

Quincy Public Schools

Technology Planning and Training Program Improvement Plan 2018-2019

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Technology Planning and Training*

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Quincy Public Schools Mission

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

In order to accomplish our mission, staff, parents and students must work in a collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

Technology Planning and Training Mission

With an ever increasing demand for technology enhancements in the area of infrastructure, hardware, software, and training, the QPS Technology Planning and Training Team will continue to dedicate research, funding, and training for instructional technology that benefits digital learning, assessment, management, and home/school communication.

In collaboration with the Superintendents Leadership Team, Program Directors, Principals, and QPS Digital Learning Teams (Elementary, Middle, High Schools), The QPS Technology Planning and Training Team will continue to monitor our district's level of readiness, support students and educators, and evaluate existing technologies.

Quincy Public Schools will continue to provide a comprehensive technology plan, which will better serve our students, educators, and parents. We seek to equip students with the knowledge and skills necessary to compete in the 21st Century and strive to provide staff with state-of-the-art equipment and technical support and training, enhancing classroom learning.

Through efficient and effective communication between QPS staff, students, parents, and the community, incorporating state-of-the-art network services, including Email, Social Media (Facebook, Twitter), Aspen, Website, Educational Station ~ Channel 22, and Honeywell Instant Alert and our mission will be achieved.

Message from the Team Chairperson

Quincy Public Schools will continue to provide a comprehensive technology plan, which will better serve our students, educators, and parents. However, the plan is also driven by the district's commitment to using modern technology more effectively and efficiently, improving on its strong array of technology, technical support, training, and quality instruction. We seek to equip students with the knowledge and skills necessary to compete in the 21st Century.

Quincy Public Schools embraces technology and recognizes the impact that it has in our society. We understand the need to prepare students to become productive members of our society by providing the tools necessary to integrate technology into all instructional and learning experiences.

The Massachusetts Department of Elementary and Secondary Education highlights various Information and Educational Technology benchmarks to school districts that will allow a pathway to a successful Technology Plan. Technology Plan benchmarks include:

1. Clear Vision and Mission
2. Assessment of Current Technology in the District
3. Technology and Curriculum Integration
4. Technology Professional Development
5. Equitable Access to Technology
6. Infrastructure and Connectivity
7. Access to the Internet beyond the School Day

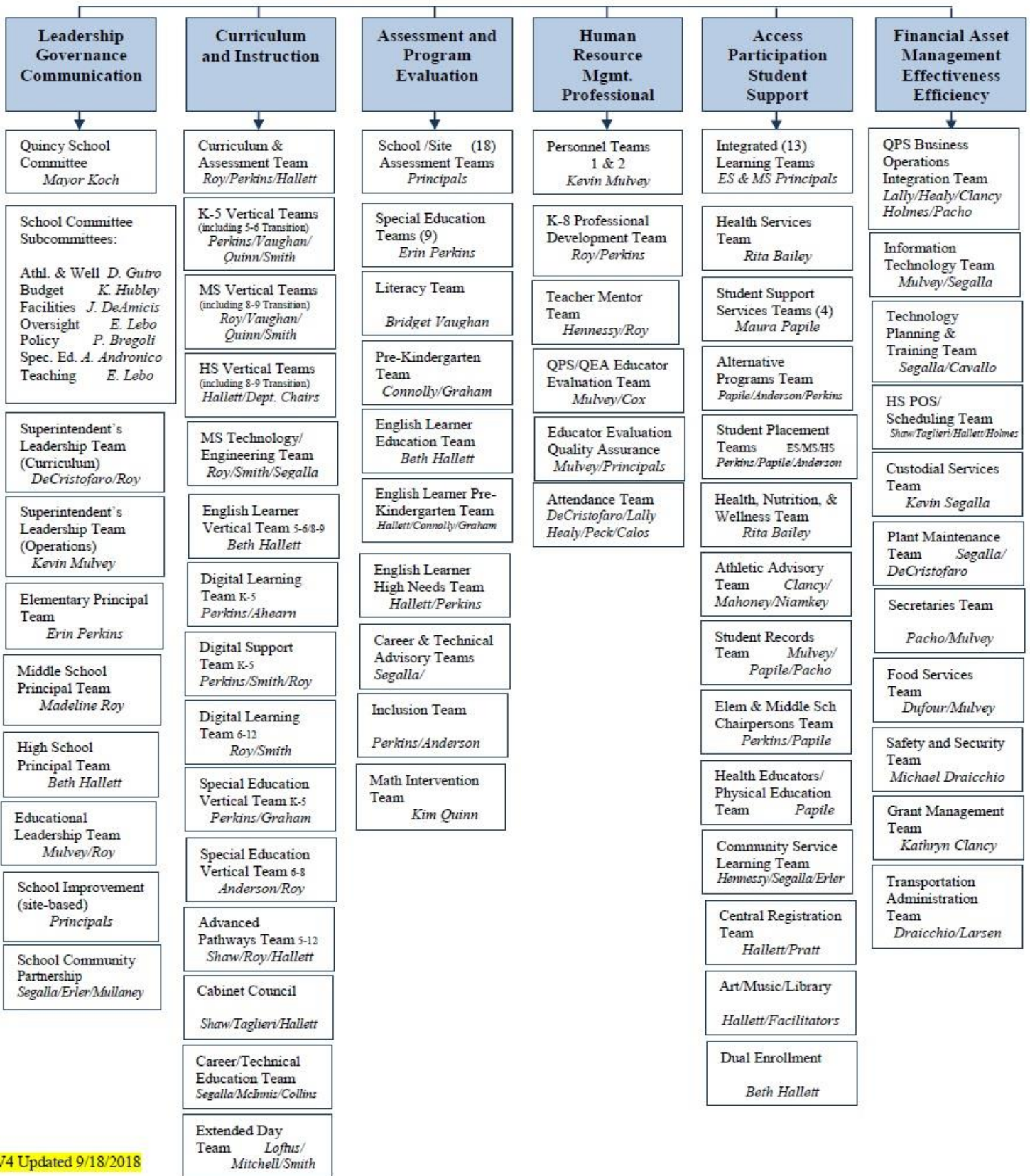
A major emphasis will continue to be placed on expanded professional development and training for staff to effectively enhance student learning through the integration of technology into the curriculum. Using both required and optional professional development and training opportunities, professional staff will continuously challenge themselves and their students through the engagement in best practices around the integration of digital tools into our learning environments, both at school and at home. Quincy Public Schools is dedicated to achieving college and career readiness for all of our students through the implementation of our system-wide program improvement plans.

QPS Technology Planning and Training Team is currently collaborating with various key stakeholders, including AI3, Superintendent's Leadership Team, Sterling Middle School's Administrative staff, and the City of Quincy Information Technology Team to design, develop, and implement a comprehensive technology plan for the new South~West Middle School.

Quincy Public Schools

Team Organization and Alignment Chart 2018-2019

Superintendent of Schools

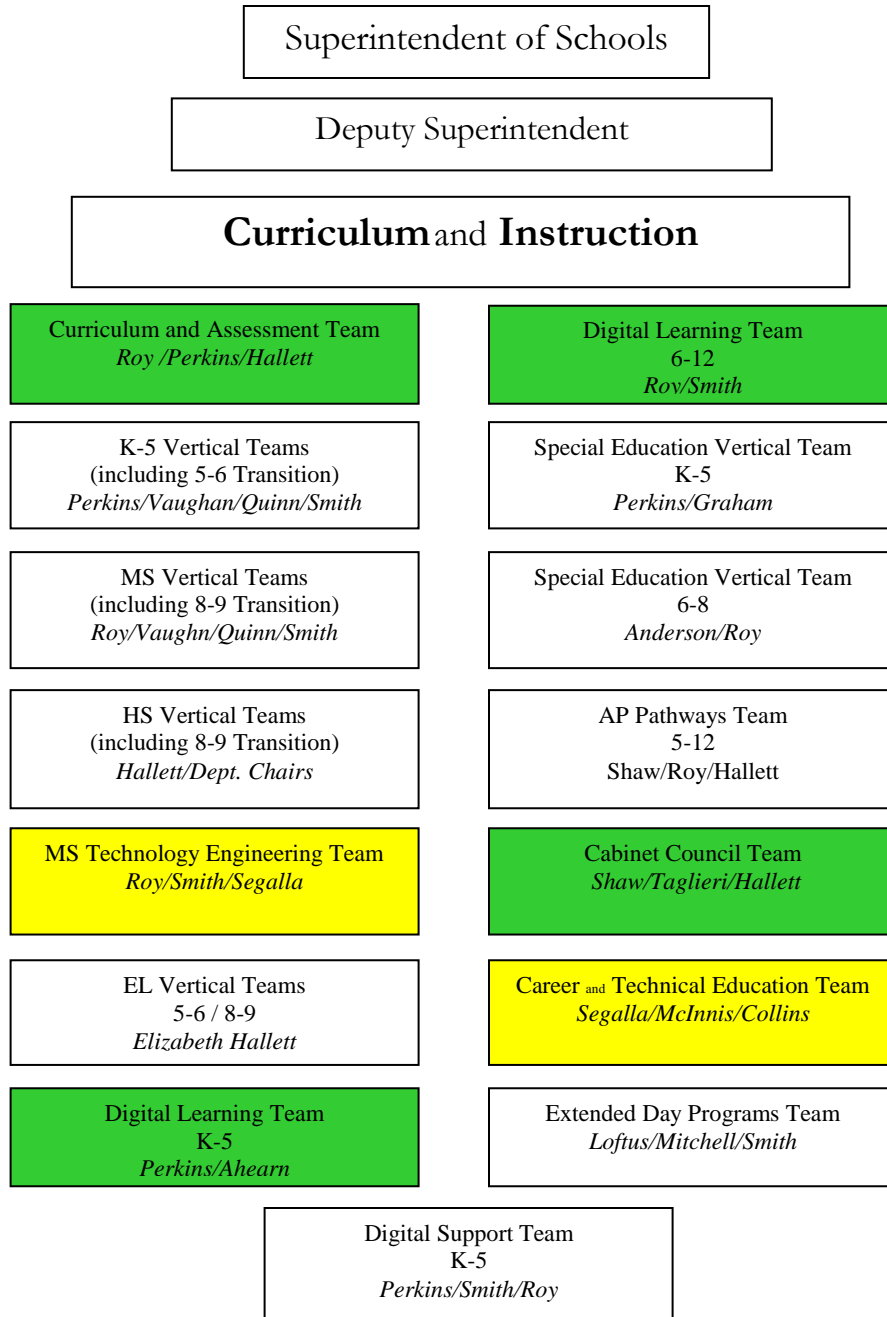


V4 Updated 9/18/2018

Standard 2 – Curriculum and Instruction

Key Question - Are all aspects of the curriculum to the state Frameworks? Are instructional practices developed and implemented toward attaining high levels of student achievement?

Team Alignment Chart



Primary



Secondary

Standard 2 – Curriculum and Instruction

Key Question - Are all aspects of the curriculum are aligned to the state Frameworks? Are instructional practices developed and implemented toward attaining high levels of student achievement?

Indicator	Benchmark
Indicator 6: The district analyzes student achievement and allocates instructional time in the tested core content areas.	The District Improvement Plan, Program Improvement Plans, and School Improvement Plans are designed in conjunction with other multi-year district- wide initiatives such as the technology plan and professional development plans.
	Adequate instructional time is scheduled within the day and year for each subject area.
	The district has a system for ensuring that adequate time is allotted for each core subject area.
	The district utilizes all available “time” and staff as independent resources in order to maximize meaningful engagements of all students and reflective of student achievement.
Indicator 7: Appropriate educational technology is available and used as an integral part of the instructional process.	Teachers utilize educational technology as a tool for individualizing instruction and reinforcing their classroom instruction.
	The Digital Learning Teams continues to integrate technology into the district’s curriculum.
	Administrators, teachers, and students have access to technical support.
	The district hires at least six full time employees for technology support.
	The district provides students and staff with access to computers beyond the regular school day.
	Technology is integrated and implemented in all areas of the curriculum.
	Teachers regularly employ computers in classroom lessons and for projects.
	Most students are able to use word processing and publishing software to produce written work.
	Students are adept at using the computer to locate and gather information for use on assignments.
	Students use the computer to help solve mathematics problems and graphically display results.
Indicator 10: Teachers use differentiated instructional strategies that reflect high expectations for all students.	The district ensures equitable access to school programs and services to students with disabilities through professional collaboration of qualified special education, regular education, Title I and LEP staff.

Standard 6 – Financial and Asset Management Effectiveness and Efficiency

Key Question - Does the district engage in participative, well-documented transparent budget building? Is such a process pointed toward student achievement? Are sufficient financial, physical and capital resources available to provide for student advancement, change, and unanticipated events?

Team Alignment Chart

Superintendent of Schools

Deputy Superintendent

Financial Asset Management Effectiveness and Efficiency

QPS Business Operations Integration Team
Lally/Healy/Clancy/Homes/Pacho

Information Technology Team
Mulvey/Segalla

Technology Planning & Training Team
Segalla/Cavallo

HS POS Team / Scheduling Team
Shaw/Taglieri/Hallett/Holmes

Custodial Services Team
Kevin Segalla

Plant Maintenance Team
DeCristofaro/Segalla

Secretaries Team
Pacho/Mulvey

Food Services Team
Dufour/Mulvey

Safety and Security Team
Michael Draicchioy

Grant Management Team
Kathryn Clancy

Transportation Admin Team
Michael Draicchio

IT Technicians Team
Segalla/Mulvey



Primary



Secondary

Standard 6 – Financial and Asset Management Effectiveness and Efficiency

Key Question - Does the district engage in participative, well-documented transparent budget building? Is such a process pointed toward student achievement? Are sufficient financial, physical and capital resources available to provide for student advancement, change, and unanticipated events?

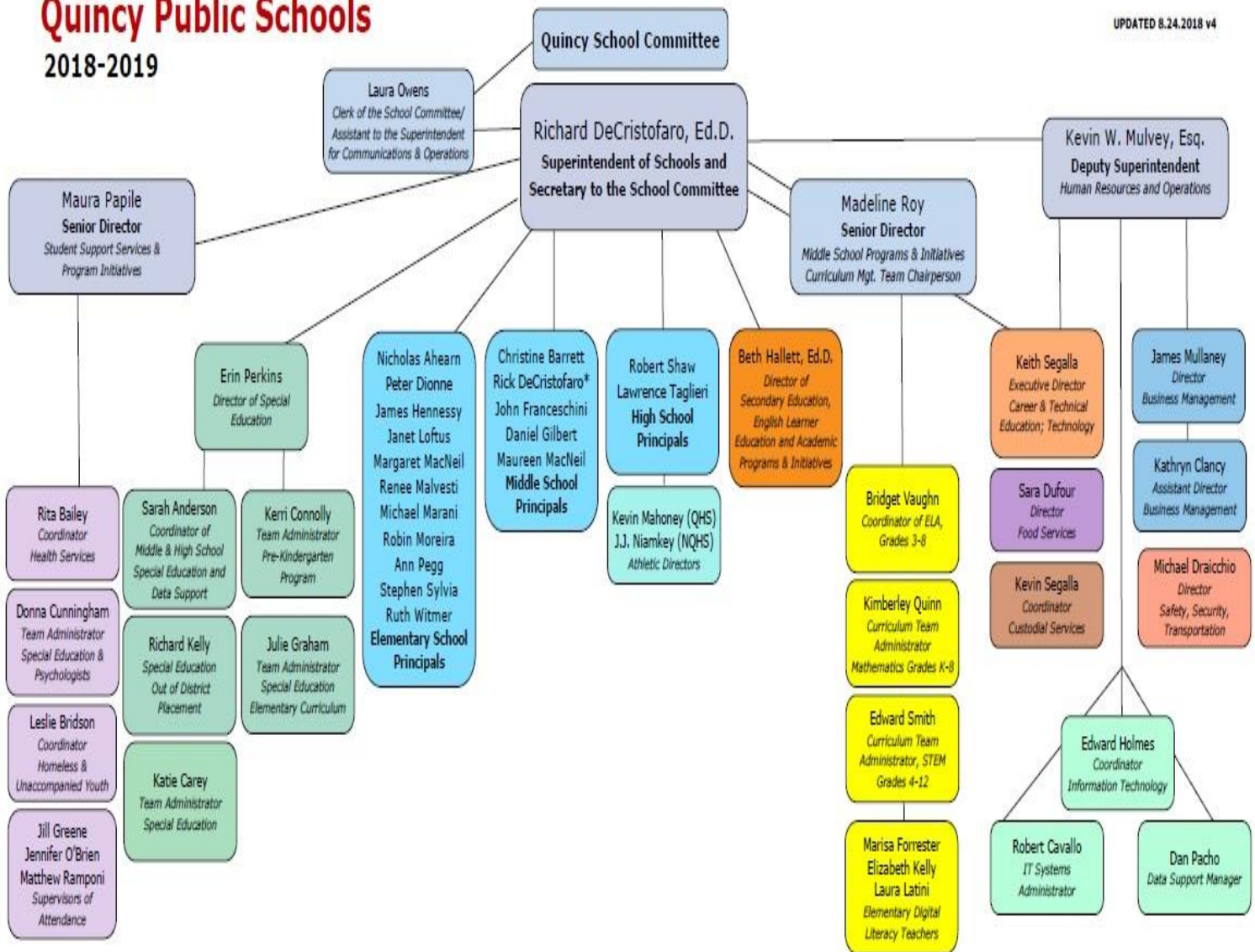
Indicator	Benchmark
<p>Indicator 3: The district’s budget and supplemental funding were adequate to provide for effective instructional practices and to provide for adequate operational resources. The community annually provided sufficient financial resources to ensure educationally sound programs and facilities of quality, as evidenced by a sufficient district revenue levy and level of local spending for education.</p>	<p>The district achieves a 4:1 student to computer ratio.</p>
	<p>The district provides students and teachers with a sufficient supply of instructional materials and equipment, including library resources, which enables them to successfully complete lessons and to meet State Learning Standards.</p>
	<p>The district makes a financial commitment to support its technology plan.</p>
	<p>The district ensures that every classroom and administrative office is connected to the district’s network and to the Internet.</p>
	<p>Internet /Wireless capabilities are adopted/adjusted to insure seamless access to production services by teachers and staff, and to guarantee the highest quality originals possible.</p>
<p>Indicator 8: The district used efficient accounting technology that integrated the district-level financial information of each school and program, and the district used forecast mechanisms and control procedures to ensure that spending was within fiscal budget limits. District administrators were able to regularly and accurately track spending and other financial transactions.</p>	<p>The district has procedures to test the reliability of data collected and generated, and these procedures are used to correct identified data errors.</p>
	<p>The district has a fully integrated computer system for managing all of its student, personnel, program, and financial data.</p>

QPS Organizational Chart

Quincy Public Schools

2018-2019

UPDATED 8.24.2018 v4



Team Assignments:
 Student Support Services Teams
 Health Educators
 Physical Education
 Health Services
 Special Education Support Teams
 Alternative Programs Team
 Student Placement Teams
 Health, Nutrition, Wellness
 Student Records Teams
 Chairpersons Team

Team Assignments:
 Special Education Program Teams & Vertical Teams
 Elementary Vertical Teams
 Elementary Principal Team
 Elementary Digital Learning Team
 Literacy Team
 Pre-Kindergarten Team
 EL High Needs Team
 EL Pre-Kindergarten Team

Team Assignments:
 Curriculum & Assessment Mgt. Team
 Middle School Vertical Teams
 Middle School Principal Team
 Middle/High School Digital Learning Team
 Advanced Pathways Team
 Professional Development Team, K-8
 Teacher Mentor Team
 Middle School Tech/Engineering Team

Team Assignments:
 High School Vertical Teams
 High School Principal Team
 Cabinet Council Team
 High School POS Team
 English Learner Education & ELE Vertical Teams
 EL High Needs Team
 Academic Programs Team
 Central Registration Team
 Athletics Advisory Team
 CTE Team & CTE Advisory Teams

Team Assignments:
 Personnel Teams
 QPS/QEA Educator Evaluation Team
 Secretaries Team
 Transportation Administration Team
 Business Operations Integration Team
 Technology & Training Team
 Custodial Services Team
 IT Techs Team
 Food Services Team
 Safety & Security Team
 Grant Administration Team
 School~Community Partnership Team

* Supervised by Deputy Superintendent

Team: Technology Planning and Training Team

Chairperson: Keith P. Segalla

Purpose: With an ever increasing demand for technology enhancements in the area of infrastructure, hardware, software, and training, the QPS Technology Planning and Training Team will continue to dedicate research, funding, and training for instructional technology that benefits digital learning, assessment, management, and home/school communication.

In collaboration with the Superintendents Leadership Team, Program Directors, Principals, and QPS Digital Learning Teams (Elementary, Middle, High Schools), the QPS Technology Planning and Training Team will continue to monitor our district's level of readiness, support students and educators, and evaluate existing technologies.

~ TEAM MEMBERS ~

Member Names	Title	Representation	Telephone	Email
Kevin Mulvey	Deputy Superintendent	Academic Support	617-984-8766	kevinmulvey@quincypublicschools.com
Madeline Roy	Senior Director Middle School Curriculum and Programs	Academic Classroom Teachers	617-984-8760	madelineroy@quincypublicschools.com
Keith Segalla	Executive Director CTE & Digital Learning	Academic Programs	617-984-8731	keithsegalla@quincypublicschools.com
Maura Papile	Senior Director, Student Support Services	Academic Support	617-984-8898	maurapapile@quincypublicschools.com
Dr. Beth Hallett	Director, ELL Programs	Academic Programs	617-984-8737	elizabethhallett@quincypublicschools.com
Erin Perkins	Director, Special Education and Elementary Programs	Academic Programs	617-984-8743	erinperkins@quincypublicschools.com
Bridget Vaughn	Coordinator, English Language Arts Grades 6-8	Academic Programs	617-745-7102	bridgetvaughan@quincypublicschools.com
Kimberly Quinn	Coordinator, Mathematics K-8	Academic Programs	617-745-7156	kimberlyquinn@quincypublicschools.com
Sarah Anderson	Special Education Coordinator	Academic Programs	617-984-8712	sarahanderson@quincypublicschools.com
Edward Smith	STEM Administrator Grades 4-12	Academic Programs	617-984-8759	edwardsmith@quincypublicschools.com
Robert Cavallo	IT Systems Administrator	Academic Support	617-984-8921	robertcavallo@quincypublicschools.com
Brian Glavin	Chief Information Officer, City of Quincy	Academic Support	617-376-1120	cphelan@mail.quincyma.gov

~TEAM MEETING SCHEDULE ~

Meeting Dates	Times	Location
Monday, November 19, 2018	2:00 p.m. – 3:00 p.m.	Coddington, Technology Lab
Monday, January 7, 2019	2:00 p.m. – 3:00 p.m.	Coddington, Technology Lab
Monday, February 25 2019	2:00 p.m. – 3:00 p.m.	Coddington, Technology Lab
Monday, May 20, 2019	2:00 p.m. – 3:00 p.m.	Coddington, Technology Lab

~ TEAM GOALS ~

(1.) Continue to design, develop, and implement Quincy Public Schools Technology Planning and Training Improvement Plan by June 2019.

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Work in collaboration with the City of Quincy Information Technology Team on the QPS infrastructure (i.e. Fiberlines, Wireless Access Points, Bandwidth, Telephones) by June 2019.	Meeting Agenda and Minutes	Technology Planning and Training Team City of Quincy Information Technology Team QPS IT Operations
b.	The Superintendents Leadership Team, Program Directors, and Principals will work in collaboration with QPS Technology Planning and Training and Digital Learning Teams to design, develop, and implement Quincy Public Schools 2018-2019 Technology Planning and Training Program Improvement Plan by June 2019.	Draft QPS 2018-2019 Technology Planning and Training Program Improvement Plan	Technology Planning and Training Team Superintendents Leadership Team Principals Digital Learning Teams
c.	Share and Present QPS 2018-2019 Technology Planning and Training Team Program Improvement Plan to members of Policy Subcommittee for approval by the Quincy School Committee by October 2018.	QPS 2018-2019 Technology Planning and Training Program Improvement Plan	Technology Planning and Training Team Superintendents Leadership Team Policy Subcommittee Quincy School Committee

(2.) Continue to support the implementation of computer-based online assessments by June 2019.

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	QPS Technology Planning and Training Team will work in collaboration with the QPS Curriculum Assessment and Management Team, Principals Team, IT Operations Team, and IT Technicians Team to assist with various online assessments, readiness, technical support, and required timelines by June 2019.	Online Assessment Timelines	Technology Planning and Training Team Curriculum, Assessment and Management Team Principals Team IT Operations Team IT Technicians Team
b.	QPS Technology Planning and Training, Curriculum Assessment and Management Team, Principals Team, IT Operations Team and IT Technician Teams will participate in various Massachusetts Department of Elementary and Secondary Education Computer Based Trainings (CBT) and Technical Support Webinar Trainings by April 2019.	MAP Access (EL) MCAS 2.0 Advanced Placement Exams	Technology Planning and Training Team Curriculum, Assessment and Management Team IT Operations Team IT Technicians Team

c.	QPS Technology Planning and Training, Curriculum Assessment and Management, Principals, IT Operations Team, and IT Technicians Teams will continue to assess and evaluate the various elements of computer based online assessments , including readiness, equipment, technical support and training, and timelines by June, 2019.	Various Team Meeting Minutes	Technology Planning and Training Curriculum, Assessment and Management Team Principals Team IT Operations Team IT Technicians Team
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(3.) Continue to provide and support a variety of technology planning and training opportunities for QPS staff by June 2019.

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Work in collaboration with the QPS Digital Learning Teams (Elementary and Middle/High) to identify digital learning and educational technology training opportunities throughout the district by June 2019.	Digital Learning Teams Survey Summaries and Meeting Agendas/Minutes	Technology Planning and Training Team Digital Learning Teams (Elementary, Middle/High Schools) Superintendents Leadership Team
b.	Continue Quincy's Planning, Implementation, and Reflection/Assessment of Aspen (Student Information System), including trainings and technical support for all QPS personnel, students, and parents. Training opportunities include Elementary Report Card, Special Education, Student Portal, Gradebook, Teacher Pages, Scheduling, Registration, Curriculum Maps, and Team Organization Workflow by June 2019.	Aspen Documentations: Invitations, Training Agenda, Minutes, Training Rosters Evaluations Aspen Publications	Technology Planning and Training Team
c.	Continue to facilitate the implementation of Aspen Gradebook 100 for middle and high school personnel by June 2019.	Listing of Aspen Gradebook Users/Non Users Training Agenda	Technology Planning and Training Team
d.	Continue to facilitate the implementation of Aspen Standard-Based Gradebook for elementary personnel by June 2018.	Training Agenda	Technology Planning and Training Team
e.	Continue offering training of Google Classroom for Educators (Beginners/Advanced) by June 2019.	Training Agenda, Symbols Guide Quincy's Acceptable Use Policy Evaluations	Technology Planning and Training Team

f.	QPS Technology Planning and Training Team will work in collaboration with the Superintendents Leadership, Curriculum Assessment and Management, IT Operations Teams to share various system-wide digital learning initiatives ~ Home/School Connections: (Aspen Student/Parent Portal) at Parent Academies by June 2019.	Parent Academy Program Agenda and Evaluations	Technology Planning and Training Team Superintendents Leadership Team Curriculum, Assessment and Management Team IT Operations Team
g.	Continue to assist and support the implementation of a self-assessment inventory for evaluating educational technology (i.e. projectors, document cameras, etc...) currently in place to support technology integration by June 2019.	Self-Assessment PDQ Inventory Tool	Technology Planning and Training Team Principals Team
h.	QPS Technology Planning and Training Team will work in collaboration with IT Operations to facilitate timely integration of student data from ASPEN necessary for using the various online digital resources (i.e. Reading Eggs, Think Central, Dibels, FASTTMath, Read180, Big Ideas, and Journeys, etc.) by August 2019.	IT Database Implementation Timeline	Technology Planning and Training Team IT Operations Principals Team Curriculum and Assessment Team Special Education Team
i.	Work in collaboration with principals/sites to assist and support various technology integration initiatives during Math Nights, ELA Nights, Technology Nights, etc...by June 2019.	Event Program Agenda	Technology Planning and Training Principals Team Curriculum and Assessment Team
j.	Work in collaboration with the Career and Technical Education Team to assist and support technology equipment for CVTE Programs, including Engineering Technology and Metal Fabrication and Joining Technologies by June 2019.	High School Program of Studies 2019 Perkins Grant CVTE Program Advisory Board Recommendations	Technology Planning and Training Team HS Program of Studies/Scheduling Team Career & Technical Education Team
k.	Continue to implement Quincy's Technology Plan by upgrading Elementary, Middle, and High Schools Technology Labs by June 2019.	25 Computers per lab	Technology Planning and Training Team Superintendents Leadership Team IT Operations Principals Team
l.	Continue to support, maintain, and promote Quincy's Communication Tools , including Instant Alert, QPS Website, Educational Station ~ Channel 22, Email, Aspen, and Social Media (Facebook/Twitter) by June 2019.	Digital Communications	Technology Planning and Training Team Superintendents Leadership Team IT Operations Principals Team

m.	Continue collaboration with Principals Team members to address site technology needs and concerns by June 2019.	Agenda Meeting Notes	Technology Planning and Training IT Operations Principals Team
o.	Collaborate with Digital Learning Teams to design and develop quarterly electronic QPS Technology Planning and Training Newsletter by June 2019.	QPS Technology and Training Newsletter	Technology Planning and Training Team

(4.) Continue to increase funding opportunities (QPS Budget, Grants, Partnerships, etc...) for digital learning initiatives by June 2019.

Steps	Action Steps / Timeline	Source of Evidence	Team/Person(s) Responsible
a.	Superintendents Leadership Team will work in collaboration with QPS Technology Planning and Training Team to seek additional funding opportunities for digital learning initiatives by May 2019.	Various Technology Grants and Proposals	Technology Planning and Training Team Superintendents Leadership Team
b.	QPS Technology Planning and Training Team will present and share 2018-2019 Technology Needs (Hardware and Software) and Budget Proposal to Superintendents Leadership Team by March 2019.	2018-2019 Technology Budget Needs and Budget Proposal	Technology Planning and Training Team Superintendents Leadership Team

Quincy Public Schools Technology Planning and Training

Appendix 2018-2019

Funding:

1. 2018-2019 QPS Acquisition of Instructional Technology Budget (Blue)
2. 2018-2019 QPS Educational Software Budget (Pink)
3. Grants, Partnerships, and PTOs Opportunities
Mayor Koch's Technology Appropriation

Training:

1. Digital Learning Survey (Middle/High School) ~ Sample Responses (Brown)
2. Technology Training Opportunities
Summer Technology Training Opportunities (Green)
Professional Development Days ~ Technology Training

Home/School Communication:

1. Aspen Publication 24

Management:

1. PDQ Inventory System ~ 2018-2019 Technology Overview (Yellow)
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<http://quincypublicschools.com/qpsinfo/download/district/info-tech/Technology%20Plan%202016-2020.pdf>
3. QPS Acceptable Use Policy (QPS Website)
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