

Raymond School District

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Ron Brickett, Business Administrator
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Kevin Federico, Technology Director

To: Raymond School Board
From: Tina H. McCoy
Re: Technology Committee Proposed Structure and Charge
Date: September 15, 2017

In order to advance our Technology Department in a manner that most effectively supports our Mission, moves our organization forward in a strategic way and provides long term guidance regarding the allocation of resources, I ask that the Raymond School Board restructure the District Technology Committee.

The membership and the roles of participants that I recommend are intended to ensure that a cross section of perspectives are represented on the committee. Participants will represent different roles within and from outside the school system. The current (most recently known) roster of this committee is not sufficiently balanced in my opinion.

I recommend the following structure for this important committee, with all three schools being equally represented:

- Technology Director (Chair)
- School Board Member
- Classroom Teacher
- Parent
- School Administrator
- Budget Committee Member
- Paraprofessional
- Technology Integrator or Teacher
- High School Student
- Library Media Specialist
- Director of Curriculum
- Superintendent (ad hoc member)

I also recommend that the committee be charged to develop a five-year technology plan for the Raymond School District to include, but not limited to:

- a. Vision for Technology

- b. Mission for Technology Department that Support District Mission
- c. Technology Goals for the District Aligned to Vision/Mission
- d. School Technology Goals Aligned to Vision/Mission
- e. Technology Action Items with Timelines and Associated Costs
- f. Policies and Procedures Related to Technology

The updated Technology Plan will be presented to the Raymond School Board for potential approval during or before June 2018.

THM