

**Monroe County District Schools
Office of Chief Operations Officer
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Memorandum

To: Principals, Director's & Department Heads

**From: Dr. Jesus Jara, Chief Operations Officer
Mr. Nicholas Osterhoudt, Director of Instructional Technology**

Subject: 2010-2011 Computer Software Procedures

Date: August 13, 2010

In order to purchase any computer software you will be required to follow the appropriate procedures.

Please see attached Process for the Piloting and Adoption of Curriculum Software.

If you have any questions or concerns regarding this matter please do hesitate to contact me.

**Cc: Dr. Joseph Burke
Dr. Lesley Salinero
Dr. Michael Kinneer**

Process for the Piloting and Adoption of Curriculum Software

Three Step Process for the Pre-Pilot:

1. Instructional Fit
2. Technical Fit with Monroe County's infra-structure
3. User Fit – teachers and students

1. **Instructional Fit:** Alignment to the Sunshine State Standards –

Correlation from the standards to the software product. The areas not supported by the particular software program are apparent.

Fits with a targeted group of students identified by the District and / or School. (uses of test data – Levels 1- 2 students in reading are top priority District – wide.)

2. **Technical Fit:** Completion of the Monroe County Technical Review of Courseware

Document – what we shall be looking for (document attached):

Hardware Requirements – Server and Workstation

Database and Compliancy

Security

Training

Support

Compatibility

Usability

Cost

References in Florida

3. **User Fit:** Interface with Teachers and Users (students and parents):

Professional Development for teachers/implementers of the pilot -(summer program/ before pilot begins/ on- site?)

Pilot is available for a full instructional year (pre and post testing achievement of students using the software)

Data is managed for teachers and gives feedback to students (diagnostic / instructional / evaluative.)

Software results predict achievement on the FCAT for targeted students.

Program is easy to use by both teachers and students.(intuitive, visual and auditory clues, help section/pop ups)

On-going support to Pilot schools and teachers (technical and operational)

Web-based and accessible from home by students, teachers and parents.

Reports on student progress – individual / group/ class / school / district.

Pilot Process and Implementation Timing/Selection of Pilot:

The pilot will be made available to schools in the spring prior to implementation.

Schools interested in piloting the software must have 80% of staff or department in support of the pilot and the support of the School Administration.

If at all possible, the District will select pilots from the pool of interested schools in the Upper, Middle and Lower keys.

Implementation of Pilot:

Persons selected at each pilot school will implement the program as designed and will participate in professional development workshops prior to implementation.

Persons implementing will participate in pre and post testing of targeted students.

Each pilot school will select a “program manager” who will collect the information required for the pilot and make the report available to the District.

The District will in turn evaluate the information from the pilot schools and will make the report available to the Vendor.

Evaluation of the Pilot:

The program manager from each pilot school will supply to the District data on a monthly basis dealing with the on – going achievement of the targeted students. (The parameters of the achievement data will be determined prior to the pilot and will specifically match the piloted software’s goals.)

The soft data (ease of use) will be collected in the form of survey administered to each pilot teacher.

A log will be maintained regarding issues/ support provided/ and other needs associated with the implementation.

The evaluation of the software for purchase will be made by the District with the participation of the school administrators at the pilot schools. The decision to purchase the software will be made after the District evaluation has been made, and after the pilot data is compared to the FCAT data.

Once the software is approved for purchase, other interested schools may request the software.

If a school requests the software, the school agrees to follow the process of implementation as outlined. (i.e. 80% of staff in agreement, professional development for implementers, implement as designed, complete data requests and pre/post testing of targeted students.)

Please complete the following form and submit to IT Department for approval:

Technical Review of Courseware:

Hardware:

What are the hardware requirements? _____

Server Requirements

Memory _____
Hard Drive Space _____
Processor Speed _____
Operating System _____
Applications Required (i.e. SQL, Exchange) _____

Workstation Requirements

Memory _____ Plug-Ins _____
Hard Drive Space _____
Processor Speed _____

Data:

What type of database? _____
Export & Import Capabilities? _____
Transportability of Data to other Data Systems, SIF Compliant?

Reporting Elements and Formats?

What are backup and restore requirements?

Is data subject to Privacy Act?

Security:

Who will administer the accounts?

Is there a management (local, district)? _____
In DMZ or on LAN? _____

Training:

Who needs to be trained to support the software?

Support:

How long has the company been in business?

What vendor support is available? _____

24 hour? _____ yes or no

Level of support _____

Compatibility:

Is it Windows XP, Windows 7, 64 Bit compatible? (Circle one or all that apply)

Usability:

Does it have a web interface? _____ yes or no

Is it usable on low speed lines? _____ yes or no

Does it have web based management tool? _____ yes or no

Does it allow for parent viewing? _____ yes or no

Cost:

Initial Purchase of Hardware? \$ _____

Initial Purchase of Software? \$ _____

Software Licensing – ongoing licensing or maintenance fee? \$ _____

Phone Support? \$ _____

On-site Support? \$ _____

Upgrades? \$ _____

User Training? \$ _____

Technical Training? \$ _____

Other:

Are any other Florida Districts are using this product? yes or no, If so, which Districts?

Any other Florida references?

Name of Technical Support and Contact Number to Discuss application in more details?