

**WATERVLIET CITY SCHOOL DISTRICT**  
***TECHNOLOGY PLAN***  
**2008-2011**



*Originally Submitted by  
The District-wide Technology Committee  
November 21, 2006*

*Resubmitted by  
The District-Wide Technology Committee  
June 6, 2008*

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## **Section I: District Wide Technology Committee**

*The Watervliet City School District-wide Technology Committee currently consists of the following members (2006):*

- *Kirsten DeMento, Director of Curriculum and Instruction (Committee Chairperson)*
- *Lori Caplan, High School Principal*
- *Michael Teator, Elementary School Assistant Principal*
- *Nick Fitzgerald, District-wide Technology Coordinator*
- *Joe DeFazio, NERIC Technology Support Person*
- *Kathy Terpening, Elementary School Teacher*
- *Richard Fisher, High School Science Teacher*
- *Rebecca Ekstrom, High School Librarian*
- *Gretchen Hodges, Parent*
- *Barbara Stroh, Parent*

*The Watervliet City School District-wide Technology Committee currently consists of the following members (2008):*

- *Kirsten DeMento, Director of Curriculum and Instruction (Committee Chairperson)*
- *Lori Caplan, High School Principal*
- *Ben Robert , Elementary School Assistant Principal*
- *Dan Lindemann, District-wide Technology Coordinator*
- *Mike Olson, NERIC Technology Support Person*
- *Kathy Terpening, Elementary School Teacher*
- *Donald Stevens, Elementary School Teacher*
- *Jim Gardner, High School Math Teacher*
- *Allison Jones, High School Library Media Specialist*
- *Gretchen Hodges, Parent*

## **Section II: Mission Statement**

*It is the Mission of the Watervliet City School District to provide the technology and training that will enable our entire school community to successfully function in the technology based society of the 21<sup>st</sup> Century.*

## **Section III: Goals**

*See attachment B – Technology Implementation Plan*

## **Section IV: Staff Development**

*The Watervliet City School District supports on going staff development in the area of technology in a variety of ways. Professional development funds are available to faculty, administration, and staff members to attend self-selected conferences and / or workshops. The district assumes responsibility for the fees associated with any approved professional development and all costs for substitute teachers. The district also contributes time in the form of conference days for training in the area of technology.*

*Additional staff development, in the area of technology, is available to the district by a number of providers. These providers include the Capital Region Board of Cooperative Educational Services (BOCES), Northeast Regional Information Center (NERIC), and through staff development experts from Open Systems Technologies (OST), as well as turn key trainers from within our district. These providers can offer support in the form of technology integrationists who work directly with faculty, administration, staff, and students to increase technology awareness and improve technological competencies.*

*The staff development portion of this plan includes the following goals:*

- *Providing the necessary staff development to assist all faculty, administration and staff in acquiring the skills necessary to use computers as a resource for full implementation of the New York State Learning Standards.*
- *Offering a variety of computer training to all faculty, administration and staff at the novice, intermediate, and advanced levels as appropriate to enhance their district roles.*
- *Sustaining the site-based support of the technology integrationists to assist in the development of lesson plans and units designed to address the New York State Learning Standards.*

**Section V: Inventory**

See Attachment C – Hardware Inventory

**Section VI: Technology Budget (2008-2011)**

Items

Costs:

Routers and switches, PC workstations  
and additional hardware (Printers, Printer Cables)

BOCES Lease/Purchase Plan:  
(Approximately 150 computer work stations, 10 lap tops,  
& 5 smart boards)

\$ 193,000/year

Phone System and Cabling:  
BOCES Maintenance Plan/Upgrades

\$ 15,000/year

Additional Software/upgrades/renewals  
(Including software requisitioned by teachers and staff)

\$25,500/year

Professional Development Resources

\$ 10,000/year

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Totals:

\$ 230,000 2008-09\*

\$ 250,000 2009-10

\$ 250,000 2010-11

\* This does not count the cost of upgrading to fiber optics. It does not include the new Student Management System or the new Lunch System. These are web based products that are purchased separately.

**Section VII: Plan Evaluation**

The Watervliet City School District supports on going evaluation of its technology plan. The Watervliet City School District wide Technology Committee will periodically evaluate the extent to which the goals of this plan are achieved. Feedback from the faculty, administration, and staff in the form of surveys and discussions at faculty meetings / faculty forums will further inform the evaluation of this plan. In addition, the Building Level Action Teams will be instrumental in communicating building needs / concerns to the district committee.

As an on going function of the district wide technology committee, an annual evaluation of the plan will be drafted in narrative form and used to focus improvement efforts for the following year.

## **VIII: Attachment A**

### **Technology Foundation Standards for All Students**

#### Technology Foundation Standards for Students

1. Basic Operations and Systems
  - Students will demonstrate a sound understanding of the nature and operation of technology systems
  - Students are proficient in the use of technology
2. Social, ethical, and human issues
  - Students understand the ethical, cultural, and societal issues related to technology
  - Students practice responsible use of technology systems, information, and Software
  - Students develop positive attitudes towards technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
3. Technology Productivity
  - Students use technology as a tool to enhance learning, increase productivity, and promote creativity.
  - Students use productivity tools to collaborate in constructing technology – enhanced models, prepare publications and produce other creative works.
4. Technology communications tools
  - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
  - Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
5. Technology Research Tools
  - Students use technology to locate, evaluate, and collect information from a variety of sources
  - Students use technology tools to process data and report results
  - Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks
6. Technology problem solving and decision making tools
  - Students use technology resources for solving problems and making informed decisions
  - Students employ technology in the development of strategies for solving problems in the real world
7. Curriculum alignment in Technology for grades K-12
  - Grades K-6 will have a Curriculum in Technological skills and have it aligned to NYS Standards
  - Grades 7-12 will have a Curriculum in Technological skills and have it aligned to NYS Standards



***Attachment B***  
***Watervliet City School District***  
***Technology Implementation Plan***  
**2008-2011**

Goal #1: Thorough Integration of Technology into the K-12 Curricular Areas

Objective #1: To Enhance Teacher and Student Use of the Internet as an Effective Research Tool

<b>Strategy</b>	<b>Activity</b>	<b>Who</b>	<b>Time Frame</b>	<b>Performance Measure</b>	<b>Cost</b>
Turn-Key Training for teachers	Neric Training, District Conference Day After-school and Summer Sessions Release Time	District-wide Faculty, Staff and Students School Librarians	2008-2011	Technology-Based Lessons and Units Student Developed Multi-media Presentations	District Technology Funds Professional Development Funds

Goal #2: Targeted Staff Development to Improve District-wide Technology Integration

Objective #1: Providing staff development to assist all faculty, staff and administration in acquiring the skills necessary to use computers and other technologies as a resource for full implementation of the New York State Learning Standards

<b>Strategy</b>	<b>Activity</b>	<b>Who</b>	<b>Time Frame</b>	<b>Performance Measure</b>	<b>Cost</b>
Turn-key Training Standardization of District-wide Software	NERIC Training Shared Learning Objective District Conference Day After-school and Summer Sessions Release Time	Director of Curriculum District-wide Faculty and Staff Technology Support Staff Technology Integrationists	2008-2011	Submission of Technology-Based Lesson Plans Classroom Observations of Technology-Infused Instruction Utilization of Standard Software	District Technology Funds Professional Development Funds Teacher Stipends

Objective #2: To Offer Training at All Levels to District-wide Staff to analyze and utilize data to drive curriculum and other school decisions.

Strategy	Activity	Who	Time Frame	Performance Measure	Cost
NERIC as a Resource Turn-key Training Northeast Regional School Support Center Computer Company Representatives	Individualized Training Small Group Training Extended Session Training District Conference Day	District-wide Faculty and Staff	2008-2011	Increased Electronic Reports to NYSED Use of Electronic Databases Analyzed Student Data	District Technology Funds Professional Development Funds

Goal #3: Utilize District-wide Continuum of Technology Skills with Students

Objective #1: Teachers will introduce and integrate the scope and sequences of Technology Skills by Grade Level (K-8)

Strategy	Activity	Who	Time Frame	Performance Measure	Cost
Classroom instruction Infuse technology into lessons Use of power media (Video Streaming)	Workshops on Upcoming Technology Curriculum Curriculum Review and Development Sessions	Technology Integrationists Classroom Teachers Special Education Teachers School Librarians	2008-2011	District-wide Technology Skills Document	District Technology Funds Professional Development Funds Teacher Stipends Facilitator Expenses

Goal #4: Improved Access To and Utilization of the High School and Elementary Libraries

Objective #1: To Provide Support to All Curricular Areas and to Address Teacher and Student Needs.

Strategy	Activity	Who	Time Frame	Performance Measure	Cost
Connections to Local Libraries, Colleges and Universities Informal and Formal meetings with staff and students	Training to Enhance Teacher/Student Use of the Internet as an Effective Research Tool Utilizing Software for ILL NERIC as a Resource	Classroom Teachers Special Education Teachers School Librarians	2008-2011	Integrated Units Utilizing the Library Student Developed Multi-media Presentations Increase use of library by students and classes	District Technology Funds Professional Development Funds

Goal #5: Expand and update computer facilities

Objective #1: To Update and replace computer equipment, software, and peripherals as needed

Strategy	Activity	Who	Time Frame	Performance Measure	Cost
Requesting Donations from NYS and Local business Purchase/leasing other equipment as needed Grants	Bring computers and software up to date Install new computers and equipment	BOCES Remote Coordinator Technology Coordinator Technology Integrationists School Librarians	2008-2011	Increase the # of new computers/technology components by reviewing inventory Standardize platform	District Technology Funds Donations Grants

*Attachment C*  
*Watervliet City School District*  
*Technology Implementation Plan*  
*2008-2011*

*Section V: Inventory*

*Attachment D*  
*Watervliet City School District*

Computer Systems Disaster Recovery Plan



Proposed to the Board of Education  
and Approved on: January 15, 2008

## **Introduction**

The initial goal is to create a comprehensive disaster recovery plan to ensure that the district's administrative and instructional computer systems are backed up.

The creation of this plan was recommended by the Watervliet City School District Technology Committee.

This plan takes into account many other areas that will need to be addressed in case of a disaster.

## COMPREHENSIVE DISASTER RECOVERY PLAN

### 1. General

- a. Definition - The purpose of this disaster recovery plan is to provide the necessary policies and procedures that would be followed in the event of a disaster which would provide a path to recovery to resume normal business operations in 48 hours.
- b. Advance Preparation and Emergency Response Planning Phase
  - i. Leadership - define a Disaster Recovery (DR) Team
    - (1) Membership
      - (a) Superintendent of Schools
      - (b) Business Manager
      - (c) Director of Curriculum and Instruction/CIO
      - (d) Director of Pupil Personnel and Transportation
      - (e) Supervisor of Buildings and Grounds
      - (f) Network Administrator (BOCES)
      - (g) Building Principals
      - (h) District Computer Coordinator
      - (i) Administrative Assistant (Assistant to the Chief Information Officer)
      - (j) Communications Specialist
    - (2) Duties
      - Superintendent of Schools directs the team, serves as Recovery Director, receiving all information, making major operational decisions, consulting with all team members as needed; assigning additional personnel to the DR Team as may be needed. Delegating tasks as appropriate.
      - Business Manager serves as liaison with Superintendent of Schools. Performs Superintendent's duties in Superintendent's absence, and/or delegates duties to DR Team. Maintains a current list of employees and ensures they receive appropriate information and duties. Serves as liaison with insurers and performs other duties as assigned by the Superintendent.
      - Director of Curriculum serves as liaison with Superintendent of Schools. Performs Superintendent's duties in Superintendent's absence, and/or delegates duties to DR Team. Work with data recovery specialists to ensure the safety of student data. Serves as liaison and performs other duties as assigned by the Superintendent.
      - Communications Specialist: Fields all inquiries from media, members and the public; prepares official statements, talking points, and communication strategies

and advises the DR Team on implementation. Disseminates information to the media and the membership. Performs interviews and releases information as the designated official spokesperson.

- Supervisor of Buildings and Grounds - Performs duties as delegated/requested by Superintendent and the business manager and Director of Curriculum and Instruction. Confers with emergency services personnel, utility companies, etc., as appropriate to gather information. In charge of recovery of buildings, grounds, equipment, furniture and fixtures. Communicates with staff.
  - Network Manager (BOCES) insures that all network infrastructure and telecommunications are operational and ensures that all data is restored. Provides information to the Communications Specialist for the media website. Ensures that all necessary servers are operational and verifies what data needs to be restored if any
  - Business Manager/School District Treasurer ensures the
    - security of fiscal assets
    - availability of cash for emergency purposes
    - continuity of payroll and vendor payments
  - Building Principals - responsible for assessing situations at their respective buildings and reporting this information to designated members and assisting the Supervisor of Buildings and grounds in recovery of buildings, grounds, equipment, furniture and fixtures.
  - Administrative Assistant (Assistant to the Chief Information Officer) Works with Director of Curriculum and Instruction and data recovery specialists to ensure the safety of student data.
  - District Computer Coordinator - performs recovery services as directed.
1. Emergency equipment - See Emergency Management Plan for inventory of available equipment.
  2. Technical Services Command Center locations
    - a. Superintendent's Office (1<sup>st</sup> floor WHS), if not available;
    - b. Watervliet Elementary School Special Education Office, if not available;
    - c. Other locations TBD
  3. Communications: inbound and outbound
    - a. Initial (inbound) alert: Superintendent will identify a person, with a phone/e-mail/desk location where news of a crisis and subsequent developments should be reported.
    - b. Outbound: Superintendent will identify the person responsible for calling fire,

- police, rescue, and related services; list the numbers to call.
- c. As deemed appropriate by the Superintendent, update advisories will be issued via web postings, email and/or broadcast media.
4. The communications notification chain is as follows:
    - a. Employees will be notified as indicated on the snow day phone call lists (attached).
    - b. The phone numbers and e-mail addresses of every employee, as well as an emergency contact person, with phone and e-mail, for each employee can be obtained from the Business Manager.
  5. Board of Education
    - a. The School Board should be notified as promptly as possible, so that they are informed and ready to convene and authorize action should such be deemed necessary.
    - b. The following options are offered in accordance with the New York State Education Department's escalation of alerts in the event of potential terrorist action:
      - i. Green (low risk): routine activities;
      - ii. Blue (guarded risk): routine activities;
      - iii. Yellow (elevated risk): review planned activities; ensure all data is current and emergency equipment is functional;
      - iv. Orange (high risk): review as above; also check staff schedules and availability of DR Team and backups;
      - v. Red (severe risk): Convene and brief DR Team
  6. Rest and Recovery
    - a. The DR team must pay attention to the physical and emotional needs of those who are engaged in the emergency and recovery. People perform less efficiently after only a few hours without food and beverages, and after 8-10 hours of continuous stressful activity without a break and rest. Availability of refreshments, food, washrooms, and places to rest is very important and should be on the agenda at each meeting of the team during crisis recovery. A team member should be assigned to locate these kinds of facilities early in the recovery process.
    - b. The District's Role in Community Recovery - The Superintendent may designate District employees to assist with the community's recovery.
    - c. Business Recovery Phase - The DR team will work together to establish a plan for the return to "normal" school operations.
    - d. Computing facilities and data
      - i. Hardware: The Network Administrator (NA) will secure computer equipment for necessary operations and identify staff laptops and home computer equipment which can be brought on-line immediately, and secure staff consent to do so. In addition, if necessary, the NA will identify vendor(s) who are willing to provide temporary computers, servers, and networks.
      - ii. Software: extra copies will be stored offsite along with a list of all

- software licenses and vendor contacts.
    - iii. Data: Backup's are done on a daily basis by the District Network Administrator (BOCES). Backups are kept for three weeks before cycling of the tapes takes place. The Network Administrator is the primary contact for backup inquiries.
    - iv. Office space - A temporary headquarters will be designated by the Superintendent of Schools. Office equipment such as copiers, fax service, furniture, desk supplies should be acquired and placed as needed for the duration of the Disaster Recovery.
  - e. Telephone service - This is vital to communications; temporary lines may need to be established at the designated headquarters. These numbers should be publicized as needed. This responsibility lies with the Supervisor of Buildings and Grounds.
  - f. Mail and Package Delivery - US Postal Service, FedEx, UPS, and other delivery services should be notified about how to make deliveries during the emergency and recovery.
  - g. Bank Authorizations - The Business Manager, will facilitate the transfer and withdrawal of funds as may be needed to meet the needs of the disaster recovery process, periodic payrolls and accounts payable functions, while maintaining the integrity of public funds.
  - h. Payroll Service - Employees should be notified how they will receive payroll as soon as practicable to prevent panic.
  - i. Insurance Vendors - The Business Manager will maintain a copy of up to date policy numbers and contacts for the District's property and casualty, health, dental and vision, workers' compensation, and other insurance policies.
7. Implementation
  - a. Pre-Disaster reviews and updates
    - i. Insure that
      - (1) Board of Education policies, and administrative regulations and procedures are current and appropriate;
      - (2) Emergency funding can be secured;
      - (3) Emergency equipment is in place and functional;
      - (4) Backups for equipment, software, data, and office facilities have been arranged. Keys and combinations are secure, but available off-site, and locations are known to key persons.
8. Plan Distribution - To the DR team
9. Briefing and Training - The Superintendent or the Superintendent's designee will ensure that every team member and staffer knows his/her part in the Plan.
10. Practice Drill/Walk-through - A practice drill should be carried out once a year to insure plan is complete and to make additions or modifications as needed.
11. Reviewing, Evaluating, and Updating - A meeting of the DR team should occur once a

year to review, evaluate and update the plan.

12. Appendices

- a. Disaster Recovery Team Roster
  - i. Superintendent of Schools – Paul Padalino
  - ii. Business Manager/School District Treasurer – John Heid
  - iii. Director of Curriculum & Instruction/CIO- Kirsten DeMento
  - iv. Supervisor Buildings and Grounds – John Szkopiec
  - v. Network Administrator - TBA
  - vi. Building Principals -
    - (1) Lori Caplan, WHS;
    - (2) Terri O'Brien, WES;
    - (3)
1. Employee Roster - Provided and maintained by the School Business Manager
2. Board of Education roster
  - a. Donna Neary, President
  - b. Mark Scully, Vice-President
  - c. Christine Chartrand , Member
  - d. Virginia Mullaney, Member
  - e. Frank McGrouty, Member
3. Telephone chain - See attached snow call chain
4. Suppliers for Building Maintenance and Repair - Vendor list maintained by the Supervisor of Buildings and Grounds
5. Suppliers for all Office Furniture, Equipment, Computing Systems, Software, Accounting and Payroll Services, Office Supplies, etc. Vendor list is maintained by the School Business Manager.

