

**Coxsackie-Athens Central School District
Technology Plan
2007 - 2010**

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Introduction

The Coxsackie-Athens Central School District has worked hard at integrating technology across the district . The former technology plan has served well as a guideline for developing initiatives and setting goals. As the face of technology changes rapidly, we must attempt to incorporate new methods and restructure existing technology to meet future needs. This plan is intended to provide a vision for the future and a strategy to make it happen.

The technology components now in place include a current wiring schematic supporting voice, data and video. High speed network switching increased microwave bandwidth capacity, supporting accelerated transmission of instructional and administrative applications, as well as district wide Internet connectivity. Multiple server access and a thin client solution are now being utilized to share resources in a more cost effective manner. Widespread access to multimedia equipment, as an instructional tool has become a standard. Staff is assisted in communications by the maintenance and support of e-mail and collaborative tools. The Coxsackie-Athens Central School District is now in a position to expand web-site offerings to foster parent and community relations. The District may also now partner and communicate with other institutions of education, both peer to peer and higher, to further enhance curriculum benefits to students.

Our current position is one of strength and equity by today's technology standards. However, this comprehensive foundation must be managed and maintained. Total cost of operation continues to be factored during budget planning. Growth potential should be driven by educational needs and an awareness of current technology standards. Staff development must accompany the changes in technology to enhance and integrate with teaching methods, business practices and administrative techniques.

Assessment and accountability of technology effectiveness is also an integral part of this technology plan. Without an ongoing program of evaluation and planning the District can not be effective in infusing technology throughout the school district to foster systemic changes in accordance with the higher standards set forth by New York State, NCLB and the demands of an e-commerce world.

It is the intent of this technology plan for the future, to reinforce the philosophy, goals and objectives as set forth by the Board of Education of the Coxsackie-Athens Central School District.

Respectfully submitted,

Technology Services Department

Jim Martino, Director of Technology
Jennifer Conrad, Educational Technology Coordinator
Darlene Ramm, Data Processing Systems Specialist
Candace Nichols, Network Systems Engineer

Technology Plan Committee Members:

The committee is comprised of a cross section representing the entire district. Members recognize and understand the District's goals, needs, and actions needed to achieve the new plan.

Name	Representative
Lisa Amado	Coxsackie Elementary Teacher
Carolyn Brook	High School Librarian
Jen Conrad	Technology Services
Alison Greene	Edward J. Arthur Elementary Teacher
Charlie Herwick	Middle School Teacher
Greg Hughes	Middle School Teacher
Sue Maraglio	Computer Lab Assistant
Jim Martino	Technology Services
Leif Roberg	High School Teacher
Paul Snyder	Edward J. Arthur Elementary Principal

Philosophy, Goals and Objectives

EDUCATIONAL PHILOSOPHY

The Board of Education recognizes its responsibility to assist each pupil in completing his/her individual learning cycles, and encouraging exploration and recognition of personal potential - academic, physical and aesthetic. We accept the ongoing commitment to build skills and attitudes that will prepare each pupil for an effective and enjoyable lifetime of work, learning, leisure and responsible citizenry.

The Board recognizes variations in learning styles, and will provide alternatives to such variations. We will maintain and foster communication with parents, employers, other schools and social agencies, for both graduates and non-graduates. We are committed to develop in each of our pupils the abilities which will enable them to function in an ever-changing world.

The district will provide pupil personnel services for all students as well as provide services for pupils with handicapping conditions. Furthermore, the school district will provide programs for students identified as gifted.

We will support a continuum of skill development as a base for the acquisition of knowledge and concepts. It will focus in the elementary years, on the development of specific skills. It will build, in the middle years, a broadening exploration and awareness of the scope of the learning experience. It will integrate and deepen these experiences in the secondary years.

The school district will continually examine educational research and its own rationale in order to determine the optimum methods of meeting these commitments to its pupils.

Ref:

Adopted by Board of Education

Date: 11/19/91

Reviewed by Board of Education

Date: 10/99

Revised by Board of Education

Date: 04/02

Adopted by Board of Education

Date: 05/21/02

COXSACKIE-ATHENS CENTRAL SCHOOL DISTRICT

Student Policies

GOALS

Students are the focal point of all district operations and must receive the primary attention of the Board of Education and all staff members.

The District recognizes the individual worth of each student. The Board and staff accepts the responsibility of helping each student to develop his/her capacity for intellectual, physical, emotional, and social growth. The Board acknowledges that a student's growth is influenced by his/her environment, both at home and in school. Therefore, the school district shall strive to create an environment in which the student may learn to live and adapt successfully in an ever-changing world, in order to become a responsible and productive member of society.

The Board and district staff shall work together to achieve the goals embodied in the District's Mission Statement:

The Mission of the Coxsackie-Athens Central School District is to guarantee all students educational opportunities that will enable them to compete in contemporary society and achieve their maximum capability through a comprehensive program which utilizes community resources and affords diverse learning experiences, recognizes individual skills, talents, and interests, and promotes self-esteem and mutual respect.

Ref: Commissioner's Regulations

Adopted by Board of Education

Date: 01/17/95

Reviewed by Board of Education

Date: 11/99

Reviewed by Board of Education

Date: 03/03

Mission Statement:

Coxsackie-Athens School District will provide a comprehensive education program for all students to compete successfully and contribute to a global society.

Technology Goal (from the 2007-2012 Strategic Long Range Plan):

Coxsackie-Athens will develop and use an integrated system of technology to improve communication, enhance operational and instructional effectiveness and efficiency and foster increased student achievement.

Technology Mission Statement:

To achieve quality learning, instruction, communication and management through the optimum utilization of technology.

Beliefs:

1. Students will be able to use a wide variety of technological tools to enhance their future success as productive students, citizens, and members of the workforce.
2. The District is committed to providing appropriate technology skills within the curriculum to enhance student learning.
3. Students, staff, and community will have access to technology information to encourage life long learning.
4. Life-long learners are:
 - Responsible for their own learning
 - Skilled in accessing and processing information
 - Confident in using technology tools
 - Able to solve complex problems alone or collaboratively
 - Capable of being creative and innovative
 - Able to communicate locally, nationally, and globally
5. It is essential for all learners, including educators, to process and manage information through the skillful use of technology.
6. Skillful use of technology supports:
 - Flexibility
 - Adaptability
 - Critical thinking and problem solving
 - Collaboration

Beliefs continued.....

7. Network technology systems enable efficient and effective communications within and outside the district:
 - Collaborative learning
 - Distance learning
 - Web pages
 - Electronic mail
 - Voice mail
 - C-A WAN
 - Virtual Lab (VLab)
8. Technology allows us to better serve the diverse learning styles of our students.
9. Continuous staff development will be provided in a timely manner.
10. Turn-key staff development and training will enable more teachers to attain higher skill levels.
11. New York State Learning Standards will be met.
12. In order to address New York State Learning Standards, technology will be integrated into all curriculum areas for all students, teachers, and administrators.
13. Technology expenditures (hardware and software) will be part of the annual school budget.
14. Technology equipment and skill is required to support administrative processing, as well as instructional application.
15. Technology will be used to collect and analyze data, interpret data, and communicate findings to improve instructional practice and student learning.

Technology Overview - District Wide Technology Infrastructure

The District Wide Area and Local Area Network infrastructure is a well-designed and efficient foundation of highly sophisticated CISCO connectivity equipment and CAT 5 wiring. The hub of the network is located at the Coxsackie-Athens Middle School and utilizes a star configuration. This system provides service, via interior fiber optic backbone, to the High School and Coxsackie Elementary/District Office. E.J. Arthur Elementary School in Athens is classified as a remote site. The link between the two campuses is a full 45 MBPS DS3 circuit via microwave radio.

Internet is provided on a district-wide basis to support both administrative and instructional needs. One firewall/router located within the District Office/Technology Services Department provides this connectivity over a T1 circuit. All students and staff access the Internet via a proxy server. The server is equipped with a content filtering system designed to meet educational computing needs and is updated nightly directly from the manufacturer. This helps insure that inappropriate sites are blocked. The Coxsackie-Athens Central School District has been a leader in Child Internet Protection Act compliance.

Fourteen high capacity dedicated servers provide application support to the District's instructional program. A recent introduction to instructional support has been the thin client solution from Citrix. This solution has rapidly been making movement throughout the district because of the longevity posed to the classroom by the client workstation. Additionally these servers allow students and faculty to access district resources over the Internet giving access to all Student and Faculty files and systems.

The instructional network also maintains a dedicated server for Plato. This application is used predominately in the Middle School and allows students to learn interactively as well as provides a proven methodology for remediation. The instructional network is also comprised of a dedicated AutoCad server for the High School and Three Novell 6.X servers that handle all file and print functions.

A second distinct Windows 2003 Active Directory network is maintained for Administrative applications. This system provides student record keeping for database, grades, attendance and scheduling. The backbone of the student system is Rediker. The Rediker software integrates with Grade Quick where teachers update student grades and attendance. Finance Manager is the District's financial distribution and payroll/personnel system and is located on the Administrative Network. Tax reconciliation is also maintained on this system through the InfoTax program. Like the Instructional system the Administrative system utilizes Citrix to deploy these applications and is comprised of three servers and a dedicated file server.

See Appendix A – Inventory

See Appendix B – 07-08 Budget

See Appendix C – Wiring Diagram

See Appendix D – SIF Compliancy

Goals:

Five Goals have been established to guide the implementation of this technology plan. These goals are:

- 1. Provide students with access to a variety of resources that will enable them to be critical thinkers and develop skills for the 21st century.**
- 2. Provide an array of professional development opportunities to increase staff members' technology literacy and awareness.**
- 3. Continue to build and maintain an infrastructure that supports the educational community.**
- 4. Continue to expand our student information system to gather, analyze and report data.**
- 5. Develop and maintain a financial plan for technology investments.**

In order to accomplish these goals, action plans have been created with the following format:

- 1. Objectives*
- 2. Activities*
- 3. Individual & group responsibilities*
- 4. Timeline parameters*

Goal 1: Provide students with access to a variety of resources that will enable them to be critical thinkers & develop skills for the 21st century.

Objective	Activity	Personnel Responsible	Timeline
Provide access to hardware & software for K-12 students	1.1.1 Inventory classrooms that have student computer stations	Educational Technology Coordinator & Director of Technology	September 2007
	1.1.2 Report on timeline recommending replacement & distribution of student computers	Director of Technology	2007 - 2010 – Ongoing
	1.1.3 Investigate needs for replacing computer peripherals such as printers, scanners and microphones	Director of Technology	2007 - 2010 – Ongoing
	1.1.4 Implement web cameras for long distance collaboration in computer labs and selected classrooms	Educational Technology Coordinator & Director of Technology	Fall 2007 Phase-in 2008-2010
	1.1.5 Create inventory of all K-12 software	Educational Technology Coordinator & Computer Lab Assistants	2007 – 2010 – Ongoing
	1.1.6 Develop a software protocol to help streamline the requests and purchases of software K-12	Technology Committee	November 2007

Goal 1: Provide students with access to a variety of resources that will enable them to be critical thinkers & develop skills for the 21st century.

Objective	Activity	Personnel Responsible	Timeline
	1.1.7 Evaluate software purchase protocol and ensure equity of software distribution among the different buildings	Technology Committee	2007 - 2010 – Ongoing
	1.1.8 Review current software & Internet subscriptions for needed renewal or discontinuation	Educational Technology Coordinator	2007 - 2010 – Ongoing
	1.1.9 Investigate additional computer lab facilities for MS & HS and report to Superintendent	Director of Technology	Fall 2008
	1.1.10 Upgrade & maintain V-Lab for home access	Network Engineer	2007 - 2010 – Ongoing
	1.1.11 Develop protocol for selecting new textbooks to include web-based features	Technology Committee	2007 - 2010 – Ongoing
	1.1.12 Seek additional funds to provide Internet access at home for students that are disadvantaged	Director of Technology, Educational Technology Coordinator & Technology Committee	2007 – 2010 - Ongoing
	1.1.13 Investigate Follett (Library Information System) for migration to a web-based platform	K-12 Librarians & Director of Technology	2008 – 2009

Goal 1: Provide students with access to a variety of resources that will enable them to be critical thinkers & develop skills for the 21st century.

Objective	Activity	Personnel Responsible	Timeline
	1.1.14 Investigate wireless mobile laptop program for classroom use	Technology Committee	2008 – 2009
	1.1.15 Conduct site visits to Districts utilizing wireless mobile laptops	Technology Committee Sub-group	2008 – 2009
Enable students to collaborate & learn through digital media	1.2.1 Inventory multimedia equipment within the District	Educational Technology Coordinator, Network Engineer & Director of Technology	2007 – 2010 – Ongoing
	1.2.2 Create a timeline for the acquisition of SMART Technologies for K-12 classrooms	Director of Technology	2007 – 2010 – Ongoing
	1.2.3 Create & implement a roll-out of multimedia carts for classroom use	Director of Technology & Educational Technology Coordinator	2007 – 2009
	1.2.4 Establish a needs assessment for digital cameras. Include a method of equitable distribution among the four buildings	Technology Committee	February 2008
	1.2.5 Investigate video production programs that could be implemented at the High School	High School Principal, Director of Technology & Educational Technology Coordinator	2008-2009

Goal 1: Provide students with access to a variety of resources that will enable them to be critical thinkers & develop skills for the 21st century.

Objective	Activity	Personnel Responsible	Timeline
	1.2.6 Implement expansion program of TVs in the classroom & determine equitable distribution	Technology Committee	2008 – 2009
	1.2.7 Partner with Mid-Hudson Cable to broadcast via Public Access student video production projects	HS Technology Teacher & Director of Technology	2009 - 2010
Investigate “Best Practices” for integration of technology into the curriculum	1.3.1 Create grade level benchmarks of Technology Literacy Standards for K-12 students	Technology Committee Elementary, Middle & High School Principals	2007 – 2008
	1.3.2 Link technology literacy skills to NY State learning standards & ISTE (International Society for Technology in Education) standards	Technology Committee	2007 - 2008
	1.3.3 Create protocol to evaluate student’s benchmarks and success for reaching technology literacy standards	Technology Committee	2008 – 2009
	1.3.4 Re-evaluate yearly K-12 technology literacy standards for students	Technology Committee	2008 – 2010 – Ongoing
	1.3.5 Review curriculum maps & consider how technology can enhance curriculum groups	Curriculum Leaders, Educational Technology Coordinator, Director of Technology & Superintendent of Schools	2007 – 2010 – Ongoing

Goal 2: Provide an array of professional development opportunities to increase staff members' technology literacy, awareness and confidence.

Objective	Activity	Personnel Responsible	Timeline
Provide staff with quality professional development opportunities	2.1.1 Conduct multi-level needs surveys & determine strengths & weaknesses	Director of Technology & Educational Technology Coordinator	2007 -2010 - Quarterly
	2.1.2 Inventory/document existing & past professional development offerings	Educational Technology Coordinator	2007-2010 - Ongoing
	2.1.3 Design comprehensive professional development programs to meet the needs identified in surveys	Educational Technology Coordinator , Model Schools & Technology Committee	2007-2010 - Ongoing
	2.1.4 Investigate new & different methods of professional development	Educational Technology Coordinator & Technology Committee	2007-2010 - Ongoing
	2.1.5 Investigate ways to provide professional development to support mandated initiatives & skills (i.e. Web mail, GradeQuick & Edline) during the school day	Director of Technology & Educational Technology Coordinator	2007-2010 - Ongoing
	2.1.6 Provide other professional development opportunities at a variety of times: after school, summer workshops, Online... in an effort to ensure equitable access	Educational Technology Coordinator & Technology Committee	2007-2010 - Ongoing
	2.1.7 Create a repository of handouts & class materials posted on the web-site	Technology Services, Turn Key Trainers, Model Schools	2007-2010 - Ongoing

Goal 2: Provide an array of professional development opportunities to increase staff members' technology literacy, awareness and confidence.

Hire New Staff with tech abilities in mind.	2.2.1 Create a set of technology related interview questions to be asked prior to selecting a final candidate	Technology Committee, Administrators & Central Administrators	2007-2010 - Ongoing
Provide new Staff with an overview of technology at C-A	2.3.1 Develop an orientation program to give new employees an overview of technology at C-A	Technology Services & Professional Partners	Summer 2008
	2.3.2 Provide new & current staff with options that could be used toward obtaining the 175 required hours of professional development over a five year period to maintain NY Certification	Educational Technology Coordinator	2007-2010 - Ongoing
	2.3.3 Align some professional development activities with those suggested by the NYS Education Department (●see below)	Educational Technology Coordinator	2007-2010 - Ongoing
Establish Technology Literacy Standards for Teachers	2.4.1 Investigate International Society for Technology in Education standards for teachers (National Education Technology Standards)	Technology Committee	2007-2008
	2.4.2 Create/Adapt literacy standards for C-A teachers	Technology Committee & Building Administrators	2008-2009
	2.4.3 Provide professional development opportunities to address deficiencies in standards	Educational Technology Coordinator, Model Schools & TurnKey Trainers	2009-2010
	2.4.4 Explore, share and implement data collection and analysis tools/methods with teachers to further hone instruction	Technology Committee	2007-2010 - Ongoing

Goal 2: Provide an array of professional development opportunities to increase staff members' technology literacy, awareness and confidence.

Maintain & Increase the TurnKey Trainers program	2.5.1 Continue to recruit/maintain teachers as TurnKey trainers to deliver professional instruction to peers	Educational Technology Coordinator	2007-2010 - Ongoing
	2.5.2 Develop various categories of TurnKeys (i.e. GQ/Edline, Instructional Software, Presentation Tools, etc.) based on staff members' needs	Educational Technology Coordinator & Technology Committee	2007-2010 - Ongoing
	2.5.3 Ensure staff awareness of who TurnKeys are and their schedule of availability	Educational Technology Coordinator	2007-2010 - Ongoing
Continue to provide quality PD opportunities through Model Schools	2.6.1 Maintain a core cadre of staff instructors while continuously recruiting new workshop leaders & ideas	Educational Technology Coordinator	2007-2010 - Ongoing
	2.6.2 Offer after school workshops of varied ability levels & duration at both campuses in an effort to ensure equitable access	Educational Technology Coordinator & Model Schools Instructors	2007-2010 - Ongoing
Create opportunities for staff Leadership in technology	2.7.1 Continue to explore more leadership opportunities for staff members in the area of technology	Technology Committee	2007-2010 - Ongoing
	2.7.2 Develop a student/ staff mentor program in which students with expertise in various areas of technology mentor a teacher for an agreed upon period of time. (Generation YES model)	Educational Technology Coordinator	2008-2010

Goal 2: Provide an array of professional development opportunities to increase staff members' technology literacy, awareness and confidence.

Support the Daily Use of Technology	2.8.1 Provide ongoing professional development in skills required for daily use of technology (i.e. Web mail, Microsoft Word, printing, Internet)	Model Schools	2007-2010 - Ongoing
	2.8.2 Collect data from staff on comfort of use of required technologies to further inform professional development	Educational Technology Coordinator & Technology Committee	2007-2010 - Ongoing
Provide teachers with resources to utilize Instructional technology to its full potential	2.9.1 Provide professional development opportunities for Elementary, Middle and High School teachers on the use and application of age appropriate software & subscriptions	Model Schools	2007-2010 - Ongoing
	2.9.2 Instruct teachers in the gathering & analysis of data provided by various software & online subscriptions to further inform teaching	Director of Technology, Educational Technology Coordinator & Technology Committee	2007-2010 - Ongoing
	2.9.3 Work toward making all teachers information literate in order to assist student in intelligent use of online resources & databases	Library Media Specialists & Educational Technology Coordinator	2007-2010 - Ongoing
Ensure that all teachers are comfortable with the use of Grading & Assessment technologies	2.10.1 Ensure that all teachers can use Grade Quick and Edline at the base requirement level	Educational Technology Coordinator & TurnKey Trainers	2007-2008
	2.10.2 Make teachers aware of various reporting options available through Grade Quick to further inform instruction	Educational Technology Coordinator & TurnKey Trainers	2007-2010 - Ongoing

Goal 2: Provide an array of professional development opportunities to increase staff members' technology literacy, awareness and confidence.

Provide access to and training for Communication & Presentation technologies	2.11.1 Provide all staff with the knowledge to effectively & appropriately communicate with peers, students, parents and the greater community through the use of technology (i.e. Web mail, Discussion Boards, Power Point Presentations, SMART technologies, Web Conferencing, etc...)	Model Schools	2007-2010 - Ongoing
	2.11.2 Ensure that all teachers can effectively communicate necessary classroom & grade information to students and families via Edline	Educational Technology Coordinator & TurnKey Trainers	2007-2010 - Ongoing

Suggested NYS Professional Development Activities that fall within the realm of Technology *

- Participating in courses and other learning opportunities delivered from many providers, such as institutions of higher education, teacher centers, BOCES, school districts and independent professional development service providers
- Engaging in research projects (includes online research)
- Participation in study (collegial) circles such as "Critical Friends" activities, structured guided reflection activities focused on student learning
- Curriculum planning and development
- Participating in reviews of class performance data over time to make decisions about one's own professional development, based on student outcomes
- Developing or collaborating on the development of new programs and instructional methods
- Delivering professional development (e.g. conducting workshops)

* <http://www.highered.nysed.gov/tcert/resteachers/175.htm#3>

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
Maintain a replacement plan for technology hardware for Computer labs & Teacher Stations	3.1.1 Upgrade EJA Computer Lab	Network Engineer	Summer 2007
	3.1.2 Upgrade CE Computer Lab	Network Engineer	Summer 2007
	3.1.3 Upgrade MS AIS Math Lab	Network Engineer	Summer 2007
	3.1.4 Upgrade MS Library	Network Engineer	Summer 2007
	3.1.5 Upgrade 12 of 25 stations in HS Lab Rm. 183	Network Engineer	Summer 2007
	3.1.6 Upgrade CE computer Lab	Network Engineer	Summer 2008
	3.1.7 Upgrade 13 of 25 stations in HS Rm. 183	Network Engineer	Summer 2008
	3.1.8 Upgrade HS Library	Network Engineer	Summer 2008
	3.1.9 Upgrade EJA Teacher Stations	Network Engineer	Summer 2008
	3.1.10 Upgrade EJA Library	Network Engineer	Summer 2009
	3.1.11 Upgrade MS Technology Lab	Network Engineer	Summer 2009
	3.1.12 Upgrade MS Computer Lab	Network Engineer	Summer 2009

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
	3.1.13 Upgrade HS Lab Rm. 257	Network Engineer	Summer 2009
	3.1.14 Upgrade HS Lab Rm. 177	Network Engineer	Summer 2009
	3.1.15 Upgrade 6 CE teacher stations	Network Engineer	Summer 2009
	3.1.16 Upgrade 12 MS teacher stations	Network Engineer	Summer 2009
	3.1.17 Upgrade 15 HS teacher stations	Network Engineer	Summer 2009
	3.1.18 Upgrade MS Reading Lab	Network Engineer	Summer 2010
	3.1.19 Upgrade HS Reading Lab	Network Engineer	Summer 2010
	3.1.20 Upgrade HS AutoCad Lab	Network Engineer	Summer 2010
	3.1.21 Upgrade 24 CE teacher Stations	Network Engineer	Summer 2010
	3.1.22 Upgrade 43 MS teacher stations	Network Engineer	Summer 2010
	3.1.23 Upgrade 45 HS teacher stations	Network Engineer	Summer 2010

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
Develop protocol for re-distribution/replacement of classroom computers	3.2.1 Maintain building level inventory of current classroom computers (student stations)	Educational Technology Coordinator, Director of Technology & Secretary to Chief Financial Officer	Fall 2007
	3.2.2 Create a classroom computer needs assessment survey for teachers	Educational Technology Coordinator	January 2008 - ongoing
	3.2.3 Provide a timeline for classroom stations and equitable distribution	Director of Technology	February 2008 - ongoing
Maintain a replacement plan for technology hardware (servers & switches)	3.3.1 Replacement of 2 switches as defined by Cisco "Best Practices" and SmartNet agreement per year	Network Engineer	2007 – 2010 - Ongoing
	3.3.2 Replacement of Instructional Servers Citrix-02, Citrix-03	Network Engineer	Summer 2007
	3.3.3 Replacement of Instructional Servers Citrix-04, 05, 06, 07	Network Engineer	Summer 2008
	3.3.4 Replacement of Instructional Servers Citrix-08,09,10 – Dynamic Host Configuration Protocol (DHCP)	Network Engineer	Summer 2009

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
	3.3.5 Replacement of Administrative servers CActx-01,02,03, FS01	Network Engineer	Summer 2010
Update and maintain Network Authentication Systems	3.4.1 Convert Novell to Active Directory Environment	Director of Technology, Educational Technology Coordinator & Network Engineer	Spring 2007 – Fall 2007
	3.4.2 Create checklist of monthly updates that are necessary for AD environment	Network Engineer	Summer 2007 – annually reviewed
Maintain user policies on workstations and adhere to District Acceptable Use Policy	3.5.1 Create teacher images with policies following AD roll-out	Network Engineer	Summer 2007 – annually reviewed for changes
	3.5.2 Create student image with policies following AD roll-out	Network Engineer	Summer 2007 – annually reviewed for changes
	3.5.3 Create administrative and clerical image with policies following AD roll-out	Network Engineer	Summer 2007 – annually reviewed for changes
	3.5.4 Review Acceptable Use Policy annually and make necessary adjustments	Director of Technology, Superintendent of Schools & School Attorney	2007 – 2010 – Ongoing

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
Expand Internet capabilities for network expansion	3.6.1 Investigate Internet usage District Wide	Director of Technology	2007 – 2010 – Ongoing
	3.6.2 Update, maintain and report Acceptable use based on school policies & CIPA compliancy	Network Engineer & Director of Technology	2007 – 2010 – Ongoing
Access to Video Conferencing equipment	3.7.1 Investigate sources for video conferencing	Director of Technology	2007 - 2008
	3.7.2 Establish committee to investigate video conferencing	Technology Committee – Subcommittee	2007 - 2008
	3.7.3 Conduct site visits to other Districts that are utilizing video conferencing	Technology Committee - Subcommittee	Spring 2008
	3.7.4 Investigate possible service providers and document cost differences	Director of Technology	Spring 2008
	3.7.5 Implement video conferencing based on Technology Committee recommendation	Director of Technology, Educational Technology Coordinator, Superintendent of Schools & Chief Financial Officer	2009 - 2010
Continue to expand and utilize the Web Site as a means of community communications	3.8.1 Establish protocol to update “good news and current events” for the site	Data Processing Systems Specialist	Fall 2007 - 2010

Goal 3: Continue to build & maintain an infrastructure that supports the educational community.

Objective	Activity	Personnel Responsible	Timeline
	3.8.2 Establish a bi-annual review for necessary changes to the web site	Technology Committee	Fall & Spring 2007 - 2010
	3.8.3 Investigate and implement methods to promote and increase the use of the teacher web sites – leading to full implementation of EdLine	Administrative Team	2007 – 2010 - Ongoing
	3.8.4 Post & update resources for parents/community members	Building Principals	2007 – 2010 - Ongoing
Streamline Help Desk requests	3.9.1 Select a help desk ticketing solution to streamline technical requests	Director of Technology & Network Engineer	Fall – winter 2007 - 2008
	3.9.2 Establish protocol for technical requests reported by phone	Director of Technology & Network Engineer	January 2008
	3.9.3 Analyze tracked data to inform budget allocations	Director of Technology	2008 – 2010 - Ongoing
Partnerships	3.10.1 Conduct site visits to other schools utilizing citrix & active directory protocols	Director of Technology, & Network Engineer	2007 – 2010 – Ongoing
	3.10.2 Continue to partner with ITT Technical Institute and utilize student interns	Director of Technology & ITT Technical Institute	2007 – 2010 - Ongoing

Goal 4: Continue to expand our student information system to gather, analyze and report data.

Objective	Activity	Personnel Responsible	Timeline
Maintain & update Student Information System (SIS)	4.1.1 Create bi-yearly update cycle for all SIS servers & Software	Network Engineer	2007 - 2010 – Ongoing
	4.1.2 Subscribe to annual tech support for Student Information System related modules	Director of Technology	2007 - 2010 – Ongoing
	4.1.3 Establish protocol for future data software purchases to ensure School Interoperability Framework (SIF) compliancy	Data Processing Systems Specialist	2007 - 2010 – Ongoing
	4.1.4 Annual update of nurse data software School Nurse Application Program (SNAP)	Network Engineer & Head Nurse	2007 - 2010 – Ongoing
	4.1.5 Annual update of cafeteria software	Network Engineer & Food Services Manager	2007 - 2010 – Ongoing
	4.1.6 Re-evaluate use of current cafeteria software	Superintendent of Schools, Chief Financial Officer, Treasurer, Food Services Manager, & Director of Technology	Summer 2007
	4.1.7 Establish personnel contacts with Greene County for tax software upgrades and data files	Tax Collector, Chief Financial Officer, Greene County Tax Dept. & Director of Technology	Summer 2007

Goal 4: Continue to expand our student information system to gather, analyze and report data.

Objective	Activity	Personnel Responsible	Timeline
	4.1.8 Tri-annual updates of district financial software	Chief Financial Officer, Treasurer, Director of Technology	2007 - 2010 – Ongoing
To meet all NY State data gathering requirements	4.2.1 Determine all reporting requirements as stated by SED	Data Processing Systems Specialist	2007 - 2010 – Ongoing
	4.2.2 Determine “Best Practices” for collecting data	Data Processing Systems Specialist	2007 - 2010 – Ongoing
	4.2.3 Investigate & plan on new data collecting opportunities	Data Processing Systems Specialist	2007 - 2010 – Ongoing
	4.2.4 Establish a “user group” to meet bi-yearly to discuss possible suggestions for data enhancement	Data Processing Systems Specialist, Director of Technology & User Group	October 2007
	4.2.5 Create a timeline establishing all SED & BOCES deadlines for data submissions	Data Processing Systems Specialist	August of each year 2007 - 2010 – Ongoing
	4.2.6 Report of new data initiatives from Chief Information Officer (CIO) meetings	Data Processing Systems Specialist	Monthly CIO Meetings 2007-2010

Goal 4: Continue to expand our student information system to gather, analyze and report data.

Objective	Activity	Personnel Responsible	Timeline
Integrate past testing data into Student Information System	4.3.1 Begin import of past NY testing data for analysis purposes	Data Processing Systems Specialist & Director of Technology	July 2007
Implement AIS Tracking Software	4.4.1 Establish AIS Committee to investigate AIS software	Director of Technology	January 2007
	4.4.2 Conduct site visits to regional schools using AIS Software	AIS Committee	February-March 2007
	4.4.3 Purchase & Implement AIS software – import of student demographics and data for implementation	Data Processing Systems Specialist & Director of Technology	July 2007
	4.4.4 Evaluate on an annual basis changes that may need to be made to the AIS program based on analysis reports from AIS	AIS Committee	April 2008 - 2010
	4.4.5 Provide initial and ongoing professional development for AIS teachers & administrators on use of AIS software	Specific Vendors	2007 - 2010 – Ongoing

Goal 4: Continue to expand our student information system to gather, analyze and report data.

Objective	Activity	Personnel Responsible	Timeline
IEP Direct	4.5.1 Subscribe to annual tech support for IEP Direct	Director of Special Education	2007 - 2010 – Ongoing
	4.5.2 Provide ongoing professional development on use of IEP software	Director of Special Education	2007 - 2010 – Ongoing
Telephone System	4.6.1 Report annually to Director of Technology on status of telecommunication equipment which currently encompasses 3 servers	Data Processing Systems Specialist	August 2007 - 2010 – Ongoing

Goal 5: Develop and maintain a financial plan for technology investments

Objective	Activity	Personnel Responsible	Timeline
Create a mechanism to address technology acquisitions	5.1.1 Survey faculty & staff for anticipated needs for upcoming school year	Educational Technology Coordinator	2007 – 2010 – Ongoing
	5.1.2 Maintain accurate inventory of all technology hardware, software & locations	Technology Services & Secretary to the Chief Financial Officer	2007 – 2010 – Ongoing
	5.1.3 Create a report to the BOE tri-annually on equipment that needs to be disposed of in the best interest of the school district	Director of Technology, Chief Financial Officer & Network Engineer	Summer, Winter & Spring 2007 – 2010
	5.1.4 Create and implement a replacement plan for hardware & software needs	Director of Technology	2007 – 2010 - Ongoing
	5.1.5 Continue to streamline technology purchases through the Technology Department	Chief Financial Officer & Director of Technology	2007 – 2010 - Ongoing
Ensure sources of funding	5.2.1 Technology requested acquisitions will be presented to BOE to be included in the general budget	Director of Technology	February 2007 – 2010 or by request of BOE
	5.2.2 Apply for public & private grants	Director of Technology & District Grant Writer	2007 – 2010 - Ongoing

Goal 5: Develop and maintain a financial plan for technology investments

Objective	Activity	Personnel Responsible	Timeline
	5.2.3 Apply annually for E-Rate funding	Chief Financial Officer & Director of Technology	2007 – 2010 - Ongoing
Create lasting Partnerships	5.3.1 Seek out collaborative(s) through BOCES & utilize State Aided resources	Director of Technology	2007 – 2010 - Ongoing
	5.3.2 Engage local businesses to participate in programs that benefit the district such as Funding Factory	Director of Technology, Educational Technology Coordinator & Technology Committee	2007 – 2010 - Ongoing

Evaluation:

This technology plan is a working document and will be reviewed and updated. Each year the committee will re-convene to review the Technology Plan. This annual evaluation will insure the goals of the plan remain in alignment with the organizational goals and beliefs of the Coxsackie-Athens CSD.

Areas of evaluation will include but are not limited to:

- Internet connectivity.
- Increased communications.
- Increased learning opportunities utilizing technology.
- Appropriateness of hardware implementation for both existing and planned.
- Appropriateness of software implementation for both existing and planned.
- Sufficient staffing resources required to support technology implementation both existing and planned.
- Current status of research and development.
- Curriculum review by each subject area.
- Adequacy of technical support.
- Adequacy and delivery of instructional support and training.
- Use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning.
- Assess staff knowledge, skills, and performance in using technology, and use results to facilitate quality professional development and inform personnel decisions.
- Use technology to assess and evaluate managerial and operational systems.
- Use multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity.

Closing Statement:

The Coxsackie-Athens Central School District has taken a giant step forward in supporting our students, parents and community with the tools necessary to forge ahead in the 21st century. We have developed and laid the essential building blocks for technological support for all to partake in its advantages. We are creating success by providing the technical tools, leadership and vision. We are not accepting the purchase of technology for its own sake but ensuring that every technology project is tied to a District goal of educational improvement, operations efficiency and management effectiveness.

A technology plan should be a living document that changes with the needs of the district. This plan should be accompanied by appropriate changes in teaching methods and activities. Adequate resources must be allocated to insure that our District plans and budgets account for the total cost of ownership.

The Coxsackie-Athens Central School District has developed this plan to forecast and express a vision for technology to better serve our students, faculty, support staff, administration and community in a most cost effective and meaningful way. Technology is a major catalyst for change and should be one of education's most valuable resources.

April 2007

Appendix A

Inventory

Summary Inventory:

Coxsackie Elementary:

Enrollment: 305

Type	Quantity
PCs	94
Thin Clients	51
Laptops	2
Printers	41
Scanners	6
PDAs	2
Digital Cameras	4
LCD Projectors	4
SmartBoard	3

E.J. Arthur Elementary:

Enrollment: 250

Type	Quantity
PCs	61
Thin Clients	74
Laptops	3
Printers	35
Scanners	5
PDAs	4
Digital Cameras	4
LCD Projectors	5
SmartBoard	4

Coxsackie-Athens Middle School:

Enrollment: 530

Type	Quantity
PCs	116
Thin Clients	83
Laptops	2
Printers	61
Scanners	9
PDAs	1
Digital Cameras	3
LCD Projectors	3
SmartBoard	1

**Coxsackie-Athens High School:
Enrollment: 489**

Type	Quantity
PCs	137
Thin Clients	93
Laptops	6
Printers	74
Scanners	10
PDA's	19
Digital Cameras	4
LCD Projectors	5
SmartBoard	1

**District Office & Technology Services:
Number of Employees: 11**

Type	Quantity
PC's	13
Thin Clients	1
Laptops	4
Printers	12
Scanners	1
PDA's	8
Digital Cameras	1
LCD Projectors	1
SmartBoard	0

NOTE: A detailed inventory can be requested at the District Office

Appendix B

Budget 2007 – 2008

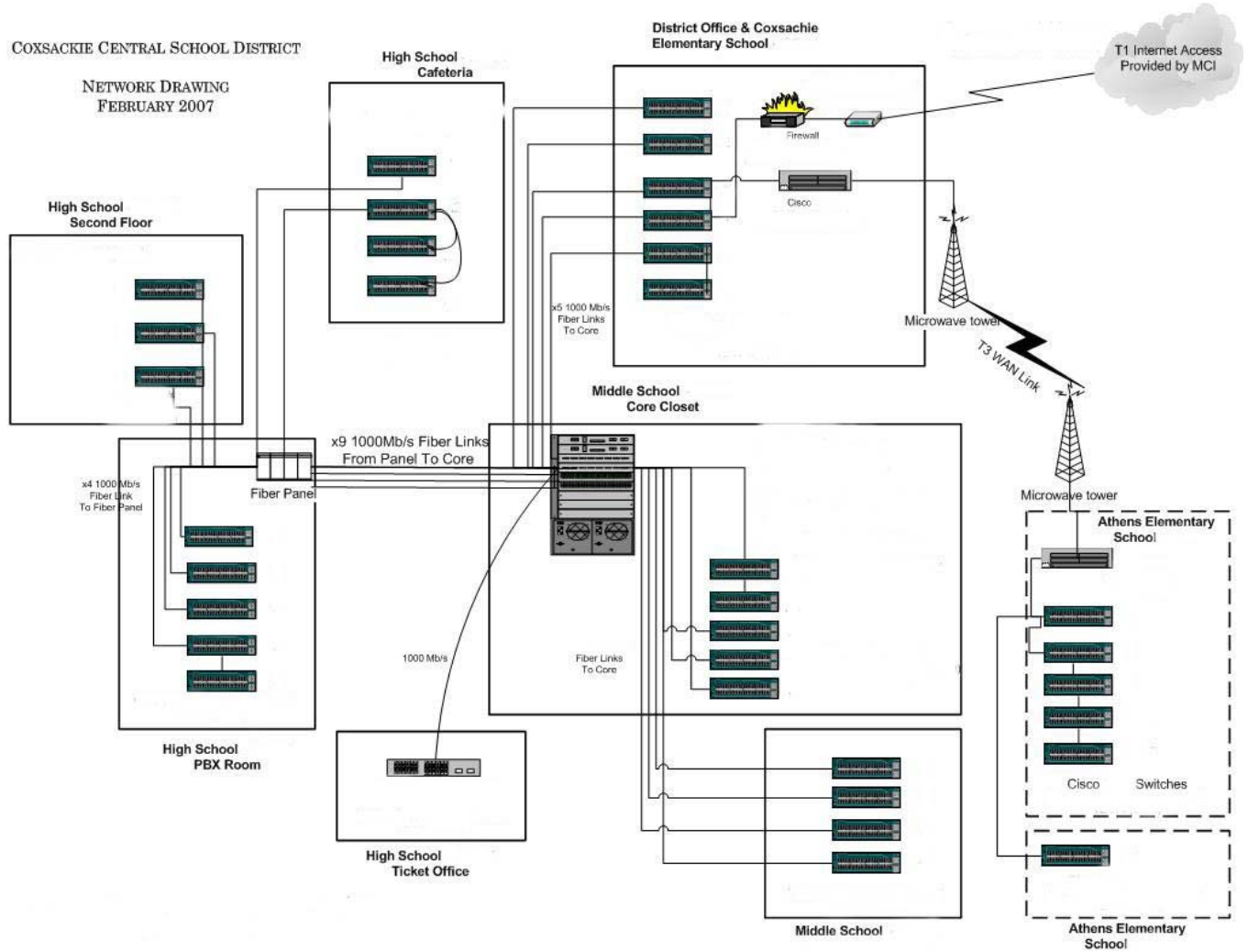
2007 – 2008 Technology Budget:

Central Processing		
1680-160-50-7000	Salaries – Non-Instructional	\$76,507.00
1680-161-50-7000	Salaries – Overtime- Part-time	\$2,000.00
1680-200-50-7000	Equipment	\$9,750.00
1680-400-50-7000	Contractual	\$102,226.00
1680-475-50-7000	Travel & Conference	\$2,000.00
1680-490-50-7000	Central Data Processing	\$7,181.00
1680-500-50-7000	Supplies	\$6,500.00
	Total	\$218,879.00
Library & Audio Visual		
2610-200-50-7000	Equipment	\$00.00
2610-472-50-7000	Service Contracts	\$6,830.00
2610-473-50-7000	Equipment Repair	\$1,000.00
2610-475-50-7000	Travel & Conference	\$300.00
2610-510-50-7000	Supplies	\$3,000.00
	Total	\$11,130.00
Computer Assisted Instructions		
2630-150-50-7000	Salaries – Instructional	\$82,302.00
2630-160-50-7000	Salaries – Non-Instructional	\$40,688.00
2630-170-50-7000	Salaries – Teacher Aides & Assistants	\$125,865.00
2630-220-50-7000	Equipment-State Aided	\$89,256.00
2630-460-50-7000	State Aided materials	\$30,000.00
2630-472-50-7000	Service Contracts	\$71,287.00
2630-473-50-7000	Equipment Repairs	\$5,500.00
2630-475-50-7000	Travel & Conference	\$2,000.00
2630-490-50-7000	Computer Aided Instruction	\$89,733.00
2630-500-50-7000	Supplies	\$9,500.00
2630-502-50-7000	Supplies Paper	\$2,500.00
	Total	\$548,631.00

Appendix C

Wiring Diagram

Wiring Diagram



Appendix D

School's Interoperability Framework Compliancy

School's Interoperability Framework (SIF)

Quality education relies, in large part, on professional educators and parents having access to the information, resources, and tools to serve learners of all ages. Seamless integration of a broad spectrum of instructional, administrative and communication tools is an essential foundation for an environment that effectively addresses the needs of all learners.

The School's Interoperability Framework's (SIF) vision within this context is that schools will be enabled to better utilize technology in a manner that leverages the promise and capabilities of interoperability between disparate applications.

When you choose a SIF participant as a solution provider, you are showing your support for an initiative working to ensure that K-12 instructional and administrative solutions work together more effectively. Such benefits include:

- SIF Districts see increased efficiency.
- SIF Districts reduce redundancy and error with data entry.
- SIF Districts don't worry about software compatibility issues.
- SIF Districts have real-time access to important information and opportunities for better data analysis.
- SIF Districts allow teachers to spend more time on instruction and less on paperwork.
- SIF Districts experience reduced support costs.
- SIF Districts save time needed to manage multiple data sources.
- SIF Districts offer their students a faster more effective method to access accurate school data: class schedules, grades, library accounts, food service accounts, etc....
- SIF Districts have better reporting capabilities.