

**Menlo Park City School District  
Technology Plan**

# Timeline

	<b>Curriculum</b>	<b>Cost</b>	<b>Professional Development</b>	<b>Cost</b>	<b>Infrastructure</b>	<b>Cost</b>	<b>Totals</b>
<b>Jan- Jun 02</b>	Begin using technology to improve teaching and learning by encouraging student-centered learning and by involving students in current world events (Goal 1) .....	\$2400	Make use of the skill matrix “check list” for teachers based on California Technology Assistance Project assessment tool (see Appendix III), and use as an incentive for attending training sessions (Goal 1)		Create policy for software standards (Goal 1)		
	Investigate ways to use technology to improve performance of low achieving and special needs students (Goal 2) .....	\$2400			Identify standardized operations programs (Goal 1)		
	Investigate ways in which technology can be used to improve research, analysis and problem solving skills in all academic areas (Goal 3).....	\$2400	Encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3) .....	\$4500	Provide continued staff development in presentation and publication software (Goal 1) .....	\$1000	
	Technology staff will begin meeting with teachers to give them confidence in managing technology in the classroom so that they are better able to integrate technology into the curriculum (Goal 6)				Expand support positions within the district (Goal 4)		
	Introduce teachers, lab aides, and students to the existing scope and sequence standards (Goal 7)				Use presentation capabilities for public events (Goal 2)		
	Implement a district-wide unobtrusive and low maintenance filtering system to prevent access to inappropriate sites (Goal 8) .....	\$20,000			Provide training on new voicemail system for every district/school employee (Goal 3)		
					Maintain district/school web sites and include links to classrooms (Goal 3)		
					Advertise job openings on web site (Goal 3)		
				Encourage teachers to start creating web sites and to post assignments and homework (Goal 3)			
				Investigate ways that students can display model work on web site (Goal 3)			
				Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 5)			
				Purchase laptops to replace teacher desktop workstations as they are recycled (Goal 5).....	\$22,500		
				Distribute reliable laser printers to classrooms where appropriate (Goal 5) .....	\$15,000		
				Archive student work using CD burner (Goal 5) .....	\$4000		
	<b>Jan-Jun 02 TOTAL COST</b>	\$27,200		\$4500	\$42,500	<b>\$74,200</b>	

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<b>Jul- Dec 02</b>	Create a team of specialists to evaluate and recommend appropriate software (Goal 2) ..... \$2400	Develop a method of assessing teachers to determine skill levels, interests, and needs (Goal 1)	Identify, purchase, install, and implement standardized operations programs (Goal 1).... ....\$25,000
	Continue to expand research skills and improve knowledge of information management, including storage, retrieval, and delivery (Goal 3)	Provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)	Provide adequate and effective staff development on use and capabilities of SASIxp, FileMaker Pro, and Excel (Goal 1).. ....\$5000
	Implement technology to improve performance of low achieving and special needs students (Goal 2)..... \$7500	Partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)	Provide continued staff development in presentation and publication software (Goal 2) .....\$1000
	Use technology to develop and improve presentation and publishing skills (Goal 1 and 5) ..... \$1000	Provide additional individualized training (Goal 1)	Use presentation capabilities for public events (Goal 2)
	Expand research skills and improve knowledge of information management, including storage, retrieval, and delivery (Goal 2)	Familiarize all teachers with the district Technology Scope and Sequence Standards (see Appendix II) so that all students gain essential computer literacy skills (Goal 3)	Provide training on new voicemail system for every district/school employee (Goal 3)
	Teachers, lab aides and students will continue to acquire technology and information literacy skills according to the existing scope and sequence standards (Goal 7)	Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3).....\$4500	Maintain district/school web sites and include links to classrooms (Goal 3)
	Begin investigating ways to ensure appropriate and equal access to technology for all students (Goal 8)		Publish future school newsletters and forms on web site (Goal 3)
	Continue distribution and education of Acceptable Use Policy and require families to sign and return the policy before students are allowed to use technology at the schools (Goal 8)		Encourage teachers to create web sites and to post assignments and homework (Goal 3)
			Investigate ways that students can display model work on web site (Goal 3)
			Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)
		Balance Tech Mentor position at Oak Knoll by adding a second Tech Mentor, one to serve grades K-2, one for grades 3-5 (Goal 4) .....\$5000	
		Add Technology Resource Teacher positions or increase time allocated for Tech Mentors to adequately perform their jobs (Goal 4) .....\$80,000	
		Add a district-wide Technology Curriculum Integration specialist (Goal 4).....\$75,000	
		Upgrade all classroom hubs to 10/100 switches (Goal 5) .....\$5000	

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					Install wiring and components for cable TV access for all classrooms and libraries (Goal 5) .....\$3000		
					Distribute reliable laser printers to classrooms where appropriate (Goal 5) .....\$15,000		
					Archive student work using CD burners (Goal 5)		
					Expand student accounts to all students grades 3-8 (Goal 5)		
	<b>Jul-Dec 02 TOTAL COST</b>	\$10,900		\$4500		\$214,000	<b>\$229,400</b>
<b>Jan-Jun 03</b>	Continue to expand research skills and improve knowledge of information management, including storage, retrieval, and delivery (Goal 2)		Create a list of essential applications and skills, including the district Technology Scope and Sequence Standards (Goal 2)		Implement an electronic grade reporting template for grades K-5 (Goal 1)		
	Investigate expanding Laurel's Early Bird reading program to other sites (Goal 2)		Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)		Use presentation capabilities for public events (Goal 2)		
	Plan ongoing teacher training in the use of new and existing resources (Goal 3) .....\$9600	\$9600	Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)		Standardize official district forms and documents and make them available electronically (Goal 2)		
	Investigate ways to use on-site technology resource staff to develop curriculum and assist with technology integration (Goal 6)		Continue to provide additional individualized training (Goal 1)		Maintain district/school web sites and include links to classrooms (Goal 3)		
	Begin to educate teachers on the need for students to acquire specific information literacy skills at each grade level to ensure that exit benchmarks are met (Goal 7)		Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3) .....\$4500	\$4500	Encourage teachers to create web sites and to post assignments and homework (Goal 3)		
	Continue investigating ways to ensure appropriate and equal access to technology for all students (Goal 8)		Revise existing teacher assessment tool (Goal 5)		Investigate ways that students can display model work on web site (Goal 3)		
					Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)		
					Purchase laptops to replace teacher desktop workstations as they are recycled (Goal 5).....\$22,500	\$22,500	
					Obtain a high speed network color copier/printer (Goal 5).....\$35,000	\$35,000	
					Expand existing basic video distribution system to Encinal (Goal 5).....\$15,000	\$15,000	
	<b>Jan-Jun 03 TOTAL COST</b>	\$9600		\$4500		\$72,500	<b>\$86,600</b>

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<b>Jul- Dec 03</b>	Hire on-site technology resource staff (Goal 1 and 6) .....	\$75,000	Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)		Continue to provide adequate and effective staff development on use and capabilities of SASIxp, FileMaker Pro, and Excel (Goal 1)		
	Offer opportunities for teacher collaboration on technology projects with technology resource staff to increase interest and competence (Goal 7) .....	\$9600	Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)		Provide continued staff development in presentation and publication software (Goal 2)		
	Develop a technology competency and instruction in teacher evaluation process (Goal 7)		Continue to provide additional individualized training (Goal 1)		Use presentation capabilities for public events (Goal 2)		
	Continue to provide ongoing teacher training in the use of new and existing resources (Goal 3) .....	\$9600	Plan and schedule sessions as a part of new teacher orientation program (Goal 2)		Provide training on new voicemail system for every district/school employee (Goal 3)		
	Continue to educate teachers on the need for students to acquire specific information literacy skills at each grade level to ensure that exit benchmarks are met (Goal 7)		Continue to familiarize all teachers with the district Technology Scope and Sequence Standards (see Appendix II) so that all students gain essential computer literacy skills (Goal 3)		Maintain district/school web sites and include links to classrooms (Goal 3)		
	Begin implementing alternatives for completion of assignments for those without resources (Goal 8)		Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3) .....	\$4500	Encourage teachers to create web sites and to post assignments and homework (Goal 3)		
Continue distribution and education of Acceptable Use Policy and require families to sign and return the policy before students are allowed to use technology at the schools (Goal 8)		Designate a committee comprised of administrators and teachers representing each grade level and curricular area to incorporate technology integration into the teacher evaluation system (Goal 5)		Investigate ways that students can display model work on web site (Goal 3)			
					Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)		
					Obtain mobile wireless laptop "computer labs" (Goal 5) .....	\$60,000	
	<b>Jul-Dec 03 TOTAL COST</b>	<b>\$94,200</b>		<b>\$4500</b>		<b>\$60,000</b>	<b>\$158,700</b>
<b>Jan- Jun 04</b>	Continue to provide ongoing teacher training in the use of new and existing resources (Goal 3) .....	\$9600	Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)		Use presentation capabilities for public events (Goal 2)		
	Ensure that teachers are educating students on specific information literacy skills at each grade level to ensure that exit benchmarks are met (Goal 7)		Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)		Maintain district/school web sites and include links to classrooms (Goal 3)		
	Begin extending school library and computer lab hours to provide additional computer access (Goal 8) .....	\$8000	Continue to provide additional individualized training (Goal 1)		Advertise job openings on web site (Goal 3)		
					Encourage teachers to create web sites and to post assignments and homework (Goal 3)		

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	Continue offering opportunities for teacher collaboration on technology projects with technology resource staff to increase interest and competence (Goal 6).....	\$2400	Develop subject area or grade level groups that will be charged with investigating, experimenting with, and evaluating various software packages, web sites, and projects to enhance the curriculum, and provide time for these groups to work (Goal 3).....	\$3000	Investigate ways that students can display model work on web site (Goal 3)  Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)		
			Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3).....	\$4500	Purchase laptops to replace teacher desktop workstations as they are recycled (Goal 5).....  Enhance video production system to allow editing and/or broadcasting from a classroom (Goal 5) .....	\$22,500  \$15,000	
	<b>Jan-Jun 04 TOTAL COST</b>	<b>\$20,000</b>		<b>\$7500</b>		<b>\$37,500</b>	<b>\$65,000</b>
<b>Jul-Dec 04</b>	Include technology competency and instruction in teacher evaluation process (Goal 7)  Identify and purchase software and/or hardware tools that targets analytical and problem solving skills (Goal 4).....  Continue distribution and education of Acceptable Use Policy and require families to sign and return the policy before students are allowed to use technology at the schools (Goal 8)	\$6000	Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)  Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)  Continue to provide additional individualized training (Goal 1)  Plan and schedule sessions as a part of new teacher orientation program (Goal 4)  Continue to familiarize all teachers with the district Technology Scope and Sequence Standards (see Appendix II) so that all students gain essential computer literacy skills (Goal 3)  Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3).....	\$4500	Continue to provide adequate and effective staff development on use and capabilities of SASIxp, FileMaker Pro, and Excel (Goal 1)  Provide continued staff development in presentation and publication software (Goal 2)  Use presentation capabilities for public events (Goal 2)  Provide training on new voicemail system for every district/school employee (Goal 3)  Maintain district/school web sites and include links to classrooms (Goal 3)  Publish future school newsletters and forms on web site (Goal 3)  Encourage teachers to create web sites and to post assignments and homework (Goal 3)  Investigate ways that students can display model work on web site (Goal 3)  Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)  Obtain mobile wireless laptop "computer labs" (Goal 5).....	\$60,000	
	<b>Jul-Dec 04 TOTAL COST</b>	<b>\$6000</b>		<b>\$4500</b>		<b>\$60,000</b>	<b>\$70,500</b>

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<p><b>Jan- Jun 05</b></p>			<p>Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)</p> <p>Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)</p> <p>Continue to provide additional individualized training (Goal 1)</p> <p>Develop subject area or grade level groups that will be charged with investigating, experimenting with, and evaluating various software packages, web sites, and projects to enhance the curriculum, and provide time for these groups to work (Goal 3).....</p> <p>Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3).....</p> <p>Plan a schedule for component rollout and ongoing training and support for staff in using SASIxp (Goal 4)</p>	<p>.....\$3000</p> <p>.....\$4500</p>	<p>Use presentation capabilities for public events (Goal 2)</p> <p>Advertise job openings on web site (Goal 3)</p> <p>Encourage teachers to create web sites and to post assignments and homework (Goal 3)</p> <p>Investigate ways that students can display model work on web site (Goal 3)</p> <p>Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)</p> <p>Purchase laptops to replace teacher desktop workstations as they are recycled (Goal 5).....</p>	<p>.....\$22,500</p>	
<p><b>Jan-Jun 05 TOTAL COST</b></p>		<p><b>\$0</b></p>		<p><b>\$7500</b></p>		<p><b>\$22,500</b></p>	<p><b>\$30,000</b></p>
<p><b>Jul- Dec 05</b></p>	<p>Continue distribution and education of Acceptable Use Policy and require families to sign and return the policy before students are allowed to use technology at the schools (Goal 8)</p>		<p>Continue to provide additional opportunities to allow teachers to meet minimum technology skills standards (Goal 1)</p> <p>Continue to partner staff who have particular skills and knowledge with those desiring assistance (Goal 1)</p> <p>Continue to provide additional individualized training (Goal 1)</p> <p>Plan and schedule sessions as a part of new teacher orientation program (Goal 2)</p> <p>Continue to familiarize all teachers with the district Technology Scope and Sequence Standards (see Appendix II) so that all students gain essential computer literacy skills (Goal 3)</p>		<p>Continue to provide adequate and effective staff development on use and capabilities of SASIxp, FileMaker Pro, and Excel (Goal 1)</p> <p>Provide continued staff development in presentation and publication software (Goal 2)</p> <p>Use presentation capabilities for public events (Goal 2)</p> <p>Provide training on new voicemail system for every district/school employee (Goal 3)</p> <p>Maintain district/school web sites and include links to classrooms (Goal 3)</p> <p>Publish future school newsletters and forms on web site (Goal 3)</p>		

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			Continue to encourage and provide financing and time for people to attend conferences and interact with colleagues throughout the country (Goal 3).....\$4500		Encourage teachers to create web sites and to post assignments and homework (Goal 3)		
			Train teachers on methods to utilize information provided by SASIXp to save time in classroom management and administrative tasks (Goal 4).....\$3000		Investigate ways that students can display model work on web site (Goal 3)		
			Designate a committee comprised of administrators and teachers representing each grade level and curricular area (Goal 5)		Encourage student development of club-related or program/project related sites that others can use as a resource (Goal 3)		
					Obtain mobile wireless laptop "computer labs" (Goal 5).....\$60,000	\$60,000	
	<b>Jul-Dec 05 TOTAL COST</b>	\$0		\$7500		\$60,000	<b>\$67,500</b>
	<b>GRAND TOTALS</b>	\$167,900		\$45,000		\$569,000	<b>\$781,900</b>