

Instructional Technology Plan - Annually - 2016

LEA Information

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A. LEA Information

1. 2014-2015 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	903	36	186	203	199	269	10

2. What is the name of the district administrator entering the technology plan survey data?

Darla Thomas

3. What is the title of the district administrator entering the technology plan survey data?

Director of Technology

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

Our district believes:

In a safe, respectful trusting environment.

That all individuals can learn.

- In pursuing excellence
- In human dignity
- In responsibility
- In positive involvement
- In communicating effectively
- In building healthy relationships

BOE Education Goals

- **Promote** universally high academic standards and expectations while providing opportunities for growth and discovery.
- **Foster** an environment conducive to developing civic responsibility, leadership, pride, problem solving, and self-discipline.
- **Deliver** a comprehensive, consistent, high quality PreK-12 curriculum anchored to the State Standards.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.

Vision:

- All students will have access to the technology needed to be prepared for college and careers in the 21st Century.
- All faculty will be competent in the use of technology in order to prepare students for the use of 21st Century technologies.

Goals:

- We will review and evaluate our technology inventory for areas of strengths and weaknesses.
- We will conduct student and staff surveys, maintain current hardware and network infrastructure and expand as needed along with making sure we have adequate staffing to maintain resources.
- We will provide on-going staff development appropriate to the grade/discipline for all instructional staff, non-instructional staff and district leadership.
- We will provide opportunities for key personnel to stay abreast of best practices in the field of technology.
- District leadership will annually review and evaluate the use of technology usage by all staff.
- Teachers will integrate technology outcomes into their current curriculum.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

The district technology committee was involved with developing our instructional technology plan. Our technology committee includes teachers and teacher assistants from our elementary school, high school and middle school as well as our technology director, network technology specialist, school library media specialist. Our director of instructional support also reviewed and assisted with our instructional technology plan.

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

- Access Points
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

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5. **Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.**

- 1. Wireless Access Points
- 2. Professional Development
- 3. Device Gap

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

3. What is the name of the agency or vendor from which the district purchases its primary Internet access bandwidth service?

GST BOCES

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

	Speed in Gpbs or Mpbs
Minimum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

6. What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?

	Port speed of switches	Mbps or Gbps
Minimum Capacity of Switches	10Mbps < 50Mbps	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	100Mbps < 1Gbps	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps

7. What percentage of the district's wireless protocols are less than 802.11g?

0

8. Do you have wireless access points in use in the district?

- Yes
- No

8a. What percentage of your district's instructional space has wireless coverage?

33%

9. Does the district use a wireless controller?

Yes

10. How many computing devices less than five years old are in use in the district?

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	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	412	412
Laptops/Virtual Machine (VM)	246	246
Chromebooks	0	0
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	1	1
Tablets less than nine (9) inches without access to an external keyboard	13	13
Tablets nine (9) inches or greater without access to an external keyboard	20	20
Totals:	692.00	692.00

11. What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?

100

12. Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.

Funding for specialized professional development for teachers and IT staff.

13. How many peripheral devices are in use in the district?

	Number of devices in use
Document Cameras	64
Flat Panel Displays	5
Interactive Projectors	4
Interactive Whiteboards	86
Multi-function Printers	11
Projectors	30
Scanners	20
Other Peripherals	1
Totals:	221.00

14. If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.

Mobile distance learning cart with Cisco camera, 47" monitor, touchscreen, network connectors and remote controls.

15. Does your district have an asset inventory tagging system for district-owned equipment?

Yes

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Instructional Technology & Infrastructure Inventory

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16. Does the district allow students to Bring Your Own Device (BYOD)?

Yes

16a. On an average school day, approximately how many student devices access the district's network?

60

17. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?

Yes

18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

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D. Software and IT Support

1. **What are the operating system(s) in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	No
Android	Yes
Other	No

2. **Please provide the name of the operating system if the response to question one included "Other."**

(No Response)

3. **What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. **Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

Toolbox Pro is used by some teachers and is a locally developed LMS created by GST BOCES.

6. **Please provide the names of the five most commonly used software programs that support classroom instruction in the district.**

Microsoft Word,
 Microsoft PowerPoint
 Microsoft Publisher
 Promethean ActivInspire
 Lexia Learning

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7. Please provide the names of the five most frequently used research databases if applicable.

World Book
 Cengage Biography in Context
 ProQuest
 Noodle Tools
 Gale Opposing Viewpoints

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the Parent Portal if the response to question eight is "Yes."

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

8b. If 'Other' was selected in question eight (a), please specify the other feature(s).

Discipline
 Assessment Scores
 IEPs
 Medical Records
 Custody and Court Papers

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

- Learning Management System
- Emergency Broadcast System
- Website
- Facebook
- Twitter
- Other

9a. Please specify if the response to question nine was "Other".

Homework Finder

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

Title	Number of Current FTEs
Technology Director	1.00
Network Technology Specialist	1.00
	2.00

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Curriculum and Instruction

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E. Curriculum and Instruction

1. What are the district's plans to use digital connectivity and technology to improve teaching and learning?

We offer hands on learning with Promethean Activboards allowing students to interact with their teachers and fellow classmates.
 We will be offering distance learning opportunities for staff and students this school year as we participate in the GST BOCES Distance Learning CoSer. We have a newer distance learning cart at the elementary school and have plans to purchase a new distance learning cart for both our middle and high school.
 We offer a BYOD option for students in 9th grade English classes so they can participate in online projects which include posting to wikis, blogs and doing online research which will help them gain the 21st Century skills they will need in college and the workforce.
 We are using computers, laptops, tablets and BYOD options to keep students connected to the web so they will be able to collaborate with each other and participate in researching educational topics and teaching state standards.
 We are purchasing iPad Air 2s for all 4th grade students and teachers and for RTI purposes at the middle school level with the addition of software that will engage students in learning common core curriculum. We are also purchasing iPad Air 2s for our PreK classes and special education teachers along with software that will assist students in learning and assess their progress.
 We have purchased two Promethean ActivTables for our PreK classrooms to using as learning stations with software that includes learning activities with an interactive touchscreen that allows several students to interact in learning activities.

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

Yes

2a. If "Yes", please provide detail.

We believe that all students will be given the technology that will allow them to be instructed in district curriculum and have the opportunity to participate in district assessments.

3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?

Yes

3a. If "Yes", please provide detail.

Students with disabilities have laptops and iPads that allow them to be mobile and take their technology tools with them into the classrooms with other students.
 Students have access to touch screen Promethean Activboards with slate and wands and have touch screen computers in the district.
 Special needs students have access to specific apps for the iPads and/or laptops/computers such as Dragon Naturally Speaking and text-to speech reading programs to assist them with reading printed material on the internet or other documents being used in their classes from their teachers.
 Our district has monitors with magnification options for students with visual disabilities and special adaptive keyboards and mice for those students that need them.

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

Yes
 No

4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

We have coordinated with our local BOCES and made a class available through Skype for the needs of English Language Learning students at our high school.
 We plan to make resources available to all ELL students as they enter our school district.

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Professional Development

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F. Professional Development

- Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

We will be offering after school trainings on Promethean ActivInspire flipcharts, Office 365, OneNote, creation of instructional videos, text-to-speech tools, Twitter for teachers, MS Office 2016, Symbaloo, "Hour of Code", WebQuests, etc.

We will be offering distance learning opportunities for professional development and connections to sessions with other classrooms and educational field trips for teachers and their classes with the help of our BOCES Distance Learning support.

Other technology trainings will be offered on district conference days. Our instructional support specialist will be pushing into classrooms to assist with technology projects and attending grade level meetings to see how he can best assist teachers with their instructional technology needs.

District technology trainings for teacher will be accomplished by using our GST BOCES instructional technology support specialist and by using district staff that are proficient in the software, skills/technologies to be taught.

- Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.**

Title	Number of Current FTEs
Instructional Support	0.10
	0.10

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Technology Investment Plan

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G. Technology Investment Plan

1. **Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Network Cabling	150,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input checked="" type="checkbox"/> Other
2.	Wi-Fi	200,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input checked="" type="checkbox"/> Other
3.	Laptops	55,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Tablets	50,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Staffing	126,000	Annual	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:		581,000.00		

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Technology Investment Plan

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2. If "Other" was selected in question one, for items purchased or for a funding source, please specify.

Capital Project Money

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Status of Technology Initiatives and Community Involvement

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H. Status of Technology Initiatives and Community Connectivity

1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.

- Changes in District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.

We have opened up Office 365 accounts to all students in grades 5-12 along with all staff. This gives staff and students the ability to access Microsoft OneDrive to save documents at home and at school. Office 365 also allows staff/students to download 5 copies of Office 2016 on their personal devices giving them access to Word, PowerPoint, Excel, etc.

We are adding more resources on our district website.

Staff and students have a mobile app called Parent Portal/Student Portal available to access SchoolTool for grades, assignments, and other information from their phones and/or tablets at home and in the community.

We also added SafeArrival which has a phone number, mobile app and internet link to allow parents to call in absences for their students.

We have VPN access for staff to use at home when accessing district resources.

3. Please check all locations where Internet service is available to students within the school district's geographical boundaries.

- Home
- Community
- None

3a. Please identify categories of available Internet locations within the community.

Wi-Fi is available in the Spencer Public Library and they have computers available for patrons to use.

Wi-Fi is also available for use on personal devices in local restaurants in Spencer and Van Etten

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Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

1. **Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

Summer and Fall of 2016

We are wiring our middle and elementary school to add wireless access points so that our schools will have wireless accessibility. Our high school will also have additional CAT6 cabling added to increase the number of wireless access points for greater coverage.

We are updating to CAT6 cabling in our middle school computer labs, our elementary computer lab and our high school art computer lab.

High school science rooms will be remodeled to include Promethean Activpanels and other technology components.

We have purchased Promethean ActivTables for our PreK classrooms to learn how to use touchscreens utilizing learning activity software.

We are purchasing iPad Air 2s for all 4th graders and their teachers to use in their classrooms this coming school year. We will also be purchasing groups of 10 iPads for students to use at each grade level at the middle school with RTI teachers.

Fall 2016

Purchase of two additional distance learning carts. We are hoping that a grant will go through that pay for one cart and the district will pay for the other one. This will give us a new/newer cart in all three buildings. The district has included the BOCES Distance Learning CoSer for additional support for distance learning opportunities for teachers.

SafeSchools online trainings will be ongoing for annual regulated safety training.

We are continuing a partnership with GST BOCES to offer robotics for students in the middle school and high school. Other offerings will include a Minecraft Edu afterschool club at both schools. Our elementary school computer lab manager is being trained to offer coding classes. During the school day course electives are being revamped to include SolidWorks, engineering and robotics.

Our strategic plan outlines procedures for the district to create specific targeted technology related outcomes per grade level. Once finalized this work will open up additional opportunities for students and professional development for teachers.

Spring 2016

We will be offering two parent/community workshops on a technology topic.

Research options and develop a district proposal related to 1-1 devices for grades 5-12.

School Year 2017

Continue to offer two new parent/community workshops on a technology topic.

Provide professional development for current instructional coaches to be proficient in a variety of software programs which support the curriculum.

District will review the security hardware and access future needs.

Schedules will include skill instruction based on the technology outcomes by grade level.

School Year 2018

Create a cycle of professional development for parents/community.

Create a 5 year rotational hardware replacement plan.

Additional technician support needs to be available to support the device initiative.

Create cycle of professional development matching district technology outcomes.

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Monitoring and Evaluation

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J. Monitoring and Evaluation

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district’s instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

We will be using Clarity Britebytes surveys with our staff and students.
 We will be gathering information from our district technology committee team.
 We will review our strategic plan with our Board of Education.

- Please fill in all information for the policies listed below.**

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://policies.svecsd.org/Shared%20Documents/4000%20Series/4236-E.1-Student%20Acceptable%20Use%20Policy.pdf	2009
Internet Safety/Cyberbullying*	http://policies.svecsd.org/Shared%20Documents/Forms/Policy.aspx?RootFolder=%2FShared%20Documents%2F5000%20-%20Students&FolderCTID=0x01200019F9BBBE36AE264D91B76F0B700DE7B3&View={0046E9F8-1D14-4A91-8778-09F1D7BEC52D}	2015
Parents' Bill of Rights for Data Privacy and Security	http://policies.svecsd.org/Shared%20Documents/5000%20Series/5510-Parents'%20Bill%20of%20Rights%20Relating%20to%20Students%20Data.pdf	2014

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Survey Feedback

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K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. Was the survey clear and easy to use

Yes

2. Was the guidance document helpful?

Yes

3. What question(s) would you like to add to the survey? Why?

(No Response)

4. What question(s) would you omit from the survey? Why?

(No Response)

5. Other comments.

(No Response)

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Appendices

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Appendices

1. Upload additional documentation to support your submission

Strategic Intents and Key Initiatives Summary Intent 2 Professional Development.docx
Strategic Intents and Key Initiatives Summary Intent 1 Curriculum.docx
Strategic Intents and Key Initiatives Summary Intent 3 Software.docx
Strategic Intents and Key Initiatives Summary Intent 4 Hardware.docx
Strategic Intents and Key Initiatives Summary Intent 6 Community Partnerships.docx