

CAPITAN MUNICIPAL SCHOOL DISTRICT
THREE YEAR DATE- TECHNOLOGY PLAN
DISTRICT TECHNOLOGY PLAN



School Districts, Consortia or Charter Schools who apply for technology funding through any Federal grant program, NM Technology Act funds, or E-rate, are required to have developed a comprehensive, three-year plan, which outlines how the District/Charter intends to utilize and integrate educational technology. This plan must be approved by the Public Education Department (PED) of the State of New Mexico.

District Technology Coordinator/Contact

Name:

Address: 150 Forest St. – Capitan, NM 88316

Telephone: (575)354-8500

Email:

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee.

Technology Committee:

Member	Title	Constituency Represented
John Ashcraft	IT	RECIX
Shirley Crawford	Superintendent	Capitan Municipal Schools
Becky Huey-Schultz	Principal	Capitan Elementary/Special Ed/Title I
Shirley Wood	Teacher	Capitan High School
Jennifer Barnwell	Teacher	Capitan Middle School
Robin Parks	Board Member	School Board/Parent

The New Mexico Educational Technology Bureau in collaboration with the New Mexico Council on Technology in Education has adopted the federal guidance for technology planning. To meet requirements for funding, the LEA technology plan must include the following:

Strategies for improving academic achievement and teacher effectiveness – *a description of how the applicant will use technology funds to improve the academic achievement as measured against State Content Standards, Benchmarks, and Performance Standards, including technology literacy, of all students attending schools served by the LEA, and to improve the capacity of all teachers in schools served by the LEA to integrate technology effectively into curriculum and instruction.*

Capitan Municipal School District Strategies

Students must use technology to innovate, collaborate, investigate and think critically to live, learn and work successfully in an increasingly complex and information-rich society. Information technology tools assist in the facilitation of learning or serve as the actual educational structure allowing learning to occur by allowing the student to find information, collect, organize and interpret data and present results. Technology also provides teachers with options for adapting instruction to special student needs. The following strategies are used by schools to improve the instructional process and advance academic achievement.

- Perform continuous evaluation of all infrastructures (router, switches, and Internet/network connections) and upgrades when appropriate to improve connectivity.
- Continuous evaluation/needs assessment of district hardware needs
- Set rotation cycles for equipment upgrades/replacement that become necessary to continually improve the academic learning environment

Increase achievement for each student by engaging students in each content area a standards-based explicit instructional process that is integrated with technology and language literacy.

- Ensure instruction of basic technology skills by teaching ISTE NETS standards
(ISTE – International Society for Technology Education)(NETS – National Education Technology Standards)
- Use of online resources as an instructional tool during daily instruction
- Use of digital projection in all classrooms to engage students
- Align K-12 curriculum to insure integration of digital literacy skills
- Implement assessment driven instructional units through the use of the assess/teach/assess model which integrates content and process instruction with technology

Utilize technology-based intervention programs such as Lexia and Read 180 Reading Programs to address student skill gaps in order to increase academic achievement.

- Use disaggregated student performance data and Student Assistance Team information to identify at-risk students.
- Implement individual educational plans, IEP's, identifying intervention strategies to address gaps in student performance on content standards and benchmarks.
- Implement individual educational plans, IEP's identifying intervention strategies to address a credit recovery process.

Use technology tools and software for data analysis trend graphs, Microsoft spreadsheets to collect, organize, analyze, disaggregate, and report student achievement data.

- Employ formative and summative assessments of to address monitoring. Use State approved test instrument, DIBELS, STAR Reading, STARS Math, Plato, and state developed test to provide student performance data to inform curriculum and instruction decisions and practices.

Ensure that adequate technology is readily available to support various learning styles and meet the needs of each student in the district.

- Use technology tools such as projectors with interactive whiteboards and document cameras in conjunction with computer-based program learning to facilitate developmentally appropriate research-based instructional strategies by providing information in a variety of ways (visual, auditory) and at a range of levels.
- The district has standardized each classroom with interactive whiteboards, projectors, and document cameras. The district will ensure these tools are functioning at peak performance at all times.
- Exploring and analyzing the effectiveness and viability of appropriate emerging technologies as classroom learning tools at all grade levels such as digital media, individual electronic devices such as eReaders, iPods, iPads, and handheld response units.

Improve the capacity of all teachers in schools served by the Capitan Municipal School District to integrate technology effectively into curriculum and instruction.

In an effort to improve the capacity of all teachers, Capitan Municipal School District will provide Internet connectivity with access to online educational resources and web-based classroom resources. The district will ensure that all technology equipment is functioning properly to provide uninterrupted effective technology integration.

Provide a comprehensive, sustained, and intensive approach to improving teachers' and principals' effectiveness to integrate content area instruction with technology.

- Provide all educators professional development in the process of successful integration of content area instruction with language literacy and technology.
- Maintain the district's systemic process for acquiring technology hardware and software. Provide these tools to teachers who commit to implementing instruction integrated with technology in their content areas.

Provide comprehensive and sustained professional development to train administrative and support staff to use software systems to improve services, increase efficiency and accuracy.

- Maintain the use of software systems that improve administrative services, increase efficiency, and accuracy: PowerSchool Student Information System, Infinite Visions Finance System, and Microsoft Office Suite.
- Maintain a professional development schedule to provide training to new employees and update skills of returning employees.

Maintain dedicated times and in-service programs that support and encourage teachers as they work to develop basic technology skills and integration strengths.

- Team meeting time that provides dedicated professional development, collegial sharing, curriculum planning, teacher experimentation, and data analysis.
- Include technology components and 21st Century skills in all curriculum maps developed for use in the district

Performance goals and expectations of the district/schools support teachers in their technology integration efforts.

- Teacher hiring practices and evaluation systems are aligned with the system technology goals, which support technology integration into the curriculum.
- Support of teachers' investigations of emerging technologies and distance learning to evaluate effectiveness in classroom instructional

environments.

Capitan Municipal School District Goals

Capitan Municipal School District aligns its goals with the goals of the New Mexico Public Education Department and the New Mexico Council on Technology in Education:

Goals – *a description of the LEA’s specific goals, aligned with the goals of the State Technology Plan, for using advanced technology to improve student academic achievement. Although the State Technology Plan is under revision to meet federal guidelines, the New Mexico Council on Technology in Education has recommended the following goals for the revised plan:*

- 1. Learning is significantly improved, using appropriate technologies, leading to high achievement in New Mexico Public Education Department adopted content standards.***
- 2. Educators have the capacity to establish student-centered, technology-enhanced learning environments that result in increased student performance and economic viability.***
- 3. K-12 students and educators in New Mexico public schools have affordable, universal access to high-speed, robust telecommunications, and schools modernized for technology.***
- 4. Funding available to support planning, implementing, and assessing initiatives for integrating technology into New Mexico classrooms and schools.***

Goal # 1: Learning is significantly improved; using appropriate technologies, leading to high achievement in the NMPED adopted content standards.

Student technology literacy goals to assist each student in becoming technologically literate by the time the student completes 8th grade regardless of the student's race, ethnicity, gender, family income, geographic location or disability.

- Students will develop technology literacy in the area of communications through the use of telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
- Students will use technology research tools to locate, evaluate, and collect information from a variety of resources.
- Students will use technology resources for solving problems and making informed decisions in technology infused mathematics, science, social studies, and language arts classes.
- Students will be provided with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform and adapt learning and teaching.

Goal # 2: Educators have the capacity to establish student-centered, technology-enhanced learning environments that result in increased student performance and economic viability.

- Administrators and teachers will participate in online professional development (Webinars) to acquire instructional strategies and pedagogy necessary to facilitate learner-centered, standards-based curricula that integrate the use of technology tools.
- Administrators and teachers will participate in professional development to acquire the tools and skills needed to analyze student achievement data. (DIBELS,Plato,STAR,state approved/adopted test)
- Administrators and teachers and staff will participate in professional development opportunities necessary to advance the technical skills required to promote online communication among students, teachers, administrators, parents, and community members.

Goal # 3: K-12 students and educators in New Mexico public schools have affordable, universal access to high-speed, robust telecommunications, and schools modernized for technology.

- Provide high availability of district-wide high-speed connectivity with limited down time.
- Strive to continually improve telecommunication services to facilitate teacher access and student learning throughout the district to meet ever growing needs.

Goal # 4: Funding available to support planning, implementing, and assessing initiatives for integrating technology into New Mexico classrooms and schools.

- Evaluate use of technology to assist in providing a safe, secure environment for students attending the Capitan Municipal School District.
- Study and execute funding options to support technology maintenance and advancement to support effective student learning. eRate, Bonds, and New Mexico Technology Notes along with other funding opportunities that may arise.

Capitan Municipal School District Steps to Increase Accessibility

Steps to increased accessibility – a description of the steps the LEA will take to ensure that all students and teachers have increased access to technology. The description must include how the LEA will use Ed. Tech. funds 1) to help students in high-poverty and high-needs schools, or schools identified for improvement or corrective action under section 1116 of Title I, and 2) to help ensure that teachers are prepared to integrate technology effectively into curricula and instruction. Section 1116 of Title I may be accessed on-line at: <http://www.ed.gov/legislation/ESEA02/pg2.html#sec1116>.

Access and availability of resources necessary to utilize technology for teaching and learning.

- A ratio of one workstation or individual device (such as a laptop, iPod, or iPad) to every two students will be established in each school in the district in order to ensure access for learners to write and publish across the curriculum. A one to one ration for grades 6 to 12 would be a desired if funding is available and support staff to maintain them is also in place.
- Educators will have the capacity to establish student-centered, technology enhanced learning environments that result in increased student performance and economic viability.

Teachers will incorporate the use of technology tools such as word-processing hardware and software into the classroom in order to facilitate the writing process, promote creativity, and increase accessibility to text content.

- Microsoft Office Suite
- Interactive Whiteboards
- Handheld devices such as iPods, iPads, calculators, or student response devices

Teachers will design or adapt relevant learning experiences incorporating digital tools and resources to promote student learning and creativity.

- Engage student in exploring real-world issues and solving authentic problems using digital tools and resources.
- Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning and creative processes.

Meeting the needs of the Capitan Municipal Schools' students to help students in high-poverty and high needs schools, or schools identified for improvement or corrective action (under section 1116 of Title I and /I)

- Appropriate accommodations made for any student qualifying for Special Education or have a 504 plan in place.
- Provide ongoing proficiency training and education to student and teachers to use the computers, software, applications, etc.
- Use disaggregated student achievement data.
- Create and implement academic intervention plans and software to address gaps in student performance on content standards and bench marks and credit recovery process.
- Expand technology capacity to support e-Learning distance education; and other new technologies through continued development of technology infrastructure.

Meeting the needs of Capitan Public Schools' teachers by ensuring they are prepared to integrate technology effectively into curricula and instruction.

- The use of an electronic student database management system to allow educators to monitor assessment scores, attendance, assignments, etc. more efficiently and effectively (PowerSchool Student Information System) to increase student achievement and parent involvement.
- Use PowerSchool Student Information System to store and organize data for easy distribution and analysis.
- Provide training to educators to develop inter-class curricula and projects utilizing the Internet.
- Provide Microsoft applications and other technologies to increase student learning.
- Provide training in educational technology encouraging educators to develop and deliver rich, diverse class instruction that includes multimedia and authoring software equipping them to achieve as student learners.

The following infrastructure and user protection measures currently in place at Capitan Municipal Schools:

District-Wide

- Direct connection to the Internet via 50Mb/50Mb fiber circuit. The connection is from Baja Broadband. (Bandwidth will be increased when educational need require greater bandwidth.)
- All schools connected via Gigabit fiber connections.
- Replacement Cycle: 3-5 years. Computer replacement is established based on the service life of the remaining units. Most desktop units have been replaced with thin-client units. Replacement and upgrades are only required to the server infrastructure. Units can be re-purposed in a matter of minutes.
- LAN network with Active Directory
- Wireless connectivity across the district
- Through priority 2 eRate funding, the district has implemented, maintained, and improved the backbone technology infrastructure. Purchase of HP equipments provides the district with FREE lifetime support and maintenance on all network infrastructure equipment.

Capitan High School

- Fiber-backbone, two (2) Ethernet-to-the-desktop connected computer labs.
- 24 station wireless lab
- Networked online card catalog, Internet access, and automated checkout in the library.
- CAT 5e and CAT 6 cabling
- All classrooms have mounted projectors, SMART Boards, and ceiling installed audio systems
- Each teacher has an Dell laptop and we are adding iPad 2s to prepare lessons and present
- iPods available for classroom checkout for educational purposes
- TI graphing calculators in upper math classes
- Document cameras

Capitan Middle School

- Fiber-backbone, (2) Ethernet-to-the-desktop connected computer labs.
- 24 station wireless lab
- CAT 5e and CAT6 network drops in every classroom.
- Networked online card catalog, Internet access, and automated checkout in the library.
- All classrooms have mounted projectors, SMART Boards
- Each teacher has an Dell laptop and we are adding iPad 2s to prepare lessons and present.
- iPods available for classroom checkout for educational purposes
- Document cameras

Capitan Elementary

- Fiber-backbone, one (1) Ethernet-to-the-desktop connected computer lab.
- (3) 24 station wireless lab
- CAT 5e and CAT6 network drops in every classroom.
- Multiple thin-clients in each classroom.
- Networked online card catalog, Internet access, and automated checkout in the library.
- All classrooms have mounted projectors, SMART Boards, and ceiling installed audio systems.
- Each teacher has an Dell laptop and we are adding iPad 2s to prepare lessons and present.
- iPods are available for classroom checkout for educational purposes. (20 per grade level)
- Document cameras

Telecommunications Services

Currently, all students and staff members in the school district have access to the Internet, through a direct connection. (50Mb/50Mb cited above in the Statement of Existing Conditions).

A district-wide telephone system is installed using 3Com equipment. Windstream is currently the only telecommunications carrier in Capitan. Through Windstream, Capitan receives T1/ISDN service for voice, and POTS lines. Currently, the business office and administration personnel have telephones installed. In addition all classrooms have telephones.

Inventory

The latest inventory of current technology available for student use in Capitan Schools as of 2011-12 school year is given in the charts below.

Student -

Campus	Student Count	Computer/Thin Client Count/Laptop/Netbooks	Mobile Device Counts (iPod/iPad)	Computer Ratio	Mobile Device Ratio
Capitan High School (Grades 9-12)	150-160	101	80	1 : 0.63	1 : 0.50
Capitan Middle School (Grades 6-8)	130-140	87	80	1 : 0.62	1 : 0.57
Capitan Elementary School (Grades K-5)	200-210	119	80	1 : .057	1 : 0.38

Faculty -

Campus	Faculty	Computer/Thin Client Count	Mobile Device Counts	Computer Ratio	Mobile Device Ratio
Capitan High School (Grades 9-12)	15	26	5	1 : 1.73	1 : 0.25
Capitan Middle School (Grades 6-8)	8	15	5	1 : 1.88	1 : 0.25
Capitan Elementary School (Grades K-5)	20	33	5	1 : 1.65	1 : 0.25

Room Equipment -

Campus	Class Room / Teaching Area	SmartBoard Interactive White Board	Projector	Elmo Document Camera	Approx. Ratio
Capitan High School (Grades 9-12)	15	8	5	1 : 1.73	1 : 0.25
Capitan Middle School (Grades 6-8)	9	15	5	1 : 1.88	1 : 0.25
Capitan Elementary School (Grades K-5)	21	33	5	1 : 1.65	1 : 0.25

Promotion of curricula and strategies that promote technology integration – *a description of how the LEA will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction, based on a review of relevant and current research, leading to improvements in student academic achievement, including a timeline.*

The integration of technology into curricula, instruction, and assessments is critical to help students succeed in school today and in the workplace in the future. In order to accomplish this, Capitan Municipal schools will (on an ongoing basis):

- Mentor teachers in order to increase their capacity to integrate technology with content area instruction and increase student capacity to use technology to learn and respond. Instruction will be aligned with the New Mexico Content Standards, Benchmarks and Performance Standards for all content areas.
- In core area instruction, grades K-12, the emphasis is on content instruction integrated with language literacy and technology. The goal is to continue to expand the number of computers or individual devices per classroom and per student. The technology tools integrated with content instruction include computers, laptops, iPods, eReaders, projectors, interactive whiteboards, document cameras, and high speed Internet.

The district will continue exploring and analyzing the effectiveness and viability of appropriate emerging technologies as classroom learning tools at all grade levels such as digital media, individual electronic devices such as iPods, iPads, eReaders, and handheld response units.

Professional development – *a description of how the LEA will provide ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to promote the effective use of technology in the classroom or library media center.*

- K-12 Staff use of webinars for professional development training.
- K-12 staff is trained to access and use data management software to make instructional decisions and align assessments to the standards.
- Testing Reports Website
- Enable new collegial relationships and professional learning communities among staff.
- K-12 Staff/school personnel are trained to access and use PowerSchool student database management system.
- Provide workshops and other opportunities to train teachers, principals, other school personnel, and administrators in hardware knowledge, software evaluation and implementation, webpage fundamentals; technology integration, including Microsoft Office, integrated lesson plans, instructional technology.
- Provide ongoing professional training staff in the process for successful integration of content area instruction and technology, enabling teachers to develop and deliver value-added, diverse class instruction and understand the benefits of technology.
- Work with local REC (Region IX) to take advantage of distance learning and professional development opportunities they can provide.
- Make sure teachers have the latest laptop, Ipads, projectors, interactive whiteboards, document cameras, and high speed internet access so that training can put to use when returning to the classroom.

- Technology skills must become an employment qualification and an expectation of all educators as an enhancement of instruction.

Technology type and costs – a description of the type and costs of technology to be acquired with Technology funds, including provisions for interoperability of components. Also, LEAs may wish to consider information technology standards and policies for State agencies. These are found at: <http://cio.state.nm.us/>.

Technology Type	2012-2013	2013-2014	2014-2015
Communications and Internet Before e-rate approx 80%	\$26,000.00	\$26,000.00	\$26,000.00
Equipment purchases/upgrades	\$30,000.00	\$30,000.00	\$30,000.00
Software purchases/upgrades	\$26,200.00	\$27,700.00	\$29,200.00
Internet subscriptions	\$23,300.00	\$24,800.00	\$26,300.00
Supplies & Materials	\$8,000.00	\$9,000.00	\$10,000.00
Other Maintenance Agreements Copiers	\$13,000.00	\$13,000.00	\$13,000.00
Training / Staff Development	\$7,500.00	\$7,500.00	\$7,500.00
Travel	\$4,000.00	\$4,000.00	\$4,000.00
Technology Support Staff	\$75,000.00	\$75,000.00	\$75,000.00
Totals			

Coordination with other resources – *a description of how the LEA will coordinate projects with technology-related activities supported with funds from other sources, including funds from the state Educational Technology Fund.*

Funding Sources
SB9
Title I
REAP
ERATE
Operational Funds
Bonds/Technology Notes

The above funding sources will be leveraged to support technology related activities. Each fund will be reviewed for eligible technology expenditures. Traditionally, Capitan Municipal Schools is an 80% funded ERATE applicant. ERATE funds are used for 80% of the phone service, and high speed Internet access. The remaining 20% is generally funded with operational and bond monies. In the future ERATE dollars for infrastructure projects should only be expected as guaranteed for 90% school due to increasing demand. That being said all network infrastructure is less than a year old and the HP ProCurve equipment has free lifetime support and maintenance.

Innovative delivery strategies – *a description of how the LEA will encourage the development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning opportunities, particularly in areas that would not otherwise have access to such courses or curricula due to geographical distances or insufficient resources.*

- Train teachers to move from solely print resources and textbooks to more dynamic, digital content.
- Encourage and support collaboration with other districts, teachers, and students using existing ITV and online learning.
- Train teachers to create and maintain a digital database of technology-rich content lessons for use by teachers and students, those in the district and those who access lessons via Internet.
- Engage students with tasks that use website creation, audio and video production in daily class work in addition to technology classes.
- Continue to deliver professional development to promote technology literacy and educational technology competencies.
- Support the use of online technologies for the postings of assignments and the presentation of student outcomes.
- Encourage educator participation in professional organization webinars and on-site seminars that train K-12 educators on the use of technology in the classroom.

Parental involvement – *a description of how the LEA will use technology effectively to promote parental involvement and increase communication with parents, including a description of how parents will be informed of the technology used.*

- Capitan School District, school, and teacher websites contains featured links to pages specifically for parents, community, and students.
- PowerSchool student information system provides parents with both web and email real-time access to student grades and attendance. In addition, parents are provided assignment information and teacher email links.
- Automated phone calling system that provides parental awareness of upcoming events.
- Use of online technologies such as Blackboard/Moodle to host online School Board form.
- Development of online technologies such as Moodle to mirror existing classes with online classes.

Collaboration with adult literacy service providers – *a description of how the district Technology Plan will be developed in collaboration with adult literacy service providers, where adult literacy service providers are available.*

- Computer courses in word processing, spreadsheets, presentation and the Internet are offered by ENMU-Ruidoso.
- Distance Professional Development
 1. Region IX training and support with ITV and IDEAL-NM.
 2. Professional organization webinars.
- Public Library
 1. Capitan and Ruidoso Public Libraries have wireless Internet available. This means that students with wireless devices can use their device at either public library. This will be especially helpful for students who have difficulty obtaining Internet at home.
 2. Both libraries have computers available with Internet and research resources.
 3. Public library staff are available to assist students in using Internet resources.
- Use of School Facilities by Community
 1. The high school computer labs are particularly well set up for hosting adult evening classes. ENMU-Ruidoso takes advantage of hosting classes in these labs.
 2. The ITV room at the high school is available for community use.
 - Region IX professional development to the school district and local Head Start.
 - College courses from ENMU, NMSU, and UNM.
 - Local law enforcement and fire training.
 - Telemedicine

Accountability measures – *a description of the process and accountability measures that the LEA will use to evaluate the extent to which activities funded through Educational Technology are effective in:*

- 1) *integrating technology into curricula and instruction,*
- 2) *increasing the ability of teachers to teach, and*
- 3) *enabling students to demonstrate proficiency against the State Content Standards, Benchmarks and Performance Standards.*

- Integrate technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to demonstrate proficiency against the State Content Standards, Benchmarks, Performance Standards, and the new Common Core Standards.
- Enable students to demonstrate proficiency as measured by the New Mexico Standards-based assessment test.
- Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching.
- Assist students in passing the Standards-based State Mandated Assessments, short cycle assessments and progress monitoring curriculum-base assessments, to establish students attaining grade level proficiency by individual test scores.
- Improve the proficiency of educators using and teaching with new technologies. A technology component is incorporated into the teacher's Professional Development Plan's Action Steps and Target Results and the district's teacher performance observation forms.

Supporting resources – *a description of the supporting resources, such as services, software, other electronically delivered learning materials, on-line assessments, and print resources that will be acquired to ensure successful and effective uses of technology.*

The DISTRICT/Charter's comprehensive technology plan must be approved by the local school board prior to submission to the Public Education Department.

Capitan Municipal Schools is committed to sustaining and improving the use of technology to increase the academic performance of all students. Beyond the state technology allotment received from the Educational Technology Fund, the district has received grant funding from the RUS grant, Technology Bonds, E-rate funding, which have contributed many local dollars in the past for technology enhancements and will continue to do so in the future. We are also active in working with Region IX to ensure that all technology equipment functions well and to seek additional funding sources for equipment, services, software, and other electronically delivered learning materials and print resources that will contribute to successful and effective uses of technology.

Capitan Municipal Schools is also committed to continuing to increase the number of computer workstations or mobile devices for students and staff until the target equipment ratios is met. These workstations or mobile devices will be purchased out of local and other available funds and will be purchased in mass quantities. This will help us to achieve cost savings due to volume bidding and discounts. The school district is also participating in the Erate program.

The following list are additional necessary supporting resources:

Software and Operating Systems

- Microsoft Operating Systems/Mac OS
- Windows Server 2003 and 2008
- Windows Software
- Microsoft Office Professional Suite, 2007
- Adobe CS Suite
- State mandated short cycle assessment (Discovery Education/Riverside Interim Assessment)
- DIBELS Testing
- PowerSchool SIS
- Infinite Vision Account
- Plato
- Scholastic Software (Read 180)
- Lexia Reading System Software
- School Messenger

Date the plan was approved by the local School Board date:

**Please attach Board meeting minutes when submitting District Tech Plan including the below information*

Approved by:

Signature of Superintendent or Authorized School Official

Date of Signature

Printed Name and Title:

Shirley Crawford, Superintendent

Plan approved By CMS Board of Education 6/14/2012

CAPITAN MUNICIPAL SCHOOL DISTRICT
THREE YEAR DATE- TECHNOLOGY PLAN
DISTRICT TECHNOLOGY AND LEARNING VISION

Technology Vision & Mission Statement

USA National Tech Plan <http://www.ed.gov/technology/netp-2010>

NM State Tech Plan (URL) not posted

Vision Statement

To provide a transformational technology baseline and environment that will support exploration and learning without constraints or borders.

Vision:

Technology offers students an avenue to succeed as citizens in a global society in which information is growing at an incredible rate. We envision an environment where:

- ❖ Students will learn to take responsibility and attain facility in using technology to complement the curriculum they are being taught.
- ❖ Teachers will use technology to enhance the curriculum by making it challenging, inquiry based and hands-on for all students.
- ❖ Administrative functions will be fully automated, which will allow the school system's energy and resources to be focused on student education.
- ❖ The school will become an environment where all students and staff have ready access to a full range of current technology (such as software tools, multimedia, and distance learning.) as well as external resources (such as parents, community members, and higher education resources) to further curriculum goals.

Mission Statement

Provide a technology-rich environment for all learners at Capitan Schools including, students, staff, and community members while respecting its cultural diversity, to the academic and social achievement of its multi-cultural student population, and to promoting and strengthening a deeper awareness and appreciation of a more academic, ethical, technological, and global society, as well as to providing the very best educational opportunities possible for all students.

Mission:

Our philosophy is guided by a strong belief in the promise of young people to shape a better world. It is based on a vibrant educational community that not only offers the core academic subjects, but also teaches young people to think critically, and to approach learning with curiosity and resourcefulness so that when they graduate, students are well prepared for a life of challenge and purpose. Capitan Municipal School District recognizes the positive impact of technology on learning and the vast potential of using a technology-based educational delivery system. Capitan Municipal School District is committed to providing equal access of technology to all students while providing a sound basis for using technology in the vocational or collegiate world that awaits them. At the same time, we are striving to provide our teachers with the most up-to-date educational technology training, support and equipment feasible so that they may model the use of modern technology on a daily basis. Adequate access to modern technology will also facilitate administrative tasks, increase productivity and manage student data more effectively.

TECHNOLOGY PLAN

CAPITAN MUNICIPAL SCHOOL DISTRICT - NAME TECHNOLOGY GOALS

The portion of the No Child Left Behind (NCLB) Act known as 'Enhancing Education Through Technology Act of 2001' (E2T2) has a goal: ***To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability.***

- Our district is meeting the NCLB E2T2 Act “every student is technologically literate by the time the student finishes 8th grade”
 Our district will be NCLB E2T2 compliant by

Technology Literacy Standards <http://www.iste.org/AM/Template.cfm?Section=NETS>

Technology Literacy Goal 1: Learning is significantly improved, using appropriate technologies, leading to high achievement in State Board of Education adopted content standards.

Strategy: 1.1 Increase achievements for each student by engaging in content area standards-based explicit instructional process that is integrated with technology and language literacy.

Evaluation Procedure: Principal evaluations for technology integration; student assessments of technology integration

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
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<p>1.1.1 Align K-12 curriculum to ensure integration of digital literacy skills.</p>	<p>All staff trained in technology integration through district scheduled trainings and peer trainings focused on technology integration</p>	<p>Principal evaluation observing the seamless and effective utilization of technology</p>	<p>Systems Manager, Principals, Teachers</p>	<p>Ongoing 7/1/12 through 6/30/15</p>	<p>Microsoft Office Suite Projectors, Interactive Whiteboards, Internet resources, computing devices</p>	<p>Cost: approximately \$50,000 or \$6,000 after ERATE funding.</p> <p>Costs are for yearly Internet connection.</p> <p>Projection system maintenance cost.</p> <p>Funding Source: ERATE, bond and operational</p>
<p>1.1.2 Implement assessment driven instructional units through the use of the assess/teach/assess model, which integrates content and process instruction with technology.</p>	<p>All staff trained in technology integration through district scheduled trainings and peer trainings focused on technology integration and technology utilization to effectively evaluate student data.</p>	<p>Student short cycle assessment results</p> <p>Regular student assessments</p>	<p>Systems Manager, Principals, Teachers</p>	<p>Ongoing 7/1/12 through 6/30/15</p>	<p>Microsoft Office Suite Projectors, Interactive Whiteboards, Internet resources, computing devices</p>	<p>Cost: approximately \$50,000 or \$6,000 after ERATE funding.</p> <p>Costs are for yearly Internet connection.</p> <p>Projection system maintenance cost.</p> <p>Funding Source: ERATE, bond and operational</p>

Strategy: 1.2 Use technology tools and software to collect, organize, analyze, disaggregate, and report student achievement data.						
Evaluation Procedure: Principal evaluations of technology integration; teacher assessments of technology integration						
Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
1.2.1 Employ formative and summative assessments of learning target Plan Do Study Act (PDSA) progress monitoring process, State approved and DIBELS short cycle assessments to provide student performance data to inform curriculum and instruction decisions and practices.	Train teachers in use of assessments systems; Train staff in analyzing results of test scores	Teachers demonstrate knowledge of evaluating data from assessment system scores	Systems Manager, Principals, Teachers	Ongoing 7/1/12 through 6/30/15	State approve assessment, Plato, DIBELS, Pearson PowerSchool, Microsoft Office, computers	Cost: \$ 11,000.00 Funding Source: Operational, LANL
1.2.2 Implement academic educational plans and IEP's that identify intervention strategies to address gaps in student performance on content standards and benchmarks.	Train teachers in the use of IEP's and in identifying academic gaps in learning	Teachers demonstrate knowledge and proficiency of evaluating student success and educational deficits; teachers provide input for improvement in the educational goals and processes	Systems Manager, Principals, Teachers	Ongoing 7/1/12 through 6/30/15	NWEA, Plato, DIBELS, Ren. Learning STAR programs, Pearson PowerSchool, Microsoft Office, computer	Cost: n/a –this is built into teacher duties Funding Source: Operational Special Ed

TECHNOLOGY PLAN

CAPITAN MUNICIPAL SCHOOL DISTRICT - TECHNOLOGY GOALS

Technology Goal: Educators have the capacity to establish student-centered, technology-enhanced learning environments that result in increased student performance and economic viability

Strategy: 2.1 Increase teacher capacities to integrate technology with content area instruct and increase student capacity to use technology to learn and respond.

Evaluation Procedure: Principal evaluations of technology integration; teacher assessments of technology integration

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
2.1.1 Provide comprehensive, sustained, and intensive approach to improving teachers' and principals' effectiveness to integrate content area instruction with technology.	Comprehensive staff development centering around technology implementation and student achievement; teachers attending various technology webinars and online trainings	Educator demonstrate effective teaching strategies to include all students	Systems Manager, Principals, Teachers	Ongoing 7/1/12 through 6/30/15	Ongoing student assessments, MAPs, Plato, DIBELS, and state developed test scores	Cost: \$2,000.00 Funding Source: Title I
2.1.2 Provide professional development within a teacher team structure engaging in the process of successful integration of content area instruction with language literacy and technology.	Continued team collaboration, professional development and support of educators within the team environment	Principals evaluate the team structure, recommendations, and successful implementation of technology integration	Systems Manager, Principals, Teachers	Ongoing 7/1/12 through 6/30/15	Ongoing student assessments, MAPs, Plato, DIBELS, state developed test scores, email	Funding Source: Operational, Title I Title II

Strategy: 2.2 Provide comprehensive and sustained professional development to train administrative and support staff in the use of software systems to improve services, increase efficiency, and accuracy.

Evaluation Procedure: Evidence of attending professional development webinars, meetings, and trainings

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
<p>2.2.1 Maintain the use of software systems that improve administrative services, increase efficiency, and accuracy: PowerSchool Student Information System and Infinite Visions Finance Software, Web-EPSS, and Microsoft Office Suite.</p>	<p>Scheduled training for all new staff on the programs listed; refresher training yearly for current staff; training on an "as needed basis"</p>	<p>Teachers and staff demonstrate knowledge and ability to use the programs; teachers are able to maintain an electronic grade book and process electronic attendance daily</p>	<p>Systems Manager, Principals, Teachers</p>	<p>Ongoing 7/1/12 through 6/30/15</p>	<p>Internet Connection; Yearly maintenance agreements for PowerSchool and Infinite Visions; functioning Computing devices; Microsoft Office; email</p>	<p>Yearly maintenance agreements for PowerSchool and Infinite Visions Cost: \$9,000.00 Funding Source: Ed Tech Operational</p>
<p>2.2.2 Create and Maintain a professional development schedule to provide training to new employees and update skills of returning employees</p>	<p>Scheduled training for all new staff on the programs listed; refresher training yearly for current staff; training on an "as needed basis"</p>	<p>Teachers and staff demonstrate knowledge and ability to use the programs; teachers are able to maintain an electronic grade book and process electronic attendance daily</p>	<p>Systems Manager, Principals, Teachers</p>	<p>Ongoing 7/1/12 through 6/30/15</p>	<p>Internet Connection; Yearly maintenance agreements for PowerSchool and Infinite Visions; functioning Computing devices; Microsoft Office; email</p>	<p>Cost: no additional costs; training provided by district and REC IX staff Funding Source: n/a</p>

TECHNOLOGY PLAN

CAPITAN MUNICIPAL SCHOOL DISTRICT - TECHNOLOGY GOALS

Technology Goal: K-12 students and educators in New Mexico public schools have affordable, universal access to high-speed, robust telecommunications, and schools modernized for technology.

Strategy: 3.1 Provide high speed Internet connections

Evaluation Procedure: Evidence of the functioning Internet Connection

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
3.1.1 Work with Internet provider to acquire enough bandwidth ensuring each user is able to use the Internet for educational purposes without lag and delay	Gathering of knowledge for data requirements of various programs; communication with Internet provider to determine necessary bandwidth to support the district's technological needs	Poll users to ensure they are able to do what is needed to support educational goals and administrative tasks	System Manager	Ongoing 7/1/12 through 6/30/15	Internet provider; Internet connection; computers; telephone; email	Cost: \$12,000 Funding Source: ERATE and Operational
3.1.2 Ensure data transmission speeds are transmitted at the expected rates	None necessary/ run Simple http://speedtest.bajabroadband.com/ to test transmission speeds	Run speed tests periodically to ensure data transmission speeds are sent and received as expected; weekly Internet usage statistics from provider	System Manager	Ongoing 7/1/12 through 6/30/15	Internet provider; Internet connection; computers; telephone; email	Cost: none/ this is a duty of the Systems Manager Funding Source:

Strategy: 3.2 Ensure all classrooms are equipped with standardized equipment: projector, interactive whiteboard, and document camera

Evaluation Procedure: Evidence of the above equipment installed in all classrooms

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
3.2.1 Standardize each district classroom with projector, interactive whiteboard, and document camera (NEC/Epson, SMART, Elmo)	Training to use the equipment	Evidence of the standardized equipment installed	System Manager	Ongoing 7/1/12 through 6/30/15	Computing device(s), SMART board, projector, Elmo document camera	Cost: \$6,000 per room Funding Source: Operational SB-9 Title I
3.2.3 Teachers are able to use the standardized equipment	Scheduled training for all new staff; refresher training yearly for current staff; training on an "as needed basis"; peer training	Teachers demonstrate the use of the equipment	System Manager	Ongoing 7/1/12 through 6/30/15	Computing device(s), SMART board, projector, Elmo document camera	Cost: no additional costs due to peer training

TECHNOLOGY PLAN

CAPITAN MUNICIPAL SCHOOL DISTRICT – TECHNOLOGY GOALS

Technology Goal: Funding available to support planning, implementing, and assessing initiatives for integrating technology into New Mexico classrooms and schools

Strategy: Seek other funding sources

Evaluation Procedure: Evidence of other funding sources located

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
Seek grants for technology	Online resources for grant writing	Grants have been written	Systems Manager, teachers, principals	Ongoing 7/1/12 through 6/30/15	Internet, computer, online resources	Cost: n/a Funding Source: Grants
Bonds for technology in the school district	Research on how to sell a technology bond and the requirements and rules governing these bonds	Bond monies used for technology with the district	Board of Education, Superintendent	Ongoing 7/1/12 through 6/30/15	Internet, computer, online resources, email, telephone	Cost: n/a Funding Source: Bonds

Strategy: Leverage available funds						
Evaluation Procedure: Evidence of funds for technology						
Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
Leverage funds that are for specific purchases with generalized purchasing funds in an effort to implement complete projects. An example of this is ERATE. The district has historically been funded at 80%; the district uses ERATE as a funding source for 80% of the eligible components. Bond dollars can be leveraged to cover the remaining 20%, provided the bond allows for purchase of the specific components	Training and knowledge gathering of eligible expenditures for the various funding sources	Evidence of leveraging funds for technology purchases	Systems Manager, Business Manager, Superintendent, Principals	Ongoing 7/1/12 through 6/30/15	Computer, Internet, Telephone, Email, Contacts	Cost: n/a Funding Source: ERATE, Grants, Bonds, Operational
Writing RFPs for projects and seeking the vendor who has the best added value or use vendor who have been thought the RFP process in a large group such as CES for added value and ease of use	Research and knowledge gathering of the RFP process; web research for vendors; assuring that purchasing under a CES contract or any other state contract is a good value	Evidence of RFPs written for technology; evidence of purchases with added value through cooperative purchasing	Systems Manager, Business Manager, Superintendent	Ongoing 7/1/12 through 6/30/15	Computer, Internet, Telephone, Email, Contacts	Cost: n/a Funding Source:

TECHNOLOGY PLAN ERATE REQUIREMENTS

[HTTP://WWW.UNIVERSALSERVICE.ORG/SL/APPLICANTS/STEP02/TECHNOLOGY-PLANNING/DEFAULT.ASPX](http://www.universalservice.org/sl/applicants/step02/technology-planning/default.aspx)

To qualify as an approved technology plan for a discount and to meet the requirements of the FCC's Fifth Report and Order (FCC 04-190, released August 13, 2004), the plan must contain the following five elements:

- The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
- The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
- 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;
- The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy; and
- 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 and they arise.

CAPITAN MUNICIPAL SCHOOL DISTRICT - TECHNOLOGY AND LEARNING PLAN

DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN – PART 1

Technology Assessment

CIPA Compliance: <http://www.fcc.gov/cgb/consumerfacts/cipa.html>
<http://www.universalservice.org/si/applicants/step10/cipa.aspx>

is compliant with the provisions of the Children’s Internet Protection Act (CIPA).

will be CIPA compliant by <insert date>

Keep in mind that your district is not eligible for ERATE funding if they are not CIPA Compliant

District Technology Standards

Budget Summary

How your district complies to meet CIPA requirements?

Internet filter: Lightspeed Internet Filter

Acceptable Use Policy:

Internet safety training: Through the use of [iSafe](#), the district will be able to address Internet safety, appropriate online behavior, and cyberbullying topics. The site provides a toolkit that includes an Administrator Checklist, an Implementation Guide, Teacher Resource Page with lesson plans, and a Teacher Verification Document.

Yearly renewal of Lightspeed Internet Filter: Current thru 2016-17

Internet Safety Training: \$350.00

**CAPITAN MUNICIPAL SCHOOL DISTRICT TECHNOLOGY AND LEARNING PLAN
TECHNOLOGY PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN**

E-rate Priority One Requests

Voice, Data, Video and Other Priority One Capabilities	Purchase / Budget / Potential Funding Source(s)
<p><i>Does your district plan on applying for priority one ERATE funding?</i> http://www.universalservice.org/sl/applicants/step06/priority-1-components-timeline-installation.aspx</p> <p>Yes. Each year, the district will apply for priority one ERATE Funding</p>	<p>Estimated costs Voice \$5,000.00 Data \$20,000.00</p> <p>Potential funding sources: ERATE and Operational funds</p>
<p><i>What is the primary measure for determining ERATE discounts? NSLP or Surveys</i> http://www.universalservice.org/sl/applicants/step05/alternative-discount-mechanisms.aspx</p>	<p>n/a</p>

Districts 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.

Surveys based on the criteria found at the SLD's website.

The tech plan will be reviewed yearly to ensure the district is on track with meeting the goals of the tech plan.

The systems manager is responsible for updating the technology plan with input from the technology committee.

The district will determine if the technology plan was successful in meeting the goals through the following processes: Interview and survey staff and other stakeholders; measure progress made towards the benchmarks set out in the district goals; observations.

If the technology committee determines a need to make mid-course corrections due to new developments and opportunities, recommendations will be presented to the board of education for approval.

These are questions that Capitan Schools will consider in the annual review and evaluation of the technology plan:

- What goals and objectives of the technology plan were we able to meet? To what extent?
- Were there any unexpected outcomes or benefits to having the technology in place?
- What goals and objectives of the technology plan did we not meet? Why? Are there ways to overcome these barriers?
- What is the plan for meeting unmet goals and objectives?
- Are there other needs that have emerged since we last wrote/revised our plan? If so, what are they?
- Are there any goals and objectives that are no longer relevant to our situation and should be deleted from the plan?

CAPITAN MUNICIPAL SCHOOL DISTRICT - TECHNOLOGY AND LEARNING PLAN
TECHNOLOGY PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN

ERATE Priority Two Requests

Hardware/Software/Support	Purchase / Budget / Potential Funding Source(s)
<p><i>Does your district plan on applying for priority two ERATE funding?</i></p> <p>At least one of the next 3 years</p>	<p>Estimated cost of Priority Two Requests: \$</p> <p>Potential funding Sources: ERATE Operational Bonds Grants</p>
<p><i>How are ERATE components tracked for a yearly inventory of equipment? Salvaged equipment?</i></p> <p>ERATE components are tracked the same way all inventory is tracked. It will be coded with a school asset tag and verified yearly to ensure it remains in the location it was designated for. Additionally, all ERATE equipment will have the ERATE year, 471# and date installed marked on the equipment. When necessary, salvaged equipment will be repurposed when it falls past the age designated by the SLD (3 years in the role it was purchased). Once the equipment has served its useful life it will be disposed of either by auction or e-recycling.</p>	<p>n/a</p>
<p>How will ERATE equipment be maintained in your district?</p> <p>The district does not apply for ERATE funding for Basic Maintenance of Internal Connections due to low discount level. The district makes every effort to purchase equipment that has at least 3 years of support included and when possible lifetime support such as with HP networking equipment. When additional assistance is required to maintain the equipment, contracts are in place with the local REC for such Technical assistance.</p>	<p>n/a</p>

CAPITAN MUNICIPAL SCHOOL DISTRICT TECHNOLOGY AND LEARNING PLAN
TECHNOLOGY PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN

Maintenance, Upgrade and Support Strategies

Description of Maintenance/Upgrade/Support Strategies	Purchase / Budget / Potential Funding Source(s)	Timeline
<p><i>How will your district maintain all technology (hardware/software) components?</i></p> <p>All technology, hardware and software will be maintained by the REC IX. The district utilizes a work order tracking system allowing users to enter work orders for support of hardware and software. When additional assistance is required to maintain the software and hardware, the REC tech will seek outside support.</p>	<p>Estimated yearly cost for hardware maintenance: \$</p> <p>Estimated yearly cost for software maintenance agreements: \$</p> <p>Potential Funding Sources: Operational Grants Bonds</p>	<p>Ongoing maintenance of hardware and software</p>
<p><i>How will your district evaluate existing technology and future needs?</i></p> <p>The district will evaluate existing technology by yearly surveys, observations, and interviews.</p> <p>The district will evaluate future technology needs by exploration of new technologies and their potential purpose in education, yearly surveys, and interview.</p>	<p>n/a</p>	<p>Ongoing evaluation of existing technology and future needs</p>

<p>How will district technology Plan be evaluated each year?</p> <p>The technology committee will be responsible for annual evaluation of the plan. Each member will read and send emails or communicate through blogs giving input.</p> <p>Some of the questions that will be answered are:</p> <ul style="list-style-type: none">• What goals and objectives of the technology plan did we not meet? Why? Are there ways to overcome these barriers?• What is the plan for meeting unmet goals and objectives?• Are there other needs that have emerged since we last wrote/revised our plan? If so, what are they?• Are there any goals and objectives that are no longer relevant to our situation and should be deleted from the plan?	n/a	Annual
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