

HIGHFIELDS TECHNOLOGY PLAN 2009/2012
7-1-09/6-30-12

COVER SHEET (Section 1)

District: Highfields Inc.

Address: P.O. Box 98, 5123 Old Plank RD., Onondaga, MI 49264, Ingham County

Phone number: 517-628-2287

School District code #:

Start and end date of plan: 07/01/09 – 06/30/12

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ISD name: Ingham Intermediate School District

URL: www.highfields.org

INTRODUCTORY MATERIAL (Section 2)

Mission: The mission of Highfields is to provide opportunities for children, youths, families and other individuals to become more responsible for their own lives and to strengthen their relationships with others.

Introduction: Camp Highfields is a residential living facility for 48, 13-17 year old males. Students are referred to this program by the state of Michigan and family courts throughout the state. By virtue of placement in this program students have no income and thus are eligible for free breakfast and lunch. Education is provided on grounds. There are approximately 70 teachers and staff who work directly with these students.

VISION AND GOALS (Section 3)

Vision: Effectively assist the children and their families in our service community to attain their educational goals utilizing the best available technology.

Goal 1. Improve the quality of education offered our students and families by taking advantage of available technologies.

Goal 2. Provide additional advantages to learning disabled students to allow them to more effectively compete with traditional students by using the available technology.

Strategy: Continue to make internet access available to students so that they can use it as a resource. Utilize existing and future technology to assist with home work assignments, research projects and staff training. Use the telecommunication systems to communicate with families and education staff in the community.

2.

CURRICULUM INTEGRATION (Section 4)

Specific Goals:

Highfields will use its technology resources to assist students in making academic progress. Students are assessed at the time of admission and at the time of release. Based on this entrance and exit testing for students who are below age level in math and/or

reading, our goal is for them to improve at least 1.5 month for every month in the program. Malcolm Williams School administers the MEAP and MME to students enrolled at the time the tests are given based on the State of Michigan schedule. The goal of the educational program is to prepare students for return to an appropriate public school setting with passing grades for our middle school students and with as many credits as possible for our high school students. This also includes teaching students appropriate behaviors and instilling in them an appreciation for education and the importance of a high school diploma to their future successes. All available technologies are used to achieve these goals.

Strategies: Homework assignments and internet research projects as well as staff training are used to assist in reaching the above goal. Student progress reports are computer generated on a monthly basis.

Description of efforts to identify and promote curricula and teaching strategies:

Staff interface with school personnel to assist students with all subject areas taught in the school. Examples include structured searches on the internet, accessing reference materials and the use of CD ROM technology. Staff are provided considerable training by the Ingham Intermediate School District in the use of teaching strategies that integrate technology into the curriculum. Additionally there is one full time staff to assist in the process.

3.

CURRICULUM – STUDENT ACHIEVEMENT (Section 5)

Description of integration into curricula and instruction : Staff interface with school personnel to assist students in academic pursuits via individualized computer assisted programming, small group projects and support of the instructional program by staff. The MOIS system is used as a tool in the pre-employment process. GED preparation is greatly facilitated by the use of a variety of technological tools.

Timeline for technology integration: Ongoing within the context of the 3 year improvement and technology plans.

CURRICULUM – TECHNOLOGY DELIVERY (Section 6)

Students can enroll in Michigan Community Colleges while still attending Highfields school. Options also exist in the future to use the Michigan Virtual High School to supplement current curriculum offerings. Satellite service could be used in the future to enhance educational presentations.

CURRICULUM – PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS (Section 7)

Dissemination of educational technology plan: Via Highfields web page

Additional means of communicating: Highfields Email and web site allow very effective and timely communication with parents.

Parent and community involvement: Parents and community members are invited to participate in the planning, implementation and ongoing assessment of the technology plan but they rarely do so because of our geographical location and the nature of referrals to our program. We continue to look for ways to involve them.

4.

CURRICULUM – COLLABORATION (Section 8)

This requirement is not applicable to this district as we are in effect a private school due to the method of placement in the program. We are also located in a very rural setting.

PROFESSIONAL DEVELOPMENT (Section 9)

In house training is provided on an ongoing basis to insure that all staff and administrators know how to use available technologies to improve student learning. The focus of all training is on integration rather than skill development. Highfields is aware that there are state and national standards for staff that include such things as: The ability to use technology to support the educational process, and the ability to simply use a computer. Participation in the intermediate school districts professional development offerings will help them to attain and maintain the required competencies. Highfields funds training on an annual basis through its fiscal year budget. Trainings are available through the Intermediate School District as listed on their annual training calendar.

PROFESSIONAL DEVELOPMENT – SUPPORTING RESOURCES (Section 10)

Highfields has access to the Intermediate School District's video lending library and Regional Education Media Center. Additionally the budget each year allows for the purchase of any necessary instructional/training software packages to assist with professional development. In-house staff have developed several written tools to use in training including: "How to get email", a web site directory and a list of educational

resources on the internet. They also have responsibility to monitor building technology. Highfields also has access to the Intermediate School District's technical staff. Department heads and the Human Relations department are responsible for coordinating all professional development activities. A training budget exists to allow for outside training. Although computer training for some staff is optional monetary incentives exist for taking the training.

INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION AND DESIGN **(Section 11)**

Current status of infrastructure: Highfields operates 2 mirrored image communication servers running Novell Netware 6.0. Email and internet access is via a T1 line. The current status is good. Both communication servers, the operating system and email software have been updated within the past five years and plans exist for further enhancements including email, operating system upgrades and a replacement communication server and related switches and other hardware sometime during this 3 year cycle. Telecommunication services, available in part because of USF funding , include local, long distance, cell, 800 # and centrex services. Internet access is available through a broadband service and basic maintenance of internal connections includes switches, a firewall and a server. Future possibilities include broadband upgrades including satellite. This facilitates communication between education staff, students and families as well as allowing internet access. This is critical for student email, internet research, home work assignments, etc. USF funds also help provide system maintenance and technical assistance.

5.

Infrastructure components to be acquired: An upgraded communication server was purchased in 03/04 as well as several software packages. Updated hard drives and a tape backup system were approved by the school and libraries program in FY 05/06. It is anticipated that the communication server and related switches and hardware, operating system/software and an email upgrade will be done at some point during this plan period.

Strategies for insuring interoperability: Communication servers are replaced periodically and the operating system continues to operate without problems.

The email package and other software operates in a version which is quickly becoming dated. Highfields sets aside an appropriate portion of its budget each year to insure that it can continue to stay current. Highfields has had a plan in place for several years with a goal of replacing approximately one third of its pc's annually.

Technical support: Is available via contract with 2 separate providers and from a full time person on staff.

INFRASTRUCTURE – INTERNET ACCESS (Section 12)

As we are a relatively closed environment it is fairly simple to insure that all staff and students have access to email and the internet. Ample machines exist throughout the campus and some are available for use 24 hours per day.

FUNDING AND BUDGET - TIMETABLE – (Section 13)

	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>
Salaries/benefits	\$33,331	\$34,332	\$35,312
Hardware	\$10,000	\$10,000	\$10,000
Maintenance	\$5,000	\$5,000	\$5,000
Licenses	current	current	\$25,000
Software and curriculum support	\$1,800	\$1,890	\$1,985
Professional development	\$20,000	\$20,000	\$20,000
Technical support	Included in above	Included in above	Included in above
Other areas	n/a	n/a	n/a

6.

FUNDING AND BUDGET – COORDINATION OF RESOURCES (Section 14)

Highfields financial plan for long term investment and sustainability is built on the following premises:

1. Maintaining a relationship with existing board members who are experts in technology and can assist in hardware and software procurement.
2. Continue to work on fully funding our depreciation account allowing us to replace approximately one third of our hardware each year as well as purchasing any necessary software.
3. Maintaining a fund development officer in the organization who pursues technology grants
4. Pursuing educational discounts on Dell hardware

MONITORING AND EVALUATION (Section 15)

Description of evaluation process: The evaluation is done in the context of evaluating the 3 year school improvement plan, MEAP scores, results on other state standardized tests and grade level improvement per year based on grade level at time of admission.

Measures and success: Success is measured by progress made on MEAP scores and other state tests, credits earned and progress towards graduation requirements.

Frequency of evaluations: The technology improvement plan is evaluated annually, professional development goals are evaluated every 2 years, MEAP test results as well as other state required tests are evaluated when results are received. Students are tested upon admission to the program, and shortly before release, to evaluate progress towards grade level improvement per year. Highfields technology committee will meet on an annual basis to review the results.

Persons responsible: Residential staff and VP of Administrative Services. The VP of Administrative Services is also responsible for updating this technology plan when needed.

Strategies to deal with unmet goals: Specific corrective action plans are created to address any identified deficiencies.

7.

MONITORING AND EVALUATION (Section 16)

Use of technology policy: Highfields technology policy is as follows: “Highfields provides technology resources to its staff and students to support the achievement of the agency’s mission and goals.”

Acceptable Use Policy: Technology resources are to be used to facilitate the administration of the agency and to assist staff and students in the performance of their assigned duties and educational pursuits, including collaboration and exchange of information. Employees and students are expected to utilize agency technology resources in a responsible manner and not engage in improper use of the resources. Improper use of technology resources includes, but is not limited to:

- Use for illegal activity,
- Use for commercial activities or for personal profit or gain,
- Use to view, receive, or transmit sexually explicit or racially or ethnically offensive material,
- Use for religious or political solicitation,
- Failure to adhere to safety procedures,
- Unnecessary or excessive use of resources,
- Accessing or sharing confidential information without authorization.

Any employee or student who violates this policy, or any supplemental guidelines or procedures issued in support of this policy, is subject to disciplinary action.

Filtering efforts: Each computer the students at Highfields have access to has Cyber Patrol installed on it.

Brian Philson, President/CEO

Date

F: technology plan 7-1-09/6-30-2012

8.