to access streaming video
- Atomic Learning set up (students and staff)
- AimsWeb implemented/ RTI Data Collection supported
- Longitudinal testing database development started
- Access to printing from personal machines on guest wireless network allowed
- Teacher Access Center available on guest wireless network
- Research, expansion, and support of additional features for the guest wireless network
- ConnectEd implementation
- IEP Direct implementation
- Nutrikids implementation
- CashNet implementation
- eSchoolPlus implementation

Operationally

- Upgraded to Windows 7 district wide
- Upgraded to Destiny Library Automation Program (union catalog) from Follett
- Installed V-brick (video distribution system) at CES, KHS, LLS
- Resolved laptop issues at Staples with proper replacement cycle
- Designed and built major redundancy within the network (during power outages - no interruptions)
- Clustered virtualized servers
- Renewed both language labs
- District website redesigned
- Increased network support for personal devices
- Supported the networking of copiers (printing, scanning, and faxing)
- Upgraded Help Desk system (better tracking and email communication)
- Implemented a Storage Area Network (SAN)
- Implemented the School Interoperability Framework (SIF) with key products
- Installed wireless at BMS, CMS, (parent complaints about COWs thus resolved)
- Installed wireless at SES, LLS, and GFS
- Installed fiber GFS, LLS, KHS, SES, Canal St
- Set up e-mail archiving
- Merged district's two domains into one and increased admin access within buildings and at home
- Expanded support for ~1,100 staff members re: Teacher Access Center (gradebook support and remote access), and phones (voicemail, 911 records, global directory)

Collaboration with Town

- Implemented fiber and SAN redundancy for both town and schools
- Shared online WPS helpdesk application (reduced town need for phone support and cost of apps; *helped to eliminate one town tech position*)
- Installed town wide VoIP phone system (eliminated AT&T support costs, reduced ongoing costs)
- WPS now handles own side of phone repairs, resets, service of phone sets (901) plus voicemail repairs, password resets (formerly done by town employee and AT&T- also contributed to town being able to *eliminate town tech position*)
- Joint purchases with the public library on common databases and resources
- Joint purchase with the town and public library on spam filtering service

Guidelines and Security

- Created web and password polices
- Implemented software programs that manage and enforce password policies for students and staff
- Revamped the Acceptable Use Agreements
- Created e-mail archiving and data backup guidelines
- Created a formal Service Level Agreement
- Increased security on login sites for district websites with Secure Socket Layer (SSL) implementation
- Increased building network security so non-district machines are no longer allowed on district wireless network

How have we tried to save money over time?

- iPads (replaced expensive special education communication devices)
- PTA grants to fund experimentation in eBooks and iPads in schools
- Replaced as many CRT monitors with LCD monitors as budget allowed
- Handle WPS side phone repairs, resets, service of 901 phone sets plus voicemail repairs, password resets, and service (formerly town)
- Handle maintenance and service on 30 VOIP switches instead of town
- Consolidated servers and printers where feasible (down by nearly 50%)
- Online Helpdesk
- Using copiers instead of printers or fax machines where feasible
- Sending messages via ConnectEd- not mailing home letters or notices
- Brought all outside network support needs into school technology department and saved large budgetary expenditures on wireless installs
- Spam filtering with town
- Report cards online K-12 through Home Access Center (no printing)
- Windows 7 Deployment server (no Ghost servers needed)
- Verdiem power saving software installation (original purchase sponsored by NU)
- Use Web 2.0 free software as much as possible (Photostory, Audacity, Bubble.us, PBWiki)
- Stay at older versions of software where feasible (Office XP, Inspiration)

What have we cut so far?

- CES and KHS wireless
- 100 laptops for elementary
- 11 smartboards
- 20 laptops for Staples
- All iPads, eReader requests
- \$10,000 in repair

Projected Technology Enhancements and Improvements

- Curriculum Mapping
- Google Apps
- Blackboard replacement
- Better data analysis at teacher level

I hope this summary provides useful information to both you and the Board. I look forward to presenting the technology requests to the Board in relation to the district's curriculum needs on January, 17th.

*Applications in use longer than 5 years, but have been upgraded and maintained

** Staples high school is due to be updated next year, trying for grant money