



*A Community of Learners*

## **Information Memo: Elementary Technology/Resource Center Staffing Update**

TO: School Board

FROM: Maureen Miller, *Director of Technology*

February 26, 2019

### **Background**

In November 2013, to support teachers and staff at Crow Island, Greeley, and Hubbard Woods Schools, the District Technology Committee (DTC) proposed a 1.0 FTE Certified building-level Technology Facilitator position to support both the One-to-One Mobile Learning Initiative (MLI) and other K–4 technology integration among the three elementary schools. Prior to the Technology Facilitator position, the Resource Center Director was the primary point of contact for technology distribution, integration, and upkeep at each of the elementary schools. Each resource center director supervised a Resource Center associate and a technology associate. The associates supported programming in the library and would sometimes be the “tech” teacher when students came to the computer lab.

We are well aware that the technology landscape is constantly evolving and since 2013, the resource centers have added Makerspace (STEAM) programming and the number of devices in the elementary school has shifted to a 1:1 iPad model in grades 3 and 4 rather than a cart per grade level; more than doubling the number of iPads in each school. In addition to increased devices, multiple learning resources with a digital platform have been made available to teachers and students (ex. Pearson Realize, ST Math, ThinkCerca, etc.) Finally, our students no longer have a “computer lab” to learn technology skills, the expectation is that learning with technology is ubiquitous and those skills are woven into lessons throughout their elementary experience.

One facilitator rotating through three elementary schools was not providing the “just-in-time” learning necessary for successful technology implementation. The fixed schedule

of the library did not allow for the Resource Center directors to be readily available to support their colleagues and many additional hours were required to research, curate, and plan for all of the new technology and Makerspace integration.

### **Current Staffing 2018-2019**

In 2018 the board approved a staffing structure change for the elementary schools. Now, each school has an RC director, Tech Integration Specialist (formerly Tech Facilitator) and one Tech/RC associate, 3.0 FTE. An overall staffing change from 10.0 FTE to 9.0 FTE. This RC/Tech team staffing shift allows for a technology integration specialist at each elementary school. Prior to the 2018-2019 school year, District 36 hired two new technology integration specialists (TIS) and two new resource center directors (due to retirements).

<b>School</b>	<b>Resource Center Director</b>	<b>Tech Integration Specialist (TIS)</b>	<b>Tech/RC Associate</b>
<b>Crow Island</b>	Mindi Maneck*	Amy Banas*	Karen Gullen
<b>Greeley</b>	Christie Chandler*	Jeff Weir**	Collin Sutter**
<b>Hubbard Woods</b>	Todd Burleson	Billy Spicer*	Amy Trogden

\*new to the district

\*\*new school assignment

Technology Integration Specialists and Resource Center Directors have been able to support teachers, associates and administrators with a convergence of instructional coaching, building community, and just-in-time technology support. Their focus to date has included the following:

### **Technology Support (Hardware, Software)**

- Training teachers to integrate interactive panels
- Verifying that all iPad apps have been correctly distributed and installed
- Supporting students and teachers with digital resource logins (ST Math, SeeSaw, Typing Club, etc)
- Troubleshooting printer/copier/phone/backups
- Training teachers to utilize Apple Classroom to guide learning, share work, and manage student devices (workflow management)

### **Technology Integration**

- Attend CLT meetings regularly
- Collaborate and support teachers at a district level through grade level release days

- Partner with math, language arts, and science facilitators to increase their technology resources toolkit allowing for more modeling opportunities for classroom integration
- Launch Apple's *Everyone Can Create Curriculum* to shift technology use away from consumption to creation
- Curate resources for staff and students
- Teach and model the responsible use of technology and digital citizenship

### **Professional Learning Opportunities**

- Lunch and Learns for both teachers and associates
- Co-planning and co-teaching lessons
- Institute Day Sessions
- Faculty meeting presentations
- Winnetka University offerings (coming soon)

### **Collaboration**

- TIS and RC meet regularly in-person and remotely to support and learn from one another
- Participation in Township iPLC (Technology Leaders from all New Trier Township Schools) to plan events and share resources
- Meet monthly with entire District Tech Team
- Meet weekly with Justin Heller, Technology Support Coordinator to ensure all software and hardware are operating at optimal capacity
- Supporting Global Collaborations via video chat (Google Hangouts, Zoom, Skype)
- Meeting regularly with building principals

### **Communication**

- Weekly tech tips for staff
  - [Greeley Tech Tips](#)
  - [Greeley RC Blog](#)
  - [Crow Island Tech/RC](#)
  - [PD from HW](#)
- Consistently documenting our work/telling our story via Twitter with [#WE36](#)
  - Greeley: <https://twitter.com/GreeleyTech> and <https://twitter.com/christiechandler>
  - Hubbard Woods: [https://twitter.com/todd\\_burleson](https://twitter.com/todd_burleson) and <https://twitter.com/MrBillySpicer>
  - Crow Island: <https://twitter.com/abanasTIS> and <https://twitter.com/CrowIslandRC>

### Examples of Progress to Date

<i>Month</i>	<i>Activity (examples from various schools)</i>
<b>September 2018</b>	<ul style="list-style-type: none"> <li>● Ensured all iPads had the correct apps</li> <li>● Led sessions on <b>SeeSaw</b> and <b>ST Math</b> for students</li> <li>● Oriented staff to new <b>ViewSonic</b> interactive panels</li> </ul>
<b>October 2018</b>	<ul style="list-style-type: none"> <li>● Introduced <b>Typing Club</b> to students</li> <li>● Introduced <b>Chromebooks</b> to students and staff</li> <li>● Supported staff with <b>Google Classroom</b></li> <li>● Trained staff to secure print</li> <li>● Co-taught classes to demonstrate Apple <b>Keynote</b></li> <li>● Promoted <b>Digital Citizenship</b> week</li> <li>● Became certified Apple Education Trainers</li> </ul>
<b>November 2018</b>	<ul style="list-style-type: none"> <li>● Facilitated <b>BreakoutEDU</b> sessions</li> <li>● Co-taught lessons using <b>Book Creator</b></li> <li>● Co-taught lessons using <b>Google Expeditions</b> virtual reality</li> <li>● <b>Green Screen</b> techniques introduced</li> <li>● Facilitated institute day sessions</li> </ul>
<b>December 2018</b>	<ul style="list-style-type: none"> <li>● Successfully hosted <b>Hour of Code</b> for over 100 students</li> <li>● Co-taught lessons using <b>Everyone Can Create</b> Curriculum (Pages and Keynote)</li> <li>● Supported NWEA testing</li> </ul>
<b>January 2019</b>	<ul style="list-style-type: none"> <li>● Supported planning for <b>STEAM Night/Expo</b></li> <li>● Supported immigration unit/event</li> <li>● Roll out <i><b>Epic!</b></i> books app</li> </ul>

## **Next Steps**

The shift in staffing was guided by the research-based [Future Ready Frameworks](#).

[Future Ready Instructional Coaches](#)

[Future Ready Technology Leaders](#)

[Future Ready Librarians](#)

The resource center directors will be presenting to their colleagues this spring on what it means to be a Future Ready Library as the framework is different from what teachers may expect to be taking place in the library. The three elementary resource center directors will create a shared presentation highlighting what the spaces have in common and what each Resource Center Director brings to their school to make their school unique.

The Technology Integration Specialists (TIS) will be finalizing a collection of their partnerships with teachers. Showing various lessons that have been updated to incorporate the purposeful use of technology. Teachers can view the lessons to spark ideas of what they can bring into their own classrooms, the product will serve as a “menu” of sorts.

The Tech/RC team is planning a summer 1:1 symposium\* (\*name TBD). Professional learning aligned to our mobile learning initiative has been on-going, but with grades 3 and 4 coming on board this year, and staff turnover there is a need for a deep dive refresher as resources have changed with the new devices.

Associate training took place at Crow Island this winter. With the associates having their own device and their constant work with students, it made sense to give them the training to support their classrooms. This training will be expanded to the other schools this Winter/Spring.

One of the goals of the staffing shift was to allow for the TIS and RC Director to be interchangeable at times. This is something the team will be working on capitalizing throughout the remainder of the year.

Ex. Hubbard Woods School

Billy Spicer, Tech Integration Specialist, takes all of the 4th-grade students through the process of creating their own Digital Breakout Edu games during their Resource Center time. Todd Burleson, Resource Center Director, is free to attend CLT meetings and collaborate with staff directly on their upcoming Opera project.

Tech/RC teams will be working together to create a common framework aligned to the [National Library Standards](#). The framework will highlight the competencies to be completed at each grade level. Given that students only spend 30-40 hours during fixed Resource Center time, many of the standards will be integrated through inquiry and partnerships with classroom teachers and content area facilitators.

## **Device Refresh for Certified Staff and Administrative Team Support Staff**

### **Background**

At the March 24, 2015, School Board meeting, an informational memo was provided regarding the [Technology Refresh Cycle](#). This refresh cycle included the purchase of teacher laptops for the 2015-2016 school year with a three-year refresh cycle to be replaced for the 2019-2020 school year.

With much of our professional learning focused on the *Everyone Can Create* content from Apple and our familiarity with Apple hardware, the District Technology team is recommending the recently released MacBook Air.

- Over 20 teachers have earned their Apple Teacher Certification
- 6 classrooms participated in co-teaching experience with our Apple Certified Trainer, Sally Eberheart
- 3 Tech Integration Specialists earned their Apple Education Trainer certificate
- 77 staff members attended at least one Apple Professional Learning session

In addition to the teacher laptops, school secretaries and district administration support staff devices have not been refreshed since 2015. It is planned to include these devices in this refresh cycle as well. The maximum total number of devices will be 240.

# of devices	Cost/device	Total Cost
240	\$1,129*	\$279,960

\*Cost may vary based on pricing at time of order

### **Recommendation**

It is recommended that the refresh will be funded through a lease, for a cost of under \$100,000 per year with a three-year lease, less if the lease is extending to four or five years. It is important to note that we will be selling our current fleet of laptops to a 3rd party vendor with the option for staff to purchase their own for FMV. The buyback amount could partially offset the first year of the lease, with up to \$40,000. Current lease rates from Apple are being offered at 1.49% - 2.49%.

### **Next Steps**

Action item for 2019-2020 refresh will be presented at the March school board meeting.