Washington-Caldwell School District Long Range Information/Library and Technology Plan

July 2024 - June 2027

Approved by School Board on Feb 22, 2024

	Executive Summary

A comprehensive Information and Technology Plan for the Washington-Caldwell School District has been developed and will be defined in the following outlined materials. This plan will analyze goals and objectives as well as outcomes from the previous technology plan.

The residents and school personnel of the Washington-Caldwell School District are committed to developing a plan that will increase the technological skills of our students and prepare them for the ever changing, technology-focused world. The Washington-Caldwell School Board assists in the development of this plan and encourages participation from the community and school personnel in the support of the concepts, goals, and funding of this plan.

The key concepts of this plan include a focus to use materials, media, and technology as tools for learning, the integration of technology into classroom instruction, and putting useful technology in the hands of our students.

	Introduction

Information and technology have become ever more important in our world. The skills that students and teachers need to have now include a wide array of technological skills. The school district has the responsibility of not only teaching reading and math in today's world but also teaching information technology.

The Information (Library Media) and Technology Plan for Washington-Caldwell School District is used as a means to describe the use of instructional technology. It is also used as a means to improve and enhance adult and student learning. The learning involved includes: more effective communication, facilitating extended professional development opportunities, and improving administrative and staff effectiveness. Current research on technology was reviewed to provide the basis for this plan.

This plan is not about wire, cable, and computers; it is about students, teachers, and learning. It is about how we can best meet the needs of students to create competent, adaptable users of technology

and consumers of information and research. In order to provide our students with current technology skills, Wisconsin educators must continually increase their proficiency in using existing and emerging tools in the classroom. Educational administrators must provide leadership in transforming schools into high-performance learning institutions. We will accomplish this only when classroom teachers, library media specialists, technology specialists, building and district leaders, and higher education representatives continually collaborate to incorporate research and best practices into the educational process.

Vision Statement

The Washington-Caldwell School District is committed to excellence in education for all students. Our primary goal with technology is to improve student learning and teacher effectiveness by integrating technology into all school curriculums. It is the district's responsibility to provide effective technology related experiences that will prepare students to participate in today's technological society. Our students explore, evaluate, and use technology to communicate in a variety of ways and accomplish real world tasks through technology. They have the knowledge to act responsibly and ethically in their use of technology and the ability to grasp and utilize new technology as it develops. Through the partnership of students, parents, school, and community, full integration of technology will improve the performance of all students.

Mission Statement

Washington-Caldwell School District is committed to an on-going expansion of library materials, infrastructure, hardware, software, and professional development related to these resources in order to implement all efforts successfully within the learning environment of our students. This quality learning environment is contingent upon the effectiveness and equitable integration of computer technology throughout the educational process. Staff will be able to prepare students to effectively and efficiently communicate, problem solve, and function in our technology focused world.

The Washington-Caldwell School District will provide information and technology opportunities for all students. Additionally, the District will offer similar opportunities to parents, community members, teachers, and all other stakeholders. Information and technology integration will ensure successful lifelong learners.

Contact Information

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Background

Community/School District Demographics

Washington-Caldwell School district is located in extreme western Racine County. The District's seventeen square miles include areas in Tichigan, Caldwell and the Town of Waterford.

Historically, the District comprised two buildings - Washington School and Caldwell School. Caldwell School dated back to 1869, and Washington School dates back to 1904. The Caldwell School building and grounds were sold in 1997. Washington School is currently the only school building in the District. Washington School educates grades 4K through eighth grade and is one of four schools that feed into Waterford Union High school. The other three schools that feed into Waterford Union High School are: Norway Joint #7 School District, North Cape School District, and Waterford Graded School District. The Washington-Caldwell School District residents elect five board members for a term of three years each. Our School Board members conduct monthly meetings and Special Board meetings, when appropriate, as well as select members for subcommittees.

Currently, student enrollment is 199 students. Approximately 18% of students qualify for free or reduced lunch. As of January 2024, 93% of students were identified as white, 1.5% Hispanic, and 2.0% African American/Black, 0.1% American Indian, and 3.0% Asian/Pacific Islander.

Our staff, community, and school board are committed to implementing the Common Core Standards and successful learning strategies for all learners. To accomplish this, the District employs 17.0 FTE teachers, 8.4 FTE support staff, and 1.3 FTE administrators. The District offers one part-time 4-year old kindergarten class and one section of each grade (K-8). Students participate in the specials of art, physical education, spanish, library media, guidance, and music. (Note: 4K and 5K does not participate in spanish).

The Library/Media and Technology Specialist supports students and staff on a part time basis, but is in the building full time. Duties include: integrating technology into regular core curriculum, providing professional development, spearheading the technology committee, implementing district initiatives, supporting infrastructure needs, as well as researching current, best practices. A part time technical service is also contracted by the district.

Evolution of Washington-Caldwell School District's Library Media and Technology Program

The library instructional program at Washington Caldwell School District consists of a weekly, fixed schedule half-hour class for students in grades 4K through grade five. Focused, developmental research skills, technology skills, and individual book selection skills are taught during this time for all students. The Media Specialist also collaborates with teachers for specific projects on a regular basis. Working with individual students also occurs on a regular basis. Classes may have a fixed schedule, but individual students are encouraged to visit the library as needed for research and/or reading for pleasure. A minimum number of students visit the library on his/her own on any given week due mostly to the fact that all students have a 1:1 device.

The computer lab was dismantled in 2021. It was replaced with a MakerSpace with two 3D printers and many technology based instructional resources such as Sphero, Bolt, Legos, 3D pens, and more. 100% of teaching staff have district issued laptops or Chromebooks. iPads are deployed to all students in grades 4K-2nd grade in a 1:1 program. Grade 3-8 students are assigned Chromebooks. Additionally, the District has installed an Interactive flat panel or whiteboard in all classrooms.

Middle school students exclusively use online textbooks. Students and staff alike use Google Classroom and the other Google Suite apps exclusively (1:1 began in the district in 2012 with iPads in Middle School).

Elementary technology instruction includes maker activities, coding, basic keyboarding, Google suite, Web resources, and internet safety instruction through the Internet sources. The middle school

instruction includes the Google suite of programs and online web resources as well as a STEAM focused innovation class.

The various hardware and software used for assistive technology include Google Read and Write and a variety of individual extensions and program as specified in education plans. The Media Specialist and Special Education teachers work together to implement this assistive technology.

Community/Adult Literacy Collaboration

Collaboration among local community adult literacy providers is minimal. The school library encourages the use of local materials by parents and community members; this is not always taken advantage of by community members though. The District continues to offer the use of District materials and facilities to our community. Starting in 2022, the District extended a collaborative hand to the Waterford Public Library by hosting Family Reading Nights several times during the school year at the Public Library.

Library Planning: Current Status and Review of Program

Professional Learning

Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g.,critical thinking, information literacy, digital citizenship, technology).

Current Practices:

- Assist staff with one on one technology hardware and software needs
- Support colleagues with integration of digital tools
- Individual work with staff to promote the use of technology in the classroom to enhance student experiences and growth
- Providing professional learning materials for staff professional development through websites, links, videos, etc

Challenges:

- Time within the school hours to work with staff because of scheduling conflicts
- Additional costs of resources for new implementation
- Meeting the needs of a staff with varying levels of skill/experience
- Finding funding sources for trainings

Goals for Future:

- Provide Newsletter information for staff on a regular basis
- Lead inservices about library and technology resources

Collaboration Sources:
- ■ Administrative team
- ■ Attending CESA training and meetings to collaborate with other media specialists to enhance library program and staff training as needed
- ■ Actively engaging on social media platforms such as Facebook, Twitter and Instagram in a variety of librarian groups learning from librarians around the world
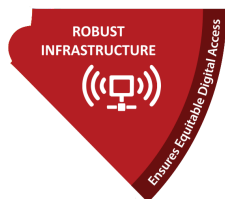
Robust Infrastructure

Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in support of the district's strategic vision

Current Practices:
- ■ High Speed access through Wiscnet and BadgerNet available throughout building - ethernet and wireless wifi available - almost all use is wireless wifi
- ■ Securly filter for all devices
- ■ 1:1 devices 4K through 8th grade
  - ○ iPads for 4K-2nd grade
  - ○ Chromebooks for 3rd-8th grade
- ■ All teachers/administration have access to device (support staff has access when needed)
- ■ Member in the Wisconsin Schools Digital Library Consortium (WSDLC) to provide access to thousands more ebooks and digital audiobooks through SORA
- ■ Library catalog is available online

Challenges:
- ■ Securly filter is difficult to manage easily for student access to teacher approved youtube videos
- ■ Students find SORA somewhat cumbersome. They are used to EPIC where material is always available and in SORA there is a waiting list at times.

Goals for future:
- ■ Continue to update the iPad and Chromebook fleet for students so that devices are up to date and running smoothly
- ■ Teacher/staff rotation needed for update of devices
- ■ Create Google Form for students and Staff to submit apps/books for download/purchase

Collaboration Sources:
- ■ Administrative team
- ■ Staff

Budget and Resources

Leverages an understanding of school and community needs to identify and invest in (digital) resources to support student learning.

Current Practices:
- ■ Common School Funds are maximized and used appropriately
- ■ Maintenance of Library budget
- ■ Successful working relationship with District Adminstrator and Finance office

- District maintains both print and digital resources to meet curricular needs
- Seek input from staff and students about future purchases
- Analyze digital usage of resources/subscriptions to determine if still needed
- Build collections of materials to support STEAM learning
- Promote Waterford Public Library as another avenue for resources

Challenges:
- Securing funding to replace aging technology
- Allocating for priority sections of the library when many need attention
- Keeping up with changing technology while being mindful of budget

Goals for future:
- Continue to curate and offer a wide variety of library resources and digital tools to support the learning needs of ell students.
- Continue to build materials to support STEAM learning

Collaboration Sources:
- Administration
- Assistant Business Manager
- Staff
- Students

Community Partnerships

Cultivates partnerships within the school and local community (families and caregivers, non-profit organizations, government agencies, public and higher education libraries, businesses, etc.) to promote engagement and a lifelong learning process.

Current Practices:
- Promote programs from local public libraries
- Promote special community events for staff and parents in ther areas of STEAM, early literacy, careers, etc
- Active on social media (Facebook and Instagram) to share library news/activities with community members
- Community volunteer(s) to help shelve books
- Promote the Scholastic Book Fair

Challenges:
- Funding
- Scheduling
- Participation

Goals for future:
- Increase collaboration with Public Library
- Offer community Techhnology opportunities for community members
- Offer continued family nights to increase family involvement

Collaboration Sources:

- ■ District Administrator
- ■ Community Partners
- ■ Staff and Teachers
- ■ Students

Data and Privacy
Teaches and promotes student data privacy through their instruction and role as educational leaders.

Current Practices:

- ■ Board policies current
- ■ Student checkout provide students with privacy
- ■ Library student information is printed to separate printer
- ■ Digital Citizenship lessons are taught to elementary students - promotes responsible use of technology, navigating safely online and keeping personal information private
- ■ Firewalls and infrastructure to protect data and privacy
- ■ Acceptable Use Policy in place and updated with parents/students annually
- ■ Most district data is housed off site via cloud platforms

Challenges:

- ■ New cyber attacks and security breaches that will happen
- ■ Staff knowledge base about how to keep data safe and secure
- ■ Student compliance when using district resources

Goals for future:

- ■ Continued teaching of digital citizenship skills to support student online safety, privacy and security.
- ■ Yearly reviews of infrastructure to maintain data privacy and security
- ■ Continue to house district data off site via cloud hosting platforms

Collaboration Sources:

- ■ Administrative team
- ■ Staff
- ■ Students

Collaborative Leadership
Participates in setting the district's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners

Current Practices:

- ■ Annual Book Fair to promote reading
- ■ Attendance at monthly School Board Meetings
- ■ Attendance at 3 staff meetings/PLC each week
- ■ Active member of PBIS committee
- ■ Member of Administrative Leadership Team

Challenges:

- ■ Time

Goals for future:
- Implement District annual survey for staff, parents, and students
- Work to develop the understanding of the inquiry process and design engineering process among all staff

Collaboration Sources:
- Administrative team
- Staff, Teachers
- Community

Use of Space and Time

Provides flexible spaces, physical and digital, that promote inquiry, creativity, collaboration and community.

Current Practices:
- Flat Panel available for use in the library
- Projector available in Makerspace
- Fixed weekly library schedule for grades 4K-5th grade
- Comfortable reading areas in library
- Flexible seating in library and makerspace
- Flat panel available in library
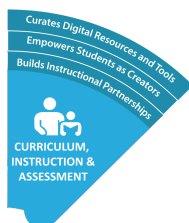- Spaces available before, during, and after school

Challenges:
- Scheduling can be a challenge at times

Goals for future:
- An update of some well used flexible seating when budget allows
- Incorporate MakerSpaces area with a variety of hands-on learning activities for student and staff experiences

Collaboration Sources:
- Administration
- Staff

Curriculum, Instruction, and Assessment

Curates digital resources, designs and implements evidence-based curricula and assessments, and empowers students as creators.

Current Practices:
- Promote the love of reading in all students through library programs and resources
- Social Emotional Learning (SEL) focus throughout district
- Successul library and technology program to support students and staff
- Weekly or bi-weekly meetings to provide support and communication between teachers and administrators
- Response to Intervention to support all learners

- Makerspace projects included in elementary library lessons
- Collaborate with numerous teachers to provide resources, instruction and technology support
- Utilize Common Sense Media Digital Citizenship Curriculum

Challenges:
- Time to learn and develop new curriculum
- Technology is constantly evolving

Goals for future:
- Unpack and identify priority standards within WI ITL Standards
- Continue creating an ITL scope and sequence
- Maintain an equitable collection of materials in the library
- Empower students as creators using digital tools
- Share digital resources and tools with all interested parties

Collaboration Sources:
- Administrative team
- Teachers
- Offsite consultants

Analysis of Information and Technology Resources and Fixed Assets

135 iPad devices(iPad model 7-12, 32 gb) assigned to all students in grades 4K-2nd grade students. Once used for support staff attendance.

130 HP Chromebooks (65 HP 11A G6 and 75 Lenovo 300e/500e) assigned to students in grades 3-8 and various staff members.

20 laptops assigned to Teachers – Used for attendance, grading, word processing, presentation purposes, lesson planning, and Internet use.

7 Administrative/Support desktops and laptops – Seven dedicated to Administrator, Assistant Business Manager, and two secretaries – one used for food service

2 virtual servers – one main file server (updated Summer, 2010) and radius server

Peripherals accessible in the District:
- 15 Newline Flat Panels permanently installed
- 1 SmartBoard installed
- 4 LCD projectors (1 ceiling mounted and 3 on carts)
- 1 Multi Function Networked Copier/Scanner for staff use
- 3 individual printers for office staff
- 2 Black and White Laser Printers for staff/student use
- 12,000 books in library collection

Description of Telecommunications and Technology Infrastructure
- Data - The District is one building and is serviced by a 100 meg line. Wiscnet is the district's Internet Service Provider and they supply us with a router. Internally, there is one data closet containing switches and hubs that supply 100mbs connection. There are currently 16 wireless

access points in the building; they are used by District chromebooks, laptops and iPads. Currently each classroom has 3-5 hardwire data connections that are not used very often. Outside data traffic is secured by a firewall. The network consists of one virtual file/data server and one radius server. Staff and administration use a student information system (hosted PowerSchool) for grading, attendance, scheduling, and demographics. The administration uses Skyward software for financial purposes.

- Voice – Each classroom has a telephone (installed 2008).
- Video – Internet based video only.

Washington Caldwell School District Projected Budget for Information/Technology

Tech Budget		24-25	25-26	26-27
Trafera/Vantage	Chromebooks (55) New lease projected in 24-25 and beyond	$6,300.00	$6,300.00	$6,300.00
Trafera/Vantage	Chromebooks (75) new lease projected in 26-27	$8,320.00	$8,320.00	$9,000.00
Update on teacher laptops		$4,000.00	$4,000.00	$4,000.00
PLTW		$1,900.00	$1,995.00	$2,094.75
Source One Technology	Eset Antivirus	$949.10	$996.56	$1,046.38
Wiscnet	Wiscnet Annual Fee	$3,000.00	$3,000.00	$3,000.00
Wiscnet/ATT	Wiscnet ISP yearly service	$3,300.00	$3,300.00	$3,300.00
Dept. of Administration	Teach - yearly data transport - fiber	$3,000.00	$3,000.00	$3,000.00
Securly (2022)	Filter, Aware,MDM	$1,329.30	$1,395.77	$1,465.55
FinalSite	District Web site hosting yearly	$900.00	$945.00	$992.25
E2Exchange	Erate Consulting	$950.00	$997.50	$1,047.38
Veeam/Source One	Backup	$851.21	$893.77	$938.46

Fortigate/Souce One		$416.81	$437.65	$459.53
PowerSchool Group LLC	PowerSchool - Pearson	$4,516.56	$4,742.39	$4,979.51
ISCorp	Skyward backup,etc	$1,500.00	$1,500.00	$1,500.00
Skyward		$4,861.50	$5,104.58	$5,359.80
Swift K12	PowerSchool - School Messenging	$424.23	$445.44	$467.71
Gaggle	Safety Mgmt for Google - archiving	$750.00	$787.50	$826.88
CDW-G	Microsoft Office Pro Plus License	x	x	x
Source One Technology support	Windows 10 License for desktops and CAL	$500.00	$525.00	$551.25
Source One Tech support	Source One Tech Support as needed	$3,000.00	$3,000.00	$3,000.00
Follett	LMS renewal	$826.24	$867.56	$910.93
		$51,594.95	**$52,553.70**	**$54,240.39**
Projected Revenue	District Budget	$21,594.95	$22,553.70	$24,240.39
	REAP Funding	$30,000.00	$30,000.00	$30,000.00
	E-RATE	$2,000.00	$2,000.00	$2,000.00
	Title II-A	$1,200.00	$1,200.00	$1,200.00

District policies and procedures/administrative guidelines

District policies involving Library and Technology can be found in the Board Policy Document at:
https://go.boarddocs.com/wi/washcald/Board.nsf/Public?open&id=policies
Specific Library Policies are referenced at this link:
https://go.boarddocs.com/wi/washcald/Board.nsf/goto?open&id=CP4MGM58E629
Student Acceptable Use Policy:
https://go.boarddocs.com/wi/washcald/Board.nsf/goto?open&id=BUVF9E3DEE33