



San Antonio Independent School District

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Accountability, Technology, Districtwide Planning, Development and Training

TO: Principals
FROM: Robert Alfaro, Sr., Associate Superintendent
SUBJECT: Availability of Technology Enhancement Funds for Campuses
DATE: October 19, 2004

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The Technology Department has funds available to assist campuses with computer and printer purchases. Through the Technology Enhancement Process, the Technology Department will contribute a maximum of \$7,600.00 towards the purchase of desktop computers, laptop computers and network laser printers on a matching funds basis with campuses.

This funding can be used for equipment used in the classroom or by school-based administration. Campuses applying for use of these funds should prioritize purchases in the following manner based on Campus Technology Planning Guide, available online at <http://itls.saisd.net/campus> :

- 1. Computer for every teacher.** By the end of the 2004-2005 school year, every school will be using the electronic gradebook and attendance tracking system Gradespeed.NET. The Office of Instructional Technology has already brought three cohorts of campuses online and is training the fourth cohort. We strongly encourage you to add value to this initiative by dedicating a computer for each teacher's use.
- 2. Current computers for students achieving a 10:1 student to computer ratio.** As part of the SAISD Technology Planning Guide campuses, in collaboration with the Technology Department, should move toward a 10:1 student to computer ratio, preferably with wireless technology.
- 3. Computers for administrative staff.** The district upgraded administrative computers last year and therefore computers for administrative use should be carefully considered after completing options #1 and #2.

To initiate the process campuses must complete the "Request for Enhancements" online form (no paper forms will be accepted). The online form can be found on the Office of District Initiatives website at <http://www.saisd.net/ADMIN/newtech/> . Then, click on "Technology Enhancement Program." Once the request is approved, based on participation criteria listed below, the Office of District Initiatives will issue a purchase order for the equipment requested, up to \$7,600.00. The campus needs to have processed a purchase for an equivalent amount of equipment. To ensure equipment tracking, campuses are required to provide copies of the purchase orders.

To participate in the process campuses will need to meet the following required criteria.

1. Purchase an equivalent amount of equipment using campus funds
2. Have completed the Campus Access Survey for their campus by October 22, 2004
3. Have completed the Campus StaR Chart by November 30, 2004

4. Must have completed LOTI for all professional staff (it will be administered in Spring 2005)
5. Deadline for application is November 5, 2004

Phase II of the enhancement program will begin January 2005. For Phase II, the following items will be reviewed for participation in addition to the five requirements above:

1. Have an active Campus Technology Representative (CTR) that attends monthly meetings
2. The Campus Improvement Plan will be reviewed for technology integration in alignment with campus goals and objectives

All requests to participate in the Enhancement Program will need to be submitted no later than:

November 5, 2004

If you want to take advantage of this opportunity, please get your request in before the deadline. After this date, no further requests for assistance will be taken. Phase II of enhancements will begin in January. You will receive a similar notification when Phase II begins.

If you have any questions, call the Office of District Initiatives and Special Projects at 299-1305.