NJ Department of Education District/Nonpublic School/ Charter School Three-Year Educational Technology Plan Checklist

<IMPORTANT>-BEFORE COMPLETING CHECKLIST READ:

To comply with the E-Rate program, complete the components associated with the unshaded boxes in the REQ'D BY E-RATE column. Completion of other components are recommended but not required. Submission procedures found here:

Three-Year Educational Technology Plan Checklist Submission Procedure: 2013-2016

This Document in: PDF | Microsoft Word

DIRECTIONS: Place a check ☑ in the unshaded **COMPLETED** column when the **TASK** has been completed.

	Com	pleted
TASK	Req'd by E-Rate	Not req'd E-Rate
Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx) Tech Plan creation date: 4/19/2013	√	

DIRECTIONS:

- Answers to questions regarding e-rate compliance: http://www.usac.org/_res/documents/sl/pdf/handouts/TechPlan_QuestionstoConsider.pdf
- Address the numbered items below in a separate District/Nonpublic School/Charter School educational technology plan document
- Indicate in the PAGE # column, the page number where the corresponding information is found.
- For purposes of this document, "educators" are defined as school staff who teach children, including librarians and media specialists.
- Sample table templates are provided (see links embedded in this document) to assist in the development of the educational technology plan. Please use these table templates unless information is already in a digital form.

	spaces the j where the c	the unshaded page number orresponding
In case Comp. 1, TP.11.		on is found
<u>Inventory Sample Table</u>	Req'd by	Not req'd
	E-Rate	by E-Rate
TECHNOLOGY INVENTORY:	5-9	
1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the		
2013-2014 school year that informs the basis for the Form 470. Include in the description the		
internal connections and basic maintenance for 12 months of the e-rate funded year, such as		
the following areas:		
a) Technology equipment including assistive technologies		
b) Networking capacity		
c) Filtering method		
d) Software used for curricular support and filtering		
e) Technology maintenance and support		
f)		
g) Other services		
NOTE: If this plan is intended to be used for three years of E-Rate funding, provide anticipated		
inventory information for all three years. See Inventory Sample Table. Definitions of items eligible		
for e-rate discounts: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/default.aspx		
NEEDS ASSESSMENT:	9	
2. Describe the needs assessment process that was used to identify the necessary		
telecommunication services, hardware, software, and other services to improve education.		

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
THREE-YEAR GOALS:	10	by E-Rate
3. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21 st century learning communities. E-Rate requirements: www.ecfr.gov		
THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE:	11-12	
Implementation Activity Sample Table		
 4. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. a. telecommunications, b. information technology, c. educational technology (including assistive technologies), and d. student technology readiness in preparation for online testing in 2014-2015. 		
PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table	13	
5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. Describe the planned professional development strategies by addressing each of the following		
questions:		
a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21 st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?		
b) What professional development opportunities, resources and support (online or in person) exist for technical staff?		
c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?		
EVALUATION PLAN: Evaluation Plan Sample Table	14	
6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.		
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.	15	
FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table		15
8. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.		

NJ Department of Education District/Nonpublic School/ Charter School Three-Year Educational Technology Plan Checklist Review Procedures for District/Nonpublic School/ Charter School Educational Technology Plan

Educational Technology Plan Review and Approval:

The County Office of Education will set the timeline for review, submission and approval of district and Charter School educational technology plans. The County Office of Education will complete an online form by June 15th indicating the districts and Charter Schools with approved educational technology plans. Nonpublic School Educational Technology Plans may be reviewed and letters issued by the Certified Technology Plan approvers found on the Universal Service Administrative Company web site: http://www.sl.universalservice.org/reference/tech/default.asp.

Notification of Approval:

The NJDOE's Office of Educational Technology will send a notification of approval to the Chief School Officers of the approved districts and Charter Schools. Nonpublic School Educational Technology Plan approvals are not listed on the NJDOE website. Therefore, their approval letters do not have to be submitted to the NJDOE.

Posting your plan:

The NJDOE's Office of Educational Technology suggests that school districts, nonpublic schools and Charter Schools post the approved educational technology plan on their web site.

For Assistance:

To answer questions or concerns, contact the district or Charter School's County Office of Education (contact information found at http://www.state.nj.us/education/counties) or e-mail the NJDOE's Office of Educational Technology at edtech@doe.state.nj.us.

Berlin Township Public School District Three-Year Educational Technology Plan Checklist The use of this table is optional and is provided as a convenience.

Stakeholder Table

	Stakeholder Table			
Title	Name	Signature		
Superintendent	Dr. Leonard Fitts			
Principal	Marilyn Bright			
Technology Coordinator	Joel Brown			
Curriculum and Instruction Director	John Davis			
Teacher	Frank Pupa			
Library Media Specialist	Betsy Wasiak			
Director of Facilities	Chuck Pfluger			

Berlin Township Public School District Three-Year Educational Technology Plan Checklist Inventory and Services for Berlin Township School District

Three-Y	Three-Year Educational Technology Plan Inventory Table			
Area of Need	Describe for erate funded year 1 2013-2014	Describe for erate funded year 2 2014-2015	Describe for erate funded year 3 2015-2016	
Technology Equipment including assistive technologies	An independent network audit was performed by an outside vendor in the summer of 2012 that described specific areas of need with respect to updating existing technology. The following areas were flagged for needing to be updated and/or replaced.	Ongoing replacement of obsolete classroom and office computers (estimate 10 Windows 7). Replacement of Kennedy Media center desktop computers for use as a PARCC testing environment (estimate 10 Windows 7 pro workstations)	New virtualized server to replace existing Dell PowerEdge 2850 primary domain controller and SharePoint servers. Ongoing replacement of obsolete classroom and office computers (estimate 10 Windows 7).	
	A new virtualized server will be purchased to replace 2 existing Dell PowerEdge 2600 and 2650 servers that hold student level data such as shared personal drive space for document saving and the centralized console for anti-virus software on all district computers. Funds will be made available to replace obsolete classroom computers (estimate 10 Windows 7 pro desktops) that are over 7 years old and are utilized by students. Additionally, four Smartboards (4) and LCD projectors will be installed in classrooms to enhance student learning. Additionally, ten printers will be purchased (HP P1606dn) to replace obsolete ones in classrooms for educator	Replacement of Eisenhower Media center desktop computers for use as a PARCC testing environment (estimate 30 Windows 7 pro workstations) Staff will be mounting projection devices to the ceiling with mounting kits (wherever needed ongoing) for all students to be able to clearly see content delivered on a district owned computer or device from any place within a classroom. Finally, Any device that is unable to meet the necessary requirements to gain access to the district network and all the applications needed for instruction shall be purged prior to the beginning of the school year.	Staff will be mounting projection devices to the ceiling with mounting kits (wherever needed ongoing) for all students to be able to clearly see content delivered on a district owned computer or device from any place within a classroom. Finally, Any device that is unable to meet the necessary requirements to gain access to the district network and all the applications needed for instruction shall be purged prior to the beginning of the school year.	

use in producing assessments and activities for classroom instruction.

Twenty two iPad2s have been purchased to be installed in Eisenhower for classroom use by students in an effort to increase the ratio of students to connected devices within the district and provide assistive technology such as text to speech, magnified text and dictation software that can help students achieve better in their classes.

Staff will be mounting projection devices to the ceiling with mounting kits (wherever needed ongoing) for all students to be able to clearly see content delivered on a district owned computer or device from any place within a classroom.

External mice were purchased for existing laptop computers in the elementary school for improved student use with respect to dexterity and motor skills.

A backup server that has been used for local backups will be transitioned to a cloud based system (Barracuda) in order to protect student and educator data from catastrophic events such as fire or flood.

Finally, Any device that is unable to meet the necessary requirements to gain access to the district network and all the applications needed for instruction shall be purged prior to the beginning of the school year.

Networking Capacity	The audit recommends replacing all of 10/100 4400 SE Core and Edge switches in the Eisenhower building with HP 1 gigabit/sec switches for increased throughput to workstations and servers for faster simultaneous use of the internet for research and playing of dynamic content. The audit recommends replacement of the current wireless infrastructure to a centrally managed N band solution with WPA2 pass phrase encryption and POE access points and dedicated switches throughout district for students, faculty, staff to easily move mobile devices from place to place and retain network connectivity for project based instruction and paperless meetings in different locales.	Replacement of 10/100 4400 SE switches in Kennedy building with HP 1 gigabit/sec switches for increased throughput to workstations and servers for faster simultaneous use of the internet for research and playing of dynamic content.	Add a managed N band wireless solution with WPA2 pass phrase encryption and POE access points throughout district for guests such as presenters (Brocade).
Filtering Method	The current ISA 2006 firewall/proxy server with Websense and Iboss CIPA web content filter will be replaced with a Secure School Appliance that is CIPA certified and performs both functions at a reduced cost to the district for safe access to the Internet and any online learning resource.	The district shall continue with the Secure School Web content filtering and firewall/proxy appliance for safe access to the Internet and any online learning resource (subscription renewal).	The district shall continue with the Secure School Web content filtering and firewall/proxy appliance for safe access to the Internet and any online learning resource (subscription renewal).
Software used for curricular support	TeacherEase SIS lesson planner (Internet based -	TeacherEase SIS lesson planner (Internet based -	TeacherEase SIS lesson planner (Internet based -
and filtering	renewal)	renewal)	renewal)
(District wide use)	Media Center on-line services and resources including Destiny OPAC, World Book, Electric Library, United	Media Center on-line services and resources including Destiny OPAC, World Book, Electric Library, United Streaming, and	Media Center on-line services and resources including Destiny OPAC, World Book, Electric Library,
(Renaissance Place software is hosted offsite at Renaissance	Streaming, and others. (renewal)	others. (renewal) Sophos centralized network	United Streaming, and others. (renewal)

Learning, Inc. This software provides the practice components necessary to achieve specific reading, math, and writing curriculum skill goals. The software suite includes: Accelerated Reader, Accelerated Math, English in a Flash, MathFacts in a Flash, Fluent Reader, Star Reading, Star Early literacy, and Star Math).	Sophos centralized network based client and email antivirus, anti-spam, and antimalware software (renewal) Secure School Internet Filter and monitoring software (renewal) Renaissance Place suite of programs (renewal) Type to Learn 4 –offsite web based application for technology instruction across multiple grade levels district wide to practice typing skills necessary to perform well on standardized tests with varying length writing prompts to be typed on a computer (renewal subscription).	based client and email antivirus, anti-spam, and antimalware software (renewal) Secure School Internet Filter and monitoring software (renewal) Renaissance Place suite of programs (renewal) Type to Learn 4 –offsite web based application for technology instruction across multiple grade levels district wide (renewal).	Sophos centralized network based client and email antivirus, anti-spam, and antimalware software (renewal) Secure School Internet Filter and monitoring software (renewal) Renaissance Place suite of programs (renewal) Type to Learn 4 –offsite web based application for technology instruction across multiple grade levels district wide (renewal).
Technical Support and maintenance	The district will contract a Part time Technology Coordinator as part of a shared services agreement as well as IT consulting companies to maintain current systems.	The district will employ a Full time Technology Coordinator position as well as contract IT consulting companies to maintain current systems if the need arises.	The district will employ a Full time Technology Coordinator position as well as contract IT consulting companies to maintain current systems if the need arises.
Telecommunications equipment and services	Increase Download Bandwidth to 50 mbps for the internet conduit (Comcast Metro-E line) to accommodate increased reliance on the internet for document sharing, collaboration, assessment and application based activities. The district uses a web hosting company (School in Sites) for the district and school websites including teacher created web pages, news and events and homework calendars to assist in effective communication with parents and students about classroom expectations and assignments (subscription renewal). Run new cat 5E cabling to Eisenhower middle school media center computers to network via Ethernet as opposed to wireless.	Increase Download Bandwidth to 75 mbps for the internet conduit (Comcast Metro-E line) to accommodate increased reliance on the internet for document sharing, collaboration, assessment and application based activities. The district uses a web hosting company (School in Sites) for the district and school websites including teacher created web pages, news and events and homework calendars to assist in effective communication with parents and students about classroom expectations and assignments (subscription renewal).	Increase Download Bandwidth to 100 mbps for the internet conduit (Comcast Metro-E line) to accommodate increased reliance on the internet for document sharing, collaboration, assessment and application based activities. The district uses a web hosting company (School in Sites) for the district and school websites including teacher created web pages, news and events and homework calendars to assist in effective communication with parents and students about classroom expectations and assignments (subscription renewal).
Other Services:	-	Provision Electrical resources and network cabling to accommodate the Digital Learning Centers for PARCC	Buy Modular Furniture to create convertible classroom Make sure they can house

	Assessment in both media centers	the 10% simultaneous testing
	Buy Modular Furniture to create convertible classroom in Kennedy's media center to accommodate PARCC testing	

NEEDS ASSESSMENT:

Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.

During the summer of 2012, Berlin Township school district engaged an IT vendor CommNet to perform an on-site Network audit of the Network's infrastructure. An interview process was conducted with the IT coordinator and various benchmark tools against Microsoft's Best Practices. The results of this audit and interview formed the recommendations for various needs to be addressed in this current technology plan with respect to the telecommunication services, hardware, software and other services to improve student learning when utilizing technology.

In addition, faculty were informally surveyed by the current IT coordinator as to any limitations that they felt impacted their ability to use current technology in the classroom to increase student achievement. Technology equipment that was determined to be a hindrance to the teaching and learning was slotted for replacement and in some instances repaired.

A district wide technology inventory was performed in the spring of 2013 by the technology teacher in order to gain a definitive list of all district owned technology by classroom location and including current warranty coverages of devices. This list was reviewed by the IT coordinator and based on model and age of devices, certain classrooms were slotted to have workstation computers and peripheral devices replaced in the upcoming school year. 10 classrooms will have the teacher computer replaced. 6 classrooms will be receiving Smartboards with Bluetooth connectivity to a teacher computer. 10 black and white LaserJet printers will be purchased to attach locally to the teacher computer in classrooms with broken or missing printers.

Finally, the state mandated PARCC assessments set to go online in the 2014-2015 school year have created infrastructure needs including two testing locations complete with district owned networked devices capable of delivering an online assessment. There are specific requirements that our district currently fail to meet hardware and network wise. The PARCC readiness tool was the assessment tool and the results of which showed that Berlin township school district had a limited number of computers available to take the PARCC assessment online.

THREE-YEAR GOALS:

- 1. The needs assessment results show a need for: Professional development of teachers with respect to general technology integration.
 - a. Goal: All faculty that currently have or who are in the next cycle of IPad, Pearson Math SuccessNet Curriculum, and Smartboard adoption will attend professional development by June 30th, 2016.
- 2. The needs assessment results show a need for: Instructional staff to integrate educational technology as an integral component of their instructional process.
 - Goal: Networking capacity will be increased to 1000 Mbps for all end devices in the Eisenhower Middle School and be procured and installed by September 1st, 2013.
 - b. Goal: A wireless network with all necessary management will be procured and configured by September 1st,
 2013 to fully support all district owned wireless devices in order for teachers, students and staff to use the
 Internet and local network simultaneously.
- 3. The needs assessment results show a need for: Administrative staff to incorporate technology as a component of their evaluation process.
 - a. Goal: A wireless network with all necessary management will be procured and configured by September 1st,
 2013 to fully support all district owned wireless devices in order for teachers, students and staff to use the Internet and local network simultaneously.
 - b. Goal: All faculty district wide will attend training on the use and implementation of the McRel teacher evaluation software.
- 4. The needs assessment results show a need for: Upgrading the physical network infrastructure to improve the internet connection speed on all district owned devices in order to be prepared for the PARCC assessment online testing to begin in 2014-2015.
 - a. Goal: Networking capacity will be increased to 1000 Mbps for all end devices in the Kennedy Elementary School and Huster Administrative Building and be procured and installed by September 1st, 2014.
 - b. Goal: The Internet conduit will be increased to 50 Mbps down by September 1st, 2014 in preparation for PARCC testing.
 - c. Goal: 40 desktop computers will be purchased and installed in the media centers in both schools for availability by September 1st, 2014 for use with PARCC testing.
 - d. Goal: All media center desktops in Eisenhower school will be hard wired to network via Ethernet by September 1st, 2013 for use with online assessments and hosted library software.

Three-Year Implementation Activity Table

Strategies and activities that relate to the district, nonpublic or charter school's goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the THREE-YEAR GOALS section of this checklist, use corresponding numbers in the table below. The use of this table is optional and is provided as a convenience.

	Three-Year Technology Implementation Activity Table			
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
1.a.	Faculty with Smartboards either installed or to be installed in the 2013-2014 school year must attend workshop training.	To be completed by June 30 th , 2014	Bright	Sign in sheet for training
2.a.	HP Gigabit switches will be configured and installed in the Eisenhower switch closet for all connected devices including workstations, printers and IP phone lines.	To be completed by September 1st, 2013	Brown	Purchase Order from MRA International for switches and cabling. SPS will reinstall VLAN for VOIP phone systems
2.b.	A Wireless N network installed and configured in all 3 school buildings with access points, additional Ethernet runs and centrally managed controller installed at Eisenhower and Kennedy schools.	To be completed by September 1st, 2013	Breaker Group/Brocade Wireless/Brown	Quote procured from Breaker Group
3.a.	A Wireless N network installed and configured in all 3 school buildings with access points, additional Ethernet runs and centrally managed controller installed at Eisenhower and Kennedy schools.	To be completed by September 1st, 2013	Breaker Group/Brocade Wireless/Brown	Quote procured from Breaker Group
3.b.	Teachers are to be trained on McRel teacher observation software.	To be completed by June 30 th , 2014	Davis	Sign in sheet for training
4.a.	HP Gigabit switches will be installed in the Kennedy switch closet and Huster switch closet for all connected devices in	To be completed by	Brown	Purchase Order from MRA International for

	each building	September 1st, 2014		switches and cabling. SPS will reinstall VLAN for VOIP phone systems
4.b.	Increase Comcast Metro Ethernet Line to 50 Mbps down	To be completed by September 1st, 2014	Comcast	Quote from vendor
4.c	Configure and install new desktop computers in both Kennedy and Eisenhower media centers (total of 40 computers)	To be completed by September 1st, 2014	Brown	Quote from Dell Computers
4.d.	Facilities department will add additional Ethernet runs to Eisenhower switch closet to be added from Eisenhower media center to connect new desktop computer to network	To be completed by September 1st, 2014	Pfluger	Maintenance Work Order Request to be completed

Professional Development Sample Table

Professional development detail is needed for the first school year of the educational technology plan. The use of this table is optional and is provided as a convenience.

Educators' Proficiency/ Identified	Ongoing, sustained, high-quality professional development	Support
Need	planned	A11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Common Core	Curricular Professional Learning	Allowed release time, administrative support
Integration within the	Communities	
classroom		
Rigorous online	Renaissance Learning and Pearson	Allowed release time, administrative support
assessments to be more	SuccessNet workshops to be	
prepared for PARCC	attended	
McRel Evaluation	Training session during faculty	Administrative support
training of faculty	meetings throughout 2013-2014	
	school year	
	Training session during faculty	Administrative support
District and teacher	meetings throughout 2013-2014	• •
website training	school year	
General technology	Pearson SuccessNet workshops,	Allowed release time, administrative support
integration training	IPad integration training, possible	
	Smartboard training	

Evaluation Plan Table

The evaluation narrative must include how telecommunications services, hardware, software and other services will improve education. Telecommunications services are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. The services MUST be provided by an eligible Telecommunications Service Provider. Examples of Telecommunications Services for E-Rate include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services.

The burden of proof for any federal inquiry lies with the district, and they should be able to support their process with methodology and documentation. The use of this table is optional and is provided as a convenience.

Educational	Educational Technology Plan Evaluation Narrative		
Describe the process to regu	larly evaluate how		
a. Telecommunication services, hardware, software and other services are improving education.	School district telephone lines are regularly tested for operation at the handset level. Internet bandwidth speed to workstations and servers is tested regularly with online website tools such as speedtest.net and speakeasy.net/speedtest to confirm the download and upload speeds are where they should be. Informal surveying of faculty and staff with regard to slow internet connections also factors in when determining if bandwidth should be increased due to more web based application use and traffic.		
b. Effective integration of technology is enabling students to meet challenging state academic standards.	At this time due to pending requirements and expectations of the upcoming PARCC assessments in 2014-2015, the district decided to focus on an infrastructure needs assessment. Based on these network audit results it was decided to prioritize local funds from the budget to upgrade/replace/purchase required hardware. Once these hardware purchases have been made and implemented, evaluation of the staff and faculty's technology needs will be assessed more formally in the 2014-2015 school year in order to help students meet state academic standards.		
c. The LEA is meeting the identified goals in the educational technology plan.	The LEA is meeting the needs of the goals within this technology plan by appropriating a capital expenditure plan in the 2013-2014 budget. The LEA has determined a need for these additional funds to be procured in order to improve the existing infrastructure to address the requirements of PARCC online assessments.		

Stakeholders will regularly meet to discuss the district technology plan as a throughout the next 3 years. If a district technological need arises or that it is decided that a change in course is necessary, these items will be brought up for discussion at the aforementioned meeting for discussion. It is part of the job description of the Technology Coordinator to keep Administrators and Committee members apprised of new developments in technology with respect to public education and will make frequent presentations and reports to both groups as well as to the school board.

Funding Plan Table

Complete this table to indicate the funding source of anticipated costs of technologies to ensure that students have access to technology. The use of this table is optional and is provided as a convenience.

	Three-Year Educational Technology Plan Anticipated Funding Table (First Year)							
ITEM	DESCRIPTION OF ITEM TO BE PURCHASED	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)			
Digital curricula (see NIMAS)	TeacherEase (SIS, lesson planner), Destiny OPAC, World Book Online, Culturegrams, Teachingbooks.net, EBSCO Host, Tumblebooks, BrainPop, World Almanac Online, ABC Cleo, UXL, Noodletools, Type to Learn 4			\				
Print media needed to achieve goals								
Technology Equipment	IPad 2s Dell Workstation Computers Dell R series servers HP Laserjet Printers HP Switches	√	√	√				
Network	Wireless Network Installation			√				
Capacity	Comcast Metro E Business Line (ISP)		✓	√				
Filtering	Secure School Appliance			✓				

	Sophos Pure Message Spam filter				
Software	Windows Server 2008 R2 Microsoft Office Licenses 2012 McRel Teacher Evaluation Software	✓	✓	√	
Maintenance	Barracuda Backup system Sophos Virus protection			√	
Upgrades					
Policy and Plans					
Other services	IT Consulting Phone system services School in Sites District Website			✓	
Further Explanation:					