

## Clarkfield Area Charter School #4172

### Technology Plan 2013-2015

#### IA. Planning and Needs Assessment

- Organizational Leadership  
Clarkfield Area Charter School Board of Directors  
Director: Kathy Koetter
- Technology Planning Committee  
Director: Kathy Koetter  
Teacher/Librarian: Hayley Knoop  
Teacher: Nicole Linscheid  
Assessment Coordinator: Julie Dikken  
Parent: Molly Grinager
- CACS's decision making process, in regards to technology, begins at the staff level by identifying opportunities for improvement, brainstorming possible solutions, and developing consensus on solutions and action plans. During the consensus development time budgetary decisions and the school's strategic plan are carefully considered. The technology goals, which are in part developed by the technology planning committee along with staff input, serve as the guide for all technology decisions. CACS's technology planning committee meets twice per year to set direction and assess results.
- CACS utilizes technology services from Southwest/West Central Service Cooperative, located in Marshall MN, to aid in the development of technology plans, provide monitoring and servicing of technology, and in the purchasing of technology equipment.

#### IB. Demographics of Clarkfield Area Charter School

- Clarkfield Area Charter School is a K-6 school located in Clarkfield, MN. Clarkfield is a small rural community located in Southwest Minnesota with a population of 800 according to the 2010 census report. Students attending CACS come from four different school districts; Yellow Medicine East, Lakeview, Dawson-Boyd and Montevideo. Once completing 6<sup>th</sup> grade, students currently choose from one of these four schools for junior high and high school.
- Enrollment History – CACS opened its doors September of 2007  
2007-2008 Enrollment: 60 students  
2008-2009 Enrollment: 64 students  
2009-2010 Enrollment: 74 students  
2010-2011 Enrollment: 67 students  
2011-2012 Enrollment: 61 students
- Student ethnicity: Caucasian, Black, American Indian and Hispanic
- The student body includes 25% special needs students. Included in this population are students who receive speech services which are delivered through a tele-therapy speech program, which is delivered via the internet. This program is completed through the use of web cams.
- 85% of the current student body is eligible for free or reduced breakfast and lunches.

### **IC. Needs Assessments**

- CACS technology planning committee determined the most pressing needs in technology. The priorities are as follows:
  1. Currently we have two Lumens and would like to purchase more.
  2. Increase number of books downloaded to our I-pods, ensuring all levels are included and available for all students.
  3. Continue training in the use of SMART Boards, SMART Response tool and differentiating instruction.

### **ID. E-Rate Requirement**

- Clarkfield Area Charter School will leverage E-Rate funding for Priority 1 eligible services to help reduce the burdened costs of utilizing technology resources in our school.
- Clarkfield Area Charter School does not currently have the discount levels necessary to apply for Priority 2 funding. We will review our Internal Connections Equipment annually and apply for equipment that may be eligible for funding.
- Clarkfield Area Charter School has, and will continue to, utilize SW/WC Service Cooperative to provide consulting services for our E-Rate application process. SW/WC will ensure that our forms are filed appropriately and that all regulatory requirements for the E-Rate program are being adhered to as defined by the SLD of USAC.
- A board approved Internet Acceptable Use and Safety Policy exists for the Clarkfield Area Charter School that meets the regulations of the Children's Internet Protection Act and other regulations in place by the Federal Communications Commission.

## **II Vision, Goals, Objectives, and Strategies for Technology**

- Clarkfield Area Charter School envisions itself as a regionally recognized school of excellence that empowers all students to reach their maximum potential.
- Clarkfield Area Charter School accomplishes educational excellence by employing highly effective teachers, whose data driven instruction, focuses on their students' individual learning styles in order to build concrete foundations for learning. Educators promote and model strong moral values, healthy lifestyles, global and local awareness, and utilize community involvement to ensure student success. As a change friendly school, the CACS family embraces opportunities and innovation that increase their effectiveness and sustain a financially sound institution. The CACS community will guide each student to reach his/her full potential in order to ensure success in their future.
- Values of CACS include: **Student Needs First, Honesty, Integrity, Respect, Teamwork**
- Technology Vision: The vision of the CACS technology committee is to develop a school environment that sees education and current technology as intertwined and co-dependent. CACS classrooms will open the world to rural Minnesota students by pushing the limits in technology to better prepare them for life after their CACS education.
- Technology goals:
  1. Provide teachers with up to date technology so all students are prepared for Junior High
  2. Effectively use technology to support differentiated learning
  3. Apply technology in assessing student learning

- Technology Implementation Plans:
  - 1a. Provide all staff members with professional development in the usage of SMART Boards and how to effectively integrate their use into daily lessons.
  - 1b. Provide all staff members with training in the use of SMART Response; a tool that has already been purchased, but has not been used in the classrooms.
  - 1c. Keep staff current on new and emerging technologies.
  - 2a. Offer staff development opportunities that will assist teachers in creating differentiated learning opportunities.
  - 2b. Provide resources, such as networking with other schools, on how to use differentiated learning within their classrooms.
  - 3a. Contact the service cooperative to schedule a staff development day to review and analyze our current assessment process; MAP for Primary Grades (K-2) and NWEA for Intermediate Grades (3-6).
  - 3b. Teachers will use data to drive curriculum and assessment decisions.

### **III Policies and Procedures**

- CACS has an Internet Acceptable Use and Safety Policy in place that all students, parents and staff must sign at the beginning of the year. The policy is attached to this plan.
- The data on the school's network is safeguarded using Microsoft Server technology and networking, implementing Active Directory rights and permissions as necessary to restrict access to files and data.
- CACS implements an internet-based content filtering service to be CIPA compliant; a gateway device provides firewall and intrusion detection; mail is re-directed through a local service cooperative's spam filtering appliance and cleaned of spam, viruses and other malware; desktop antivirus is installed on every computer in use in the district and provides additional protection from viruses and malware.
- District, staff and student data is backed up incrementally each day and a full back up performed weekly.
- All network devices are secured using username/password combinations; limited access to configuration settings is accomplished using rights, permissions, group policies, as well as restricted physical access.
- CACS is a single level building that is handicap accessible. All classrooms and equipment, labs and multi-purpose areas are handicap accessible. We have purchased individual head sets for students to use at computers and have funds available for any assistive technology we may need in the future.

### **IV Technology Infrastructure, Management and Support**

- CACS utilizes a DSL connection from Frontier. This is a business class type connection. The capacity of this DSL connection is currently adequate for our staff and students.
- CACS has a computer lab with 21 computers and smart board. CACS maintains a 1:1 teacher to laptop ratio. These ratios will be maintained throughout the duration of this plan.
- All school computers are PC-based using Microsoft operating systems and software.
- CACS will begin a replacement rotation of 5 computers per year beginning in 2012.

- For disaster recovery, data is backed up incrementally each day and a full back up performed weekly.
- CACS contracts with SW/WC Service Cooperative for technology services. The co-op personnel maintain equipment as well as the school's network. Security is evaluated by co-op personnel and recommendations are made to the school for implementation. This arrangement has more than met all the needs of CACS.
- The assistive technology equipment that CACS currently has is located in the speech center and is accessible to speech students and supporting staff. Students and staff have been trained to utilize this equipment.

**V Role of School Library Media Center and School Library Media Center Staff**

- CACS has one school library and also accesses the local library in Clarkfield. In working collaboratively the school and public library have effectively given students access to a wealth of library resources.
- The CACS librarian is a member of the technology committee.
- The CACS librarian teaches computer application courses to grades 3-6.
- Through the collaboration with the local library, students have access to the Plum Creek Library System.

**VI Staff Development and Training**

- CACS utilizes weekly staff meetings for staff development opportunities.
- CACS utilizes the SW/WC technology training sessions to ensure staff members properly know how to utilize available technology and utilize this technology in daily lessons.
- CACS uses and will continue to use an annual force field analysis process to determine technology and training needs.

**VII Evaluation Plan**

- Annual surveys will be administered to staff, students and parents to evaluate the effectiveness of CAC's technology action steps.
- The CACS technology committee will meet three times per year to evaluate the progress and effectiveness of the school technology plan.
- The school's director is directly responsible for the documentation of the evaluation process, compilation of data, and analysis for use. Data will be utilized annually in the setting of school goals.

**Technology Plan Submitted and Approved by the Clarkfield Area Charter School Board**

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Director, Kathy Koetter

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Board Chair, Brenda Risa