

A young girl with curly brown hair is smiling and looking at a laptop. The laptop screen is white and displays the text. The background is a classroom setting with a blue bin and a whiteboard visible.

**Technology Department
BSC Results 2007-2008**

Bismarck Public Schools

Technology Department Strategy Map

Serve the Stakeholders	Students will be engaged in an education where technology is seamlessly integrated as a tool for instruction, learning, assessment, and communication.			
Serve Students & Parents	Maximize learning for ALL students	Create an inviting school culture	Optimize communication Internally – Externally	Engage students in school & community
	Curriculum connected technology resources	21 st Century tools	Technology solutions for efficient/effective communication	21 st Century tools
				Authentic Use of Technology
Manage Resources	Be Fiscally Responsible			
	Organization	Planning	Standardization	Centralization
Use Technology	<i>Teaching & Learning</i>	<i>Relationship Management</i>	<i>Operational Excellence</i>	<i>Innovation</i>
	Student assessment is planned, implemented, and analyzed; resulting in improved teaching and learning.	Support administrators, teachers, and staff efficiently and courteously.	Provide network access that is robust, reliable, and secure.	Use data to determine and pilot technology interventions.
	Technology integrations are aligned with standards and curriculum.		Provide storage to meet administrative & learning needs.	Promote technology as a change agent not an enrichment.
	Instructional strategies include teacher and student use of technology.		Use technology to increase security and preparedness for emergencies.	
			Provide technology that is standardized and reliable.	
Develop Employees	Identify, assess, and develop base technology competencies.		Provide training and support for continuously more effective technology use.	

Technology Department - Initiatives, Activities, Timelines, and Status

BSC Objectives/Technology Initiative	Technology Department - Activities	Responsibility	Timeline	Status
			2007-2008	Yellow=In Progress; Red=Not Started; Green=Achieved
1. All levels of the organization are accountable for continuous improvement in instruction and assessment leading to achievement for all students.				
<i>Data Warehouse (Superintendent Priority 06/07 - Purchase and Implement Data Warehouse)</i>	Phase I: Load data uploaded to data warehouse.	Shawn	06/29/07	
	Phase II: Data uploaded to data warehouse.	Shawn	06/01/08	
	Validate Phase I warehouse data.	Shawn	08/03/07	
	Conduct part I training with critical district staff.	Shawn	08/03/07	
	Conduct part 2 scaffold training with building level leaders (plan, schedule, implementation).	Shawn	First Report Dec 2007	
	Research and propose a comprehensive digital student transcript.	Shawn	First Report Dec 2007	
Accomplishments	Researched data warehouse systems to identify important criteria in the RFI selection process.			
	Documented and communicated important data warehouse specifications for the RFI.			
	Created data warehouse RFP using the ITD template and the specifications identified in the RFI process.			
	Evaluated the submitted proposals as part of the data warehouse selection process.			
	Evaluated proposer references as part of the data warehouse selection process.			
	Evaluated the proposal budgets as part of the data warehouse selection process.			
	Synthesized reviews and identify finalists.			
	Warehouse product reviews/demonstrations with top 4 proposers and "proof of concept" reviews.			
	Established a system for acquiring and storing data.			
	Gained School Board approval for purchase and implementation of the data warehouse at BPSD.			
	Loaded, validated, and Phase I for data warehouse			

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<i>Assessment webpage for parents/students (Superintendent 07/08 - Improve process of communicating district assessment information to parents.</i>				
	Create a webpage for parent/student consumption regarding district student assessment background/meaning and basics on interpreting results and helping students.	Jen/Junella	01/01/08	
Staff Development on Assessment Results and Data Interpretation				
	Prepare and disseminate new brochure of opportunities for training on the interpretation, use, and reporting of assessment results.	Jen	07/31/07	
	Redesign and develop the Data and Assessment website to include informational and instructional documents.	Jen	08/03/07	
Accomplishments	Assisted in evaluating NWEA online training system and possible implementation process of the system in BPS.			
	Conducted the evaluation of "student response systems - clickers" and reported on recommendations regarding future purchases.			
	Centralized the collection, storage, and format of district assessment data.			
	Played a lead role in starting the ND Assessment Conference including organizing, presenting, and attendance.			
Implement the Balanced Scorecard in each school building and department (Superintendent Priority 06/07 - Monitor reporting process for building and department BSCs & Add new departments for BSCs)				
	Supply district and building data that is relevant to the Continuous Improvement process for the district, buildings, and departments.	Junella	09/30/07	
	Research and pilot specialized data warehouse queries.	Junella	December 2007	
	Create Technology Department Balanced Scorecard for 2007-2008	Tanna	04/01/07	
Accomplishments	Created a draft for the district and building profiles.			
	Prepared "Second Report" for Board.			
	Developed a standard building assessment report format for the continuous improvement process.			
	Developed format and produced the individual building and dashboard "profiles."			

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<i>Continued PowerSchool Development (reports, improvements, etc.)</i>				
	Create and disseminate a digital dashboard.	Shawn	08/03/07	Green
	Document and train on collection processes so schools can improve program reporting and analysis.	Shawn	12/31/07	Green
	Improve and document process to report data to ND DPI to gain efficiencies.	Shawn	08/03/08	Green
	Identify 3 priority data extracts/reports, analyze the needs, and develop templates or data extract processes that lead to improvements.	Shawn	05/01/08	Dismissed
	Research and report on the possibility of web based PowerGrade.	Shawn	First Report December 2007	Green
	Document processes and develop secondary staff so that scheduling can be completed by the buildings (completed at most buildings - continue to work with new staff at Watcher.	Dave	05/01/08	Yellow
	Design and create a Power school webpage for updates, schedules, help documents, etc.	Sharon	08/03/07	Using Announcements until a wiki or other tool is selected
	Coordinate with Business Office to transition the Fall Report.	Shawn/Dave	07/13/07	Green
	Transition of Fall Report completed to the point that Shawn and Dave are subject mater experts only.	Shawn/Dave	6/30/2008	Green
Accomplishments	Migrated PowerSchool from three servers to one.			
	Developed data cleansing practices to keep data clean.			
	Created and implemented a standardized HS course catalog schema.			
	Created and implemented a standardized credit type for recording grades.			
	Improved processes for special programs (Kidsclub, Levels of Service).			
	Migrated school programs to improved collection process.			
	Provided training to stakeholder to update and report information (summer school, scheduling).			
	Integrated data from IEP, School Lunch, and Student Directory to/from PowerSchool.			

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<i>Technology Resources Pilots</i>	Finalize plan for Reading Street technology resource implementation.	Tanna	03/01/08	
	Create step-by-step registration and account setup instructions and post to web.	Melissa	04/01/07	
	Facilitate discussion and decision making on 2008-2009 assessment plan for primary grades.	Jen	03/01/08	
	Research and pilot videostreaming and podcasts.	Dave	First Report December 2007	Worked with podcasts, wiki, and blogs... want to move to MOODLE and other Web 2.0 tools.
Accomplishments	Conducted Student Response System pilot study at Roosevelt.			
2. Examine/Recommend/Implement proven instructional delivery models.				
<i>New Technology Resources</i>	Research, document, and implement refined process for projector ordering and mounting.	Ward	10/31/07	
	Identify and disseminate best-practices (5 examples for a School Board presentation)	Dave/Jen	First Report - December 2007	Have video footage and pictures - will pull together for 2008-2009.
	Pilot "Administrator Rights" on teacher computers; teacher training	Jodi	08/31/07	
	Pilot "Administrator Rights" on teacher computers; Results Report	Jodi	First Report - December 2007	
Accomplishments	Documented ordering process, installation, and use of interactive boards and "clickers."			

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<i>Classroom Computers Application and Implementation</i>	Conduct first round of applications, scoring and notification.	Dave	04/13/07	Green
	Awarded applicant consultations.	Dave	05/18/07	Green
	Confirm space, power, and network availability	Ward	05/18/07	Green
	Deploy computers for the classroom	Jodi	08/03/07	Green
	Accomplishments Created a classroom computer application process to redeploy old computers			
<i>Develop and pilot a standards-based report card for 1st Grade (Superintendent Priority 06/07 - Pilot standards-based report card in Grade 1)</i>	Create report cards in PowerSchool.	Dave	01/01/08	Yellow
	Develop process to collect scores to generate a standards-based report card.	Dave	08/03/07	Yellow
Accomplishments Created rubric and standards scales within PowerGrade.				
Created district assignments that are pushed to end-user PowerGrades.				
Created an assessment guide template for math to record standards.				

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3. Be fiscally responsible (Superintendent 07-08 - analysis of departments for purpose, staffing, budget, and history)				
Organization and Planning	Develop 2007-2008 TCO for Technology.	Tanna	01/31/08	
	Research and publish 2007-2011 District Technology Plan.	Tanna	04/13/07	
	Phase I: Redesign and implement storage area network. (10 terabytes of storage).	Brent	08/03/07	
	Phase II: Redesign, consolidate, and upgrade server infrastructure.	Brent	06/15/08	On 5th year of infrastructure. Need to upgrade servers for Office 2007/Exchange updates, etc.
	Finalize 2006-2007 inventory	Jodi	06/01/07	
	Reconcile final inventory	Jodi	06/15/07	
	Develop ordering system to make equipment accrual more efficient.	Casey	04/27/07	
	Document ordering system and ordering procedures	Brent	05/25/07	
	Train and transfer ordering responsibilities to Information Center Specialists	Casey/Brent	05/25/07	
	Create and maintain ordering procedures on website.	Sharon	08/03/07	
	Determine and document standards for ordering and order follow-up	Sharon	12/01/07	
	Calculate cost savings with IP Phones compared to PBX	Ward	05/01/08	
	Research cost savings options for network switches	Ward	First Report December 2007	
	Be more energy conscious by controlling sleep settings on district computers.	Casey	08/27/07	
	Review state reporting process, identify responsibilities among district personnel, train, and transfer responsibilities	Dave	06/01/08	
Accomplishments	Documented internal procedures to streamline Promethean ActivBoard ordering and installation (Technology, Facilities, and Connecting Point)			
	Reviewed technology department organizational chart and realigned with responsibilities. Completed TCO 2006-2007.			
	responsibilities.			
	(SPACET).			
	Developed and implemented the Technology Management System			
	Used ODBC module to make reporting more efficient.			
	Installed VOIP at Miller, Murphy, and BECEP.			

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<i>Standardization</i>	Determine a 4-year computer replacement and rotation schedule.	Brent	04/01/07	Green
	Determine and enforce retirement specifications for hardware.	Brent	08/03/07	Green
	Identify standard base software loads and create/validate images.	Jodi	08/03/07	Green
	Research, determine, and pilot a procedure for effectively managing department specific software (open it up for self-order and install, controlled approval process with tech install, etc.)	Jodi	First Report December 2007	Yellow Process and guidelines determined. Continuing to verify and finalize software.
	Aggregate and report MAP by math standard by grade and year to determine low competency areas.	Junella	05/18/07	Green
	Identify and implement one cross-curricular and one math software intervention for deployment K-6. [Math only for 07-08]	Tanna	10/31/07	Green
	Develop standard list of suggested tech purchases by PTOs & others.	Brent	04/17/07	Green
	Develop standardized procedures for data acquisition, analysis, and reports.	Junella	Draft 1: 8/3/07	Green
Accomplishments	Planned and implemented Appleworks to MS Office standardization.			
<i>Centralization</i>	Identify and document TMS improvements (list of needs for gained efficiency)	Jodi/Technicians	04/27/07	Green
	Implement TMS changes determined by the technicians prior to the start of the 2007-2008 school year.	Casey	08/03/07	Green
	Fully implement LANDESK/ARD	Brent/Casey	08/03/07	Green
	User-end installs and updates of LANDESK and ARD	Jodi/Technicians	06/01/07	Green
	Package common software for easy deployment (Smartboard, ActivStudio, etc.)	Brent	08/03/07	Green
	Research server/workstation/printer management utilities (Dell Open Manage)	Brent	First report December 2007	Red
	Feasibility research on printer/copier district lease program.	Brent	First report December 2007	Red
	Upgrade elementary wireless insuring compatibility with centralized management system.	Ward	08/03/07	Green
Accomplishments	Developed Technology Management System (TMS).			
	Implemented LANDESK.			
	Upgraded secondary wireless access.			

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<i>Fully implement and optimize Helpdesk and other end-user support.</i>	Create survey and process to solicit feedback on service during 2007-2008.	Jodi/Casey/Tanna	12/31/07	
	Reduce average time to complete tickets by 1/2 day.	Jodi	05/08/08	Established new deployment procedures to help eliminate over-extending.
	Plan and propose a process for central management of fixes associated with broken computer hardware (hardware policy).	Tanna	08/03/07	
	Obtain certification on Warranty Parts Direct (Al, Aaron, Ryan)	3 Technicians	12/01/07	
	Create checklist to be used at the end of a "work order" to help ensure the computer is fully functioning.	Jodi	08/03/07	Focused on front-end procedures instead.
	Monitor, detect, and proactively fix known issues (2 bestpractices examples)	Jodi	05/01/08	
4. Optimize communication internally and externally with parents, students, and patrons.				
<i>Implement new content management system - district (website)</i>	Lead book study/discussion on another customer service principle.	Tanna	12/31/07	
	Finalize LDAP connections.	Brent	04/27/07	
	Determine, document and implement security permission structure for content management system (website).	Brent	06/15/07	
	Implement the content management system for district.	Melissa	08/03/07	
	Implement the content management system for buildings (work with approximately 5 buildings per quarter)	Melissa	07/31/08	
	Develop staff development on creation and maintenance of teacher web pages (including web documentation, atoms, and face-to-face)	Melissa	11/02/07	
	Research, implement and test additional internal information sharing and documentation systems (e.g. Sharepoint)	Brent	First report November 2007	This is continued into 2008-2009 to determine scalable solution.
Accomplishments	Developed Content Management System specifications and contracted with vendor.			
	Received approval for the new district template and subpage template.			
	Completed book study/discussion on Customer Service using Raving Fans.			

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<i>Communicate Technology Information.</i>				
	Design and produce a Technology Department Information Brochure.	Melissa	11/02/07	Dismissed for website.
	Design and Implement the new Technology Department website.	Melissa	08/03/07	
	Develop website release form for taking/using photos of staff/students	Melissa	04/30/07	
	Determine and arrange for photo shoot to capture kids, teachers, and technology.	Melissa	05/31/07	
5. Promote the wellness and safety of students and staff.				
<i>Emergency Planning for system, data, and phone services. (Superintendent Priority 06/07 - Monitor implementation of Emergency Plan)</i>	Document and implement an emergency phone service process for phone forwarding, messages, and responding.	Ward	07/15/07	
	Install and test VOIP intercom solution (implemented for Hughes and Prairie Rose)	Ward	12/01/07	
	Finalize, document, and implement data backup procedures. Laserfiche - document imaging - tapes to security box, etc.	Brent	11/01/07	
	Document procedures for recovering and investigating email and other server intrusions.	Brent	02/15/08	Dismissed
<i>Data Security and Protection</i>	Produce and disseminate a document of best-practices regarding data protection and security.	Shawn	12/01/07	
Accomplishments	Researched and co-supervised installation of security cameras district-wide.			

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6. Identify, implement, and track comprehensive staff development that aligns with strategic objectives.				
<i>Create specification and implement a new district online staff development tracking system. (Superintendent Priority 06/07- Create and monitor plan to scale back professional leave)</i>	Finalize group criteria in the employee directory (develop and document).	Casey	04/27/07	Green
	Implement new system for use in registering for August 2007 floating staff days.	Jen	05/15/07	Green
	Create and pilot base technology competency track.	Jen	First Report December 2007	Yellow Initial Research completed.
	Create training options to achieve base technology competencies	Jen	Competencies by December 2007	Red
Accomplishments	Designed the specifications for the system and communicated with stakeholders.			
Tech Talks	Implement at least 6 "tech talks" in at least two different formats.	Dave	05/16/08	Green
Accomplishments	Completed 2006-2007 Tech Talk implementations (6 total).			
	Created a public calendar to schedule Tech Talks.			
	Created and disseminated a Tech Talk as an atom.			
<i>Aligned Professional Learning Model (Superintendent Priority 06/07 - Create and monitor plan to scale back professional leave) and Superintendent 07-08 (present recommendations for improving student achievement for all students including DI and reallocating resources)</i>	Coordinate with the Professional Development people and Continuous Improvement people to pilot pieces of the strategists/partners model for professional learning support.	Tanna	First Report December 2007	Yellow
	Accomplishments	Drafted a support model.		
7. Standards-based Curriculum is Communicated, Aligned, and Flexible to Adapt for Challenge and Relevancy.				
<i>Assist in establishing content areas under Curriculum on the district website with common elements outlining the student expectations and resources. (Superintendent Priority 07/08- Decide on standard format for all curricular docs and develop process for completing formatting process)</i>	Assist in establishing content areas under Curriculum on the district website with common elements outlining the student expectations and resources.	Tanna/Melissa	01/01/08	Yellow Will continue with the DELICIOUS resources by standard & aligned curriculum initiative.

Initial