



2012 Technology Bridge Plan Guidance and Template

Most local education agencies (LEAs) currently have an approved 2008-11 Technology Plan on file with the Minnesota Department of Education (MDE). The 2008-11 Technology Plan is structured to allow LEAs to maintain eligibility for a variety of funding programs through June 30, 2011. As the transition is made to a new web-based system for the 2013-16 Technology Plan submission, a plan is needed to bridge the gap. This 2012 Technology Bridge Plan Guidance and Template is an interim planning process. It provides a framework for LEAs to update their technology plans to extend funding eligibility for the time period of July 1, 2011-June 30, 2012 without creating completely new plans.

Plan Development

If an LEA elects to create a 2012 Technology Bridge Plan, it must use the provided template. Responses to the five identified plan components should include only updates to the content of the LEA's approved 2008-11 Technology Plan. It is not necessary for LEAs to create new technology plans for the purposes of this update. If an LEA does not have an approved 2008-11 Technology Plan on file with MDE, it should use the e-mail contact below to request individualized planning guidance.

[Please visit the Universal Service Administrative Company \(USAC\) Website for more information about technology planning.](#)

Plan Submission and Review

The 2012 Technology Bridge Plan may be submitted at any time until the end of the plan period. They will be reviewed as they are received, and approval letters will be issued. The 2012 Technology Bridge Plans and approval letters will be posted to the MDE Website (address below) as they become available.

[View the approved 2008-11 Technology Plans, the 2012 Technology Bridge Plans and approval letters currently available on the MDE Website.](#)

The 2012 Technology Bridge Plans will be reviewed to determine if the LEA has made a good-faith effort to address updates to each of the five plan components. The attached 2012 Technology Bridge Plan Review Checklist will allow the reviewer to record if this good-faith effort has been made. If not, the LEA will be asked for specific clarifications in order to solicit the information needed for approval.

Please submit completed technology plans and related questions via e-mail to mde.schooltechplan@state.mn.us



2012 Technology Bridge Plan Cover Sheet

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	HUTCHINSON PUBLIC SCHOOLS
District Number:	ISD423
Technology Plan Status	The district/agency/school has an approved 2008-11 Technology Plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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TECHNOLOGY CONTACT INFORMATION	
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Title	DIRECTOR OF TECHNOLOGY
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2012 Technology Bridge Plan

Instructions: Use the format below to complete your responses. Do not include any attachments or additional materials. Expand text boxes and add rows as needed.

I. Technology Needs Assessment

Briefly describe recent changes in the technology needs of the school/district and the method(s) used to gather that information.

While we have worked diligently to implement the goals and meet the needs in our 2008-2011 plan, the following additional needs have arisen out of the implementation of that plan:

- New technologies have been adopted at a rate that outpaces our ability to train our staff on effective use of these technologies. Staff need more training on practical implementation of the new technology to more effectively deliver education to our students.
- System reliability and response to staff requests for technology support services need to be improved. – Information gathered via staff surveys and at a variety of faculty meetings.
- Backups have exceeded our backup system capacity – new disaster recovery system needed.
- Data dashboard – In order to respond more quickly to students changing performance staff need a data dashboard to provide a snapshot view of student performance.

II. Goals and Strategies

List goals and planned strategies for implementing technology in the school/district.

In general the goals outlined in our 2008-2011 plan remain valid. However the following changes are of particular note.

Goal	Related Strategies
Improve tech support service.	All properly submitted tech support requests will receive a response within 8 hours
Improve tech support service.	80% of properly submitted tech support requests will be resolved or have an acceptable work-around with 48 hours.
Improve staff training on new technologies.	Training on all newly implemented technologies will either be available at the summer teacher academy or via online training on Moodle.
Improve capacity and function of our data backup system.	Our existing data back-up system will be overhauled to become a more complete data disaster recovery system. This system will allow for restoration of operation for our most critical systems/data within 1 full business day and return to full data center operations within 5 business days
Provide teachers with an up to date snapshot view of the performance of all students in their class or advisory.	A data dashboard will be developed that is linked to our student information system. This will provide teachers with up to date information about student performances in key metrics at any given point in time.

III. Professional Development Plan

Briefly describe updates or additions to planned technology professional development.

Hutchinson Schools has implemented a summer teacher's academy for professional development. Many of the sessions offered are related to helping staff become more proficient on the use of new technologies within the district. We also are taking the first steps to provide additional training opportunities via staff development classes on our staff Moodle server.

IV. Budget for Technology

Summarize the general budget categories for your school districts. This will help demonstrate how the school/district will fund the cost of planned technology services after any E-rate discounts are applied. Also list all the specific services for which you will apply and receive E-rate discounts.

- Equipment/Hardware -- Approximately \$120000 for 2011-2012
- Technology Support Staff -- Approx \$200000 annually.
- Maintenance -- \$20000-30000 for 2011-2012
- Telecommunications/Internet Access -- \$56000
- Software -- Approx \$20000 for 2011-2012
- Staff Development -- We estimate that we spend \$8000-\$10000 annually on technology related staff development.

V. Evaluation

Concisely explain how the implementation of the technology plan will be evaluated.

The technology goals and strategies are integrated into our district strategic planning process. These goals and measures are included on our strategic plan balanced scorecard. Progress will be measured and reported via the scorecard on a regular basis.

With the EnGauge process no longer being available we are currently looking at other technology assessment tools that will provide equivalent information for evaluation and planning of our technology readiness.



2012 Technology Bridge Plan Review Checklist

Instructions: Mark *Proficient* to indicate that the plan demonstrates a good faith effort to address updates to each of the five plan components. Mark *Not Proficient* to indicate that the plan does not demonstrate a good-faith effort to address updates to each of the five plan components. Note that a plan must be proficient in all five components in order to be approved.

Review Summary	
LEA:	
District #:	
Review Date:	
Reviewer:	
Approved (Y/N):	
Comments/Clarifications:	

Plan Component	Proficient	Not Proficient
I. Technology Needs Assessment		
II. Goals and Strategies		
III. Professional Development Plan		
IV. Budget for Technology		
V. Evaluation		

Note any clarifications provided by the LEA subsequent to review here.