Section VII: Assessment and Evaluation

Community Involvement

The expected results for Community involvement in this plan include:

- Higher volume of communication between community and schools
- More positive community attitudes towards school district and technology
- Higher volume of traffic on website
- More community members and parents visiting schools for various functions

Numerous methods will be used to indicate success in this area. The table below shows the strategy and assessment method along with it.

Strategy Name	**Add content to website with avenue of feedback.**
Expected Results	Heightened awareness about school district and technology. Student enrollment increases due to content on website
Indicators of Success	Increase in feedback from community members, student enrollment increases
Measurement Instruments	Hit counters on specific web pages within the site
Frequency of Analysis	Quarterly
Strategy Name	**Add availability of email addresses of administrators to website.**
Expected Results	Increased communication between parents and administrators
Indicators of Success	Community members emailing administrators more frequently, involvement between community and school.
Measurement Instruments	Email volume, administrator survey
Frequency of Analysis	Quarterly
Strategy Name	**Offer parent workshops on technology resources for math curriculum. Post the workshop on the website.**
Expected Results	Parents demonstrate understand and are more involved in student math curriculum
Indicators of Success	Parents attend workshops, student math homework completed and accurate
Measurement Instruments	Sign in sheets for workshops, student homework, teacher survey
Frequency of Analysis	Annually
Strategy Name	**Offer technology and curriculum open houses.**
Expected Results	Parents are involved in curricular project involving technology
Indicators of Success	Parents attend open houses, parent assists students, math homework completed and accurate
Measurement Instruments	Observation, parent feedback via survey
Frequency of Analysis	Annually
Strategy Name	**KidTech programming periodically during after school program**
Expected Results	Student understanding of hardware and software
Indicators of Success	Students sign up and complete the program
Measurement Instruments	Student participation, parent survey
Frequency of Analysis	After each KidTech session
Strategy Name	**Offer workshops with public library and other community organizations on technology hardware and troubleshooting**
Expected Results	Community members learn new skills not available otherwise
Indicators of Success	Community participation
Measurement Instruments	Sign up sheet, feedback form
Frequency of Analysis	After each session

Strategy Name	**Offer parent access to new curriculum assessment website.**
Expected Results	Parents are involved in student achievement at the local level
Indicators of Success	Parents visit the website and perhaps offer feedback and or concern regarding student achievement
Measurement Instruments	Hit counters, user login records
Frequency of Analysis	Monthly
Strategy Name	**Invite parents into classrooms on the staggered basis**
Expected Results	Parents more involved in student classroom work
Indicators of Success	Parents visit the classrooms
Measurement Instruments	Teacher Observation, parent feedback
Frequency of Analysis	Monthly

Curriculum & Instruction

This three-year technology plan focuses on math scores specifically in the third through eighth grade. Our research showed large gaps in three to four areas between third to fifth and fifth to eighth. Reading strategies will be maintained as currently implemented. Also noted is the lack of administrator knowledge and training in the areas of curricular design and assessment infused with technology. The expected outcomes from the Curriculum and Instruction strategies include

- Higher parent participation in the learning process
- Higher scores on both local assessment and state assessment in designated strands
- Variety of teaching strategies incorporating technology implemented in the classroom

Strategy Name	**Students will use Excel to manage, display, and interpret data**
Expected Results	Student comprehension and use of data analysis and evaluation will increase, achievement test scores on data analysis portion will increase
Indicators of Success	Students will analyze and evaluate data gathered by creating charts and graphs in Excel
Measurement Instruments	Observation, teacher surveys
Frequency of Analysis	Semi annually
Strategy Name	**Students will use Internet resources, graphic organizers, and United Streaming to formulate questions, conduct research, and publish results.**
Expected Results	Students will evaluate resources, and model higher order thinking skills to organize research and formulate hypotheses
Indicators of Success	Student work will reflect the use of available resources
Measurement Instruments	Observation, local assessments
Frequency of Analysis	Quarterly
Strategy Name	**Teachers will strengthen their use of the ILS program within the classroom to support math instruction.**
Expected Results	Teachers will use the ILS program in their classroom to promote individualized learning
Indicators of Success	Student use of ILS program will increase, math comprehension will increase
Measurement Instruments	Student login reports, gains report
Frequency of Analysis	Monthly
Strategy Name	**Media specialists will advise classroom teachers regarding best practices for improvement of instruction.**
Expected Results	Collaboration between media specialists and teachers will increase, media center will be come the “hub of activity”
Indicators of Success	Teachers will view media specialists as a resource for best teaching practices found to improve instruction; media specialists will become more involved with teachers and their implementation of best practices.
Measurement Instruments	Surveys observations, feedback from teachers
Frequency of Analysis	Annually
Strategy Name	**Staff will receive training on best practices of transforming uses of technology in the classroom**
Expected Results	Students will complete projects that include transforming uses will be implemented where appropriate

Indicators of Success	Teachers create project lessons plans that meet the criteria of transforming use
Measurement Instruments	Observation, teacher surveys, principal surveys
Frequency of Analysis	Annually
Strategy Name	**Teachers will use curriculum assessment software to analyze classroom data to supplement mastery instruction.**
Expected Results	Teachers will use data analyzed to make adjustments to fit individual student needs immediately and also make adjustments during curriculum revision process.
Indicators of Success	Curriculum becomes more individualized, individual student achievement increases
Measurement Instruments	User login reports, curriculum revisions
Frequency of Analysis	Monthly
Strategy Name	**Teachers will continue to use technology to create assessments, administer them, and report the results to the district curriculum coordinator.**
Expected Results	Assessment process will shorten thereby allowing teachers access to results sooner allowing adjustments to instructional strategies quickly.
Indicators of Success	Assessments are more automated, assessment data analyzed
Measurement Instruments	User login reports, curriculum revisions
Frequency of Analysis	Monthly

Professional Development

Professional Development is a top priority for Mattoon Schools. The effectiveness of the activities will be greatly dependent upon the assessment methods used. The overall goal of Professional Development is to

- Heighten awareness and monitoring of effective technology practices in the classroom
- Implement technology standards and goals into curriculum and school improvement plans
- Gather and analyze data for use in planning and improving.
- Effectively evaluate all professional development activities to ensure quality

Strategy Name	**Train administrators on best practices in an effort to heighten awareness about effective technology uses in the classroom**
Expected Results	Administrators encourage and monitor effective technology uses in the classroom
Indicators of Success	School
Measurement Instruments	Building Walkthrough worksheets, observations, principal surveys
Frequency of Analysis	Semiannually
Strategy Name	**Allocate funds based on School Improvement Plans and staff development needs**
Expected Results	Adequate funding for professional development available
Indicators of Success	Budget line items and participation reflect appropriate use
Measurement Instruments	Budget line items, PD evaluation forms
Frequency of Analysis	Annually
Strategy Name	**Contract with outside consultant to work with administrators and begin process of redefining teaching strategies to create a student centered learning environment.**
Expected Results	Student learning process shifts from teacher to student
Indicators of Success	Classroom practices and curriculum revision reflect the Engaged Learning principles
Measurement Instruments	Building Walkthrough worksheets, curriculum revisions
Frequency of Analysis	Semi annually
Strategy Name	**Train administrators and staff on use and analysis of data and reports from the district Curriculum Assessment software**
Expected Results	Staff becomes involved in adjusting curriculum according to local assessment scores. Individual student achievement becomes the focus
Indicators of Success	Staff login and analyze classroom and school data
Measurement Instruments	User login records, curriculum revisions
Frequency of Analysis	Quarterly
Strategy Name	**Heighten awareness about the National Educational Technology Standards for students, teachers and administrators.**
Expected Results	Staff understand and implement NETS in all aspects of educational process, not as an additional topic
Indicators of Success	Curriculum and professional development strategies reflect NETS.
Measurement Instruments	PD activities, observations, School Improvement Plans

Frequency of Analysis	Annually
Strategy Name	**Train administrators on effective use of email as parent communication tool.**
Expected Results	Administrators will use email as a form of parent communication when available and appropriate
Indicators of Success	Increased volume of email, more effective communication between parents and administrators centered around student learning.
Measurement Instruments	Increased in email volume for administrators, parent feedback, principal surveys
Frequency of Analysis	Annually
Strategy Name	**Train after-school program supervisors in the use of mathematic software and web resources for supplemental use.**
Expected Results	Student achievement will increase with more practice in math, not only drill and skill but application math.
Indicators of Success	Student sign up for after school program, local math assessments.
Measurement Instruments	Sign up sheets, assessment scores, teacher observation
Frequency of Analysis	Quarterly
Strategy Name	**Train elementary staff in ILS software use—specifically Math Investigations, Writer's Workshop and Reading Adventures—and analysis of the data gathered by the program**
Expected Results	Teacher use of the Exploreware portions of ILS will increase thereby providing data on and practice for individual students. Student math comprehension will increase resulting in better test scores
Indicators of Success	Students will exhibit better math comprehension in class work and local assessments
Measurement Instruments	Student minutes report from ILS software, gains report.
Frequency of Analysis	Quarterly
Strategy Name	**Work with teachers to implement creative teaching strategies using Smartboards, digital manipulatives, iQuests and video for math.**
Expected Results	Teachers will use technology teaching strategies to increase interest and comprehension of math
Indicators of Success	Teacher use of technology teaching aids will increase. Student participation in math will increase
Measurement Instruments	Circulation records of technology teaching aids, observation, teacher interviews
Frequency of Analysis	Annually
Strategy Name	**Offer a variety of professional development activities from different sources (i.e. universities, outside consultants, teacher collaboration groups) in innovative instructional practices incorporating technology with specific and measurable outcomes**
Expected Results	Staff participate in meaningful professional development with a specific outcome that is evaluated once the goal of the activity is achieved
Indicators of Success	Teachers will participate and implement into the classroom ideas they have learned
Measurement Instruments	Sign up sheets, project templates, feedback evaluation forms from teachers
Frequency of Analysis	After each activity
Strategy Name	**Train teachers on alternative assessment methods of student produced projects (e.g. rubrics, peer review, self reflection)**
Expected Results	Teachers will implement alternative assessment methods into curriculum
Indicators of Success	Student work is assessed with a rubric.
Measurement Instruments	Curriculum revision and assessment software includes alternative assessment methods

Frequency of Analysis	Annually
Strategy Name	**Train district staff on network and telephone system use**
Expected Results	Staff will be competent users of voice mail, phone and network system
Indicators of Success	More special features used, teachers use of network resources
Measurement Instruments	Space used on server volumes, voice mail usage, telephone bills
Frequency of Analysis	Monthly
Strategy Name	**Develop evaluation procedures for PD activities to show implementation and reflection of the activity.**
Expected Results	Evaluation of Professional Development activities is more qualitative and shows implementation of the ideas into the classroom
Indicators of Success	New procedures in use and PD activities become more meaningful
Measurement Instruments	Evaluation forms, sign in sheets
Frequency of Analysis	After each PD activity
Strategy Name	**Work with administrators in setting technology oriented goals in school improvement plans.**
Expected Results	Administrators will assess building needs with technology and include those needs into School Improvement Plan
Indicators of Success	School Improvement Plans will include NETS and Engaged Learning Indicators
Measurement Instruments	School Improvement plans, surveys, building walkthroughs
Frequency of Analysis	Annually
Strategy Name	**Develop mentoring program to provide one-on-one support to teachers implementing new technology instructional practices in the classroom**
Expected Results	Mentors will provide support in development and implementation within the classroom
Indicators of Success	Teachers will implement new instructional strategies more frequently and across the curriculum
Measurement Instruments	Feedback from mentor, feedback from teacher
Frequency of Analysis	Quarterly
Strategy Name	**Develop a best practices database internally for teachers at each grade level and subject area.**
Expected Results	Teachers will post and retrieve curricular ideas and develop partnerships with other teachers of differing levels or subject areas
Indicators of Success	Volume of projects on the site will increase, teachers use of the site will increase
Measurement Instruments	Space on file server, number of projects, quality of projects
Frequency of Analysis	Monthly

Technology Deployment

The overall expected results for Technology Deployment include

- Provide an adequate, stable network environment to enhance learning opportunities
- Provide adequate technical support to facilitate the learning process
- Use E-rate to help sustain necessary connectivity and telephony services

Strategy Name	**Update middle school and high school switches**
Expected Results	More bandwidth on network, less wait time
Indicators of Success	Teachers use of network will increase, helpdesk time will decrease
Measurement Instruments	Network analysis, teacher feedback
Frequency of Analysis	Once upon project completion
Strategy Name	**Replace High school main server and library server**
Expected Results	Working server with adequate access
Indicators of Success	Staff and students will connect to and utilize new server
Measurement Instruments	Server volume space
Frequency of Analysis	Once upon project completion
Strategy Name	**Replace middle school main server and library server**
Expected Results	Working server with adequate access
Indicators of Success	Staff and students will connect to and utilize new server
Measurement Instruments	Server volume space
Frequency of Analysis	Once upon project completion
Strategy Name	**Work with district technology committee and administration to develop policies pertaining to user security and acceptable use.**
Expected Results	Users understand need for and abide by security policies
Indicators of Success	Security policies will be implemented and monitored for Compliance. Violations/Violation attempts to the policies will decrease over the life of the plan.
Measurement Instruments	CIPAfilter reports, frequency of employee violations
Frequency of Analysis	Monthly
Strategy Name	**Write competitive grants to increase amount of instructional technology (smartboards, digital cameras, projectors)**
Expected Results	Teachers will utilize grant funded equipment in instructional strategies
Indicators of Success	Grants are awarded, equipment is ordered
Measurement Instruments	Grants written, budget line items show equipment ordered
Frequency of Analysis	Annually
Strategy Name	**Maintain current computer to student ratio according to derived schedule**
Expected Results	Current computer inventory is updated on an annual basis
Indicators of Success	Equipment is up-to-date and is utilized
Measurement Instruments	Hardware Inventory, Lab sign up sheets, Replacement cycle
Frequency of Analysis	Annually
Strategy Name	**Implement new curriculum assessment software**
Expected Results	Staff will use data gathered by assessment system to adjust curriculum to meet individual needs

Indicators of Success	New software is implemented and ready for training
Measurement Instruments	Project management documents, user feedback
Frequency of Analysis	Project completion
Strategy Name	**Train teachers in simple troubleshooting techniques and new technologies**
Expected Results	Teachers will be confident and self-sufficient with minor troubleshooting issues
Indicators of Success	Teachers work orders are less frequent, fewer help desk calls
Measurement Instruments	Call volume, work order volume, teacher surveys
Frequency of Analysis	Annually
Strategy Name	**Use e-rate funding to maintain current network and telephone services**
Expected Results	Maintain a robust integrated network that promotes the learning process
Indicators of Success	Staff use telephone and network to enhance communication, and instruction
Measurement Instruments	Network audit and analysis, e-rate application
Strategy Name	**Update all workstations to Windows XP**
Expected Results	Less technical support time in troubleshooting machines due to standardization
Indicators of Success	All machines running XP
Measurement Instruments	Inventory, observation
Frequency of Analysis	Once, upon project completion
Strategy Name	**Implement ZENworks to facilitate technical support**
Expected Results	Machines are managed with user policies allowing systemic changes to be made from one workstation, and remote access for troubleshooting purposes
Indicators of Success	Less time making systemic changes and troubleshooting
Measurement Instruments	Helpdesk phone calls, network user policies
Frequency of Analysis	Monthly
Strategy Name	**Work with district technology committee and administration to develop policies pertaining to hardware/software**
Expected Results	Software and hardware will be standardized throughout the district according to subject area and grade level
Indicators of Success	Machines are specified with standard components and loaded with approved, standardized software
Measurement Instruments	Machines specs, approved software list, software approval procedures
Frequency of Analysis	Semi-annually
Strategy Name	**Review and update servers if necessary**
Expected Results	Antiquated servers are replaced with new updated systems
Indicators of Success	Servers loaded and in place
Measurement Instruments	Replacement Cycle, Budget line items
Frequency of Analysis	Annually
Strategy Name	**Implement Helpdesk software to track calls and work**
Expected Results	Work orders and technical activity is tracked within software
Indicators of Success	Software is implemented and used
Measurement Instruments	Reports of call volume within the software, resolutions input into system
Frequency of Analysis	Monthly
Strategy Name	**Work with district technology committee and administration to develop policies pertaining to user security and acceptable use.**
Expected Results	Users understand need for and abide by policies
Indicators of Success	Policies implemented that are fair and workable
Measurement Instruments	Frequency of employee violation, implemented policies
Frequency of Analysis	Monthly