



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

August 19, 2009

To: School Administrator and Technology Director

From: Deborah S. Sutton  
Director of Instructional Technology

Subject: **District's education technology plan due for the 2010 state approval cycle**

### **District action required**

According to our records, your district's long-range technology plan expires June 30, 2010. This means the current plan must be updated, approved by the local school board, and approved by the Department (DESE) by June 30, 2010. A state-approved technology plan is a requisite for district participation in the Missouri Technology Network Program (TNP) administered through MOREnet, the federal Title II.D Ed Tech grant programs, and the federal E-rate discount program. DESE is recognized as the approving entity for Missouri public school districts. State approval is effective for three years; therefore, plans submitted for approval in 2009 must address school years 2010-11, 2011-12, and 2012-13.

This three-page letter and the enclosures detail the requirements and processes for submitting plans for state approval. These materials and other DESE planning resources, including a copy of a district plan that was considered "exemplary" during the 2009 review cycle because of its organization and breadth and scope, are also available on Instructional Technology's District Technology Planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.

### **District plan requirements**

To be approvable, district plans must meet requirements established by the federal No Child Left Behind Act (NCLB) and the Universal Service Fund (USF) for Schools and Libraries, known as the E-rate discount program. These requirements are posted on the Technology Planning website and are embedded in the district planning checklist and the score guide that the Department uses to approve plans. It is important to point out that districts participating in the TNP must meet all the E-rate program requirements since MOREnet files a statewide E-rate application. As such, planners must carefully consider future E-rate related activities and expenditures when developing long-range technology plans.

### **DESE electronic Plan and electronic Grant system (ePeGs)**

Districts use ePeGs to enter and submit education technology plans. As such, technology planners should not only be familiar with technology plan approval requirements, but also with the ePeGs format and structure. And, districts must decide who should have ePeGs access and security clearances. [Link to ePeGS website: <http://www.dese.mo.gov/epegs/>.]

## **Guidelines for submitting plans**

April 15 is the deadline for submitting technology plans to DESE for approval. Districts need to enter and submit an electronic copy via ePeGs AND mail a print copy of the ePeGs-submitted plan to DESE. Electronic submission and postage must be dated on or prior to April 15. Plans may be also be hand delivered to Instructional Technology, located on the 8<sup>th</sup> floor of the Jefferson Building, 205 Jefferson Street, Jefferson City, by 4:00 PM on April 15.

### *Printing and Submitting ePeGS-created plan*

Once all appropriate sections of the education technology plan have been entered in ePeGS, click on "View / Print Plan." Copy the "Printable Plan" and paste it into a word processing document. Note that the "word" document can be edited, and districts are encouraged to increase the font to a readable size, adjust page breaks as needed, and insert page numbers. Print the "edited" plan to send to DESE for approval. Keep one copy for E-rate documentation and to serve as the district's ed-tech implementation plan for periodic review and evaluation.

## **Resources for creating technology plans**

Enclosed are copies of the Approval Cover Sheet to request state approval, the Plan Approval Checklist that lists plan requirements, and guidance documents: *Technology Planning Elements and Topics*, *The 2010 Approval Process*, *ePeGS*, and *Helpful Resources*, and *Using ePeGs to Create an Effective Education Technology (Ed-tech) Plan*. These are posted on the technology planning website at: <http://dese.mo.gov/divimprove/inststech/techplan/index.htm>, and additional resources on using ePeGS are posted on the ePeGS website: <http://www.dese.mo.gov/epegs/>.

### *Approval Cover Sheet*

The cover sheet should be completed and attached to the print copy of the ePeGs-submitted plan that will be mailed or hand delivered to DESE. Complete the top portion of the form. Note that the individual identified as the primary contact for the technology plan should be someone who is knowledgeable about the plan, capable of discussing issues that may need clarification, and available to be reached by telephone and/or email April through June 30.

### *Approval Checklist and Score Form*

District plans that follow the approval checklist and meet all the criteria items marked with an asterisk should receive passing scores. Plans submitted for approval will undergo peer review in May. To be approvable, plans must be rated as "Met" or "Exemplary" in each area evaluated: needs assessment, goals, objectives/strategies/action steps, and evaluation. Whether a plan has one overarching goal or five CSIP/TFA goals, the objectives, strategies and action steps must address the Missouri Education Technology Strategic Plan (METSP) five technology focus areas (TFAs): Student learning, Teacher preparation, Administration/data management/communication, Resources and Technical support. Note that the "Using ePeGS" guidance document cross-references the CSIP goals and TFAs.

### *Using ePeGs to Create an Effective Ed-tech Plan*

Since 2002, approval of education technology plans has required alignment of technology objectives and strategies, district comprehensive school improvement plans, MSIP standards, and the state plan's TFAs. Whether a district used its CSIP goals and objectives and cross-referenced those to the TFAs or vice versa – or whether the plan incorporated one overall action plan or had an action plan for each TFA – the heart of the plan had to address how technology would be used to support student learning, teacher preparation, administration, resource distribution, and technical support. The use of ePeGs will, in effect, help districts fulfill most of the alignment requirements. Refer to the "ePeGS" guidance documents that detail how to enter an ed-tech plan using ePeGs and provide examples of how educational technologies can be used to meet CSIP goals and objectives.

### **Technology plan review and approval process**

District technology plans submitted by April 15, 2010 will be reviewed by panels of readers in May 2010. These reviews will occur simultaneously at several sites across the state. Reviewers will include Missouri educators who agree to participate in training and complete the review of their assigned plans by the end of the day. Those interested in volunteering to be a reviewer and/or hosting a review site are directed to the volunteer sign-up form posted on the Technology Planning website.

Instructional Technology staff will identify the remote sites and a leader for each site. Plans will be distributed to review sites based on geographic area, so that a plan from the southwest, for example, is reviewed by readers from other regions in the state. Each plan will be reviewed by a reader who will read the printed copy of the plan, score it, and enter the scores and related comments on an electronic score form. A plan that does not meet all sections of the score guide will be assigned to a second reviewer. Plans that pass a first or second review will be approved; plans that do not pass a second time will be referred to Instructional Technology staff for review and technical assistance.

Plans approved during the peer review will receive approval status notification by mail, indicating approval effective dates of July 1, 2010 through June 30, 2013. Districts with plans NOT meeting approval during the peer review will be contacted by telephone and/or email and will need to work with Instructional Technology staff to ensure the plan is approved by June 25, 2010. In order for districts to participate in the FY10 Technology Network (TNP), Title II.D, and E-Rate programs, all **2010 Technology plans must be approved by June 30, 2010.**

### **Ed-tech planning workshop and webinars**

Instructional Technology and district representatives will present a three-hour pre-conference session "Using ePeGs to create an effective education technology plan" at the *2009 MOREnet Instructional Technology Conference (MITC)* on Sunday, October 18, from 1:15 to 4:15 PM. Instructional Technology will go over the technology planning requirements, **AND** district staff will discuss their experiences in submitting and reviewing technology plans that were submitted in 2009. The MITC pre-conference session will have wireless capability, and attendees are encouraged to bring wireless-capable laptop computers and copies of their current or drafted CSIP and ed-tech plans for review, technical assistance, and data entry. [Attendees will need to have ePeGS security permission to enter data.]

If your district is unable to send a representative to the MITC session – note that copies of the presentation slides will be posted to Instructional Technology's Education Technology and Technology Planning websites on or about October 16. Also note that Instructional Technology and MOREnet are working to arrange a series of follow-up webinars. In the meantime, copies of the presentation slides and a video recording of the 2008 MITC pre-conference session are currently posted on the Technology Planning website.

### **Contact information**

Feel free to contact the Instructional Technology office (telephone 573-751-8247 or email [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov)) if you have any questions or need assistance regarding these matters. As state throughout this letter, copies of all tech plan-related documents are available on the district tech planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.

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Enclosures