



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

August 12, 2008

To: School Administrator and Technology Director

From: Deborah S. Sutton  
Director of Instructional Technology

Subject: **District's education technology plan due for the 2009 state approval cycle**

### **District action required**

According to our records, your district's long-range technology plan expires June 30, 2009. This means the current plan must be updated, approved by the local school board, and approved by the Department by June 30, 2009. This letter and the enclosures detail the requirements and processes for submitting plans for state approval. Note that these materials, and other district planning resources, are available on Instructional Technology's District Technology Planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.

District technology plans are a requisite for 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. The Missouri Department of Elementary and Secondary Education 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 2009-10, 2010-11, and 2011-12.

### **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 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 used by the Department 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 state E-rate application. As such, planners must carefully consider future E-rate related activities and expenditures.

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

Beginning this school year, districts will use the Department's new ePeGs system 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. Complete and submit the DESE Web Systems User ID Request Form- ePeGs [pdf] that can be downloaded from the website at: <http://www.dese.mo.gov/epegs/>.

### **Guidelines for submitting plans**

April 15 is the deadline for submitting technology plans to the Department for approval. Districts need to enter and submit an electronic copy via ePeGs AND mail a print copy of the ePeGs-submitted plan to the Department (for E-rate documentation). Electronic submission and postage must be dated on or prior to April 15, 2009. The print copy of the ePeGs-submitted plan can also be hand delivered to the Instructional Technology section – located on the 8<sup>th</sup> floor of the Jefferson Building, 205 Jefferson Street, Jefferson City – by 4:00 PM (CT) on April 15.

### **Technology plan writing**

Enclosed are copies of the 2009 Approval Cover Sheet to request state approval, the 2009 Plan Approval Checklist that lists plan requirements, the 2009 Score Form, and the guidance document “Using ePeGs to Create an Effective Education Technology (Ed-tech) Plan.”

#### *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 the Department. 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 from April 15 through June 30. (Note that the cover sheet is also available as a downloadable document on the technology planning website at: <http://dese.mo.gov/divimprove/inststech/techplan/index.htm>.)

#### *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 2009. To be approvable, plans must be rated as “Met” or “Exemplary” in all areas evaluated: needs assessment, goals, objectives/strategies/action steps, and evaluation. [Note that 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.]

#### *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 the district used 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. The guidance document discusses how to enter an ed-tech plan using ePeGs, and provides examples of how educational technologies can be used to meet CSIP goals and objectives.

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

District technology plans will be reviewed by panels of readers in May 2009. These reviews will occur simultaneously at several sites across the state. Reviewers will include Missouri educators who agree to participate in the training workshop 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 the northeast. 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 the Department 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, 2009 through June 30, 2012. Districts with plans NOT meeting approval during the peer review will be contacted by telephone and will need to work with Instructional Technology staff to ensure the plan is approved by June 27, 2009. All **2009 Technology plans must be approved by June 30, 2009**, in order for districts to participate in the FY09 Technology Network and E-Rate programs.

### **Ed-tech planning workshops**

Instructional Technology staff will present the following workshops this fall: a 90-minute breakout session at the *DESE Federal Programs Conference* (Monday, September 8, from 10:00 to 11:30 AM) and a three-hour pre-conference session at the *MOREnet Instructional Technology Conference* (Sunday, October 5, from 1:15 to 4:15 PM). Both sessions are titled "Using ePeGs to create an effective education technology plan." The MITC 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.]

### **Contact information**

Copies of this letter and supporting documents are available on the district technology planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>. 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.

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Enclosures