



***MiniGrant Initiative #1:
ePrincipal Initiative: Data-Driven Decision-Making for Campus Administrators***

Executive Summary

04/23/2003

Where do we want to be?

Provide campus administrators (e.g. assistant/vice-principals and/or counselors) with quick access to student data at the point of need. Campus administrators need to have easy access to student information that allows display of demographic information, including attendance data and class schedules.

At present, student information is accessible to select few individuals on campuses and usually involves working with personal record forms in an office, whether they be electronic or in computer printouts. A handheld solution would facilitate administrators' access to these records. This can facilitate administrators' review of student information for a variety of purposes and situations. For example:

- *Scenario #1:* Administrator walks down the hall and encounters a wayward student. On reviewing information in the handheld, the administrator has a photograph of the student, his/her demographic information, attendance record, class schedule, discipline data, and grades. Instead of walking that student back to the office, the administrator has other choices available.
- *Scenario #2:* Administrator encounters parents of a particular student. Instead of having to refer the parent to the office, have the parent schedule an appointment, or deferring the meeting to another, more convenient time, the administrator can make an informed decision that may lead to swift resolution.
- *Scenario #3:* Administrator is at a district meeting. S/he has immediate access to campus demographics—such as TAAS/TAKS—and can even share that information with others in the meeting (maintaining confidentiality of student records) such as their Area Superintendent.

In reality, there are many more scenarios that administrators—especially vice- and assistant principals—need to have easy access to data. Furthermore, such an effort to provide handhelds to administrators would build hardware and human capital. Additional tools for administrators for teacher appraisal and observation are already available.

Where have we been?

Campus administrators have had to pull data from multiple paper sources, sometimes from documents not easily available to campus administrators.

Where are we?

Currently, there is no clear District plan for making campus-specific data available to campus administrators electronically. Schools are left to rely on bound copies of

reports, but lack the instant, paperless access explicitly called for in the Vision 2005.

How are we going to get there?

Office of Research and Evaluation staff, who will provide support in conjunction with the Office of PEIMS and Data Services, would develop a solution that would automate the export of pertinent data to files that could then be imported remotely from the campus administrators' desktop PC. Support would be expected from HelpDesk staff, although Instructional Services (ITLS) staff will provide professional development for users. Network Services would also be expected to ensure that campuses have network access to facilitate file transfers of original data files.

Timeline and Budget

In order to implement a solution that will enhance campus administrators ability to make data-driven decisions at the individual student level, several items would have to be purchased are listed below:

- Handheld computer with the following peripherals: carrying case, Hotsync cradle, keyboard. Note that additional handheld computers resulting from the purchase of the *TPRI Handheld Initiative* might minimize or eliminate the cost of purchasing handheld computers.
- *ePrincipal* software that is loaded on a desktop PC and a handheld computer.

Over-estimating the cost of a Palm handheld computer and peripherals at \$500, the *ePrincipal* software would be \$500 per campus. However, the *ePrincipal* vendor states that the price can be modified for user licensing. To be effective, it is recommended that each administrator on a campus receive a handheld computer.

Campuses would apply to participate as part of one of the four options for MiniGrants for the 2003-2004 school year.

How will we know if we are getting there?

- Solicit minigrant applications in August, 2003. Applications would be awarded in September.
- Based on number of minigrants awarded, obtain handheld computers by September, 2003.
- Purchase software by September, 2003.
- Provide staff development for campus administrators by Area Cluster.
- Have a formative evaluation occur through implementation of the minigrant by Research & Evaluation Office, especially in regards to frequency of use, administrators' perception of applicability to their job, use and attitudinal survey as well as focus group interviews. Changing administrators' attitudes towards accessing data will be critical to the support of this project.

When should we be there?

Training and deployment will be complete by November, 2003.

What are the resources needs/issues?

Hardware: purchasing handheld computers to match minigrant applications

Software: purchasing the *ePrincipal* software for each campus.

Professional Development for Campus Administrators

POLICY CITATION

Development of Professional Development Materials.

Moving towards a paperless environment.

**BACKGROUND
INFORMATION AND
SIGNIFICANT ISSUES;
PREVIOUS BOARD OR
ADMINISTRATIVE
ACTION**

RECOMMENDATION

FISCAL IMPACT

Not to exceed \$50,000 in Year 1

**PROCEDURAL AND
REPORTING
IMPLICATIONS**

**EXECUTIVE/CABINET
TEAM MEMBER(S)
RESPONSIBLE**

SAISD Accountability, Technology and Management Information Services Department

Technology Project Information Form

| | |
|---|--|
| PROJECT NAME | <i>ePrincipal Initiative: Data-Driven Decision-Making for Campus Administrators</i> |
| ATMIS DEPARTMENT SPONSOR | Miguel Guhlin, Director, Instructional Services |
| ATMIS PROJECT SPONSOR | Miguel Guhlin, Director, Instructional Services |
| POST-IMPLEMENTATION PROJECT OWNER | |
| VISION 2005 REFERENCE | <ol style="list-style-type: none"> 1. By the year 2005, 100 percent of teachers will use appropriate technology-based tools to access data on students, state tests, and other test results. 2. Technology initiatives: Give...administrators, and decision-makers, access to more information in order to make data-driven decision about students, the instructional program, and other academic issues. 3. Management Information System and Services Initiative: <ul style="list-style-type: none"> <input type="checkbox"/> Enables data-driven decision-making in all classrooms, at all campuses, and throughout District-level operations...administration will use appropriate technology-based tools for reviewing student information and personnel information. <input type="checkbox"/> Creates a data-warehousing center for improved data accumulation and easy access to campuses for accountability purposes. |
| ATMIS STAFF AFFECTED | Instructional Services District Initiatives and Special Projects Network Services Technology Support Services |
| OTHER SAISD DEPARTMENT(S) AFFECTED | |
| PROJECT COST ESTIMATE | |
| ONE-TIME | \$50,000 |
| RECURRING | Recurring cost is assumed by the campus. |
| ADDITIONAL STAFFING REQUIRED | |
| CRITICAL DEADLINE | May, 2003 |
| FACILITY REQUIREMENTS | Internet capable computers that meet hardware requirements. |
| SOLE SOURCE PURCHASE | NO |
| VENDOR NAME | |
| BUDGETED FUNDS | NO |
| BUDGET CODE | |
| EXISTING PROJECTS RELATED TO | |
| CONSEQUENCE OF NON-APPROVAL | Non-approval will result in campuses unable to fully realize the Vision 2005 initiatives. |