



MAY 2003 AGENDA

| | | |
|--|----------|-----------------------|
| SUBJECT California Technology Assistance Project | X | ACTION |
| | X | INFORMATION |
| | | PUBLIC HEARING |

Recommendation:

Approve the CTAP Implementation Report of Services for the 11 California Technology Assistance Project Regions.

Summary of Previous State Board of Education Discussion and Action

Education Code Section 51871 (AB 1761, Sweeney, Chapter 801, Statutes of 1998) established the California Technology Assistance Project (CTAP) and specified that CTAP would provide regional technical assistance on education technology to school districts and county offices of education. The law called for the selection of a lead agency within each region and required the lead agency to work collaboratively with all school districts and county offices of education in the region in order to meet locally defined technology-based needs, including, but not limited to:

1. Staff development;
2. Learning resources;
3. Hardware and telecommunications infrastructure;
4. Technical assistance to school districts in developing a support system to operate and maintain an education technology infrastructure, including improving pupil record keeping and tracking related to pupil instruction;
5. Coordination with federal, state, and local programs consistent with State Board-adopted content standards; and
6. Funding for technology.

In April 2002, the Board approved a second period of three-year grants to the eleven California Technology Assistance Project (CTAP) regional lead agencies for the period of July 1, 2002, to June 30, 2005, and approved the following regional leads:

- Region 1: Mendocino County Office of Education
- Region 2: Butte County Office of Education
- Region 3: Sacramento County Office of Education
- Region 4: Alameda County Office of Education
- Region 5: Santa Clara County Office of Education
- Region 6: Stanislaus County Office of Education
- Region 7: Fresno County Office of Education
- Region 8: Kern County Superintendent of Schools
- Region 9: San Diego County Superintendent of Schools
- Region 10: San Bernardino County Superintendent of Schools
- Region 11: Los Angeles County Office of Education

Summary of Key Issue(s)

AB 1761 requires the State Board to approve an annual report of services provided by the lead CTAP agency. School districts and county offices of education within each region are to have the opportunity to comment on the report before it is submitted to the state.

This Board item transmits the results of the annual report, also called the CTAP Implementation Report. A copy of each Implementation Report for the eleven CTAP regions has been forwarded to the State Board Office.

The eleven CTAP regional lead agencies have effectively serviced and supported their client county offices and districts during the first year of the three-year grant period beginning July 1, 2002. They have provided extensive local support for grant application and implementation of No Child Left Behind (NCLB) Enhancing Education Through Technology (EETT), School Renovation Technology Grant (SRTG), Technology Literacy Challenge Grant (TLC), Digital High School (DHS), and E-RATE programs. Professional development provided by CTAP helps schools promote technology literacy for staff and students and also helps develop the capacity of teachers to integrate technology effectively into the curriculum.

CDE is very pleased with the services and support provided by CTAP and the annual process CTAP has used to evaluate and improve services. CTAP works closely with sites and customizes their efforts to meet the specific needs of the site staff and their programs. Support is often provided over the course of several months with very focused attention on promoting the use of technology to improve teaching, learning, and overall school management.

CDE meets with CTAP directors on a regular basis to coordinate regional services and to ensure that CTAP is providing services based upon local needs. CTAP services have effectively helped districts and schools develop technology plans focused on using technology as a tool to improve teaching, student achievement, and the local education agencies' abilities to collect and use data in school and classroom management.

As CDE administers the CTAP grants, we continue to work with the regions to improve the evaluation and accountability aspects of their programs. In developing the Request for Applications (RFA) for this three-year grant that began July 1, 2002, the CDE strengthened the accountability requirements for the CTAP lead agencies. In the Implementation Reports, applicants were required to report their progress towards meeting measurable objectives with benchmarks for each year and were required to outline the specific steps and instruments that were used to gather data on their objectives. Also, if the CTAP regional structure includes a lead LEA with sub-regional LEAs, then the region must report specific steps used to monitor the performance of the sub-regional LEAs.

Each Implementation Report includes data on the specific services provided, an unduplicated count of services provided to districts by category of service (staff development; learning resources; hardware and telecommunications infrastructure; technical assistance to school districts; coordination with federal, state, and local programs; and funding), information on expenditures, and data on regional efforts to collect feedback on their plans.

There are two attachments to this Board item. The first attachment is a statewide summary of CTAP services by category of service (e.g. professional development). This attachment includes the number of activities planned for the year, the number actually implemented between July and

Summary of Key Issue(s)

December, as well as the number to be conducted between now and June 30th, the number of participants, the average hours per participant, and the number of districts served. Because some participants attend multiple sessions during the year, the Board requested that CTAP collect unduplicated counts this year. A summary of the unduplicated counts is also included in the first attachment. The second attachment is a summary of each regional report. Each summary includes the following:

1. An overview of the regional structure, including the number of counties and schools served by the region and a brief description of the governance structure within each region
2. An overview of the services provided by the region, including the numbers served and the average length of activities
3. A summary of the region's method(s) for monitoring progress toward implementing the regional plan approved by the State Board
4. A report on the expenditures between July 1, 2002, and December 31, 2002, and an estimate of the amount of funding to be spent between January 1, 2003, and June 30, 2003
5. A brief overview of the process used to gather feedback on the implementation report and planned adjustments to regional activities and services as a result of the feedback received

Although each regional report contains region-specific information, there are some strengths common across the state. These are:

1. All CTAP regions are implementing their plans as approved by the State Board and are meeting their performance goals.
2. All regions are providing services in each of the areas required by law and are serving a significant number of districts and individuals. Between July 1 and December 31, 2002, more than 95 percent of the districts in California took advantage of CTAP services, with more than 34,000 people receiving services. The majority of CTAP resources are devoted to staff development. Trainings address the needs of teachers, administrators, and technical support staff, with workshops for teachers receiving the greatest emphasis. Teacher professional development increasingly focuses on integration of technology into the curriculum to help students meet state standards. However, there is still a need for skill development training.
3. Each CTAP region is tailoring its services to local needs. Each region works on an ongoing basis to have good communication with its clients. Regions adjust their plans based upon feedback and changing circumstances. As required by law, each region provided its clients with the opportunity to comment on the region's implementation report. All regions increased the amount of feedback they received from their clients this year; however some regions are still receiving only very limited responses. CDE will continue to work with these regions. The feedback received in every region was complimentary, with districts and schools expressing their appreciation for CTAP services.
4. CTAP is successfully leveraging resources from a variety of funding sources. Regions are working with their local S4, BTSA, and a variety of public and private agencies to stretch limited resources to meet local needs.
5. All CTAP regions are promoting the three statewide education technology services approved by the State Board and administered by CDE. There is very good communication and collaboration between the regions and the statewide projects. CTAP representatives sit on the advisory bodies for the statewide projects and are helping the statewide projects understand regional needs.
6. All CTAP regions have worked very hard to implement the EETT Formula Grant Program

Summary of Key Issue(s)

and to help their eligible districts develop technology plans that comply with both the State Board and federal requirements. By the end of this year, CTAP will have assisted more than 700 districts to receive funding under this program.

7. Each region participated in the Student Technology Showcase held on March 11, 2002. The Showcase is a CDE/CTAP-sponsored event featuring exemplary curriculum-based technology projects from across the state. The regions selected students to participate in the Showcase and assisted in the logistics for the event. Over 400 students presented at the Showcase and more than 1,800 people attended the event and evaluations were very positive. The Showcase would not have been possible without the assistance of CTAP. CTAP is helping to plan another Showcase this year at the Spring Computer Users Educators (CUE) Conference in Anaheim and is committed to involving even more students.

The regions continue to monitor their budgets to ensure timely expenditure of funds and have made improvements in this area this year. All regions did not receive any funding until late December 2002 due to the budget crisis and as a result most have spent only a moderate portion of their funding. However, all regions are on track to complete their plan for the year and CDE is satisfied with the level of expenditures by regions.

Although each region has successfully completed many activities this year, much remains to be done. The regions will be conducting technology-planning activities this spring and next fiscal year to help districts understand and use the new State Board Education Technology Planning Guidelines to develop or update district technology plans in a manner consistent with State Board policy. In addition, the regions will be assisting with the new competition for the EETT Competitive Grant and with follow-up support required to ensure districts meet the completion requirements for the School Renovation Technology Grant. CTAP and CDE have agreed to continue collaboration in the coming year with respect to the data collected about CTAP services. The goal is to continue to refine monitoring and evaluation systems to enhance delivery of services focused on supporting improved teaching and student academic achievement.

Fiscal Analysis (as appropriate)

Following State Board approval of the Implementation Reports and contingent upon authorization in the 2003-04 State Budget, CDE will release funding to each region for the second year of this program period. CDE anticipates receiving approximately \$12 million for CTAP regional services for the 2003-04 fiscal year.

Attachment(s)

- [Attachment 1:](#) California Technology Assistance Project, Statewide Summary of Services, Provided July 2002 – December 2002 (page 1 of 1)
- [Attachment 2:](#) CTAP Regions 1-11 Summary Report (pages 1 of 37)

A copy of each region's full CTAP Implementation Report has been forwarded to the State Board Office.

California Technology Assistance Project
Statewide Summary of Services Provided
July 2002 – December 2002

| CTAP Legislated Service Areas | Number of Activities Included in Regional Plan | Number Activities Implemented July – Dec. | Number Activities to be Implemented Jan. – June | Number of Participants | Average Training Hours Per Region Per Participant | Number of Districts Served |
|---|--|---|---|------------------------|---|----------------------------|
| Total Professional Development Services and Learning Resources | 1726 | 1,840 | 1,998 | 29,394 | 28 | 2,193 |
| <i>Total Unduplicated Professional Development and Learning Resources Services</i> | | | | 20,731 | | 1,092 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 619 | 423 | 252 | 14,333 | 12 | 899 |
| <i>Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications</i> | | | | 8,144 | | 431 |
| Total Professional Development and Support Related to School Improvement | 456 | 343 | 197 | 4,880 | 10 | 640 |
| <i>Total Unduplicated Professional Development and Support Related to School Improvement</i> | | | | 2,615 | | 465 |
| Total Funding and Coordination | 476 | 832 | 612 | 5,566 | 16 | 1,814 |
| <i>Total Unduplicated Funding and Coordination</i> | | | | 3,281 | | 872 |
| Grand Total Unduplicated for All Service Areas | | | | 34,771 | | 2,860 |

CTAP Region 1 Summary Report

Overview of Governance Structure

Region 1 encompasses an area of 11,000 square miles and stretches over 400 miles along the Highway 101 corridor. The area is primarily rural and the major industries are fishing, lumber, and agriculture. The southern part of the region is a prime area for wine production. The vast distances within Region 1 can limit access to technology in outlying areas. There is little public transportation and phone service can be poor. Several of our client school sites have no commercial power and telephone service is limited to radio technology. There is a size disparity between counties within the region and an unusually large number of small schools and districts. Thus, there are a few areas where educational technology is both abundant and accessible, and many others where it is neither. The size of districts ranges from the largest of over 37,000 students to the smallest of 15 students. The Region serves 5 counties and 97 districts. The size of districts range from 1 to 15 schools with 12 districts having student populations of less than 100 students and 33 districts having only one school.

The CTAP Region 1 Director, in collaboration with the *Regional Leadership Team* (RLT), with input from *Regional Coordinating Council* (RCC), makes every effort to ensure that the activities and services funded by CTAP Region 1 provide an equitable benefit to the majority of clients in the region. An external evaluation is incorporated into the plan to document the extent to which the planned objectives were met as well as the extent to which clients in the region are equitably being served by CTAP Region 1. CTAP Region 1 plan objectives and activities will be adjusted over time based both on formative evaluation of the extent to which the planned activities are implemented and address the needs of clients.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|-------------------------------|--------------------------|---|---------------------------|
| Regional Leadership Team | 5 | 4 | 10 |
| Regional Coordinating Council | 16 | 1 | 12 |

Overview of Services

The region's strategies for meeting the needs of their client school districts are based on client feedback through online surveys, communication between CTAP and districts and input at regularly scheduled meetings. Region 1 has made significant progress toward successful implementation of every one of their regional objectives. As shown in the tables below, multiple trainings and meetings have been held in each of the CTAP program areas.

Professional Development and Learning Resources: A variety of services have been provided in this area. They include traditional classroom-based technology skills training, online professional development, website resources, and implementation support for those utilizing grant-funded technology resources to improve student achievement. Some of the more unique activities include expanding the Video web-database at local Instructional Media Centers, establishing demonstration sites of effective technology integration, and developing a web-based

repository of student projects, teaching strategies, and video vignettes of technology integration practices.

Professional Development and Support Related to Hardware/Telecommunications: A variety of activities have been held in this area to help our districts. They include technical classes to technology coordinators on computer maintenance and network basics, assistance with E-rate and CTF design and applications, technology integration planning assistance, second level technical help to counties and districts, maintaining the technical assistance listserv, monthly Tech meetings, Tech-SETS videoconferences, and training in the use of visualization tools.

Professional Development and Support Related to School Improvement: Most educators are not familiar with how technology can be used as a tool to improve school management. CTAP Region 1 staff serves as the local experts on the use of these tools. The region provides a variety of services in this area with the focus of CTAP’s activity in this area as the sharing of valuable information. The activities include providing periodic TICAL training, web-use assistance, and vendor demonstrations of management applications.

Funding and Coordination: This area is of critical need to our clients. Our small school districts do not have the resources to look for funding and other services available to them on their own. The work of Region 1 staff replaces the dedicated specialists that would be found in large urban districts. The activities provided include assistance to districts in applying for School Renovation Technology Grants, Enhancing Education Through Technology Formula Grants, collaboration with S4, distribution of a paper and online funding opportunity newsletter, and establishing a partnership with NASA K-12 education projects.

| Regional Services | Number in Plan | Number Implemented July – Dec. | Number to be Implemented Jan. – June | Number of Participants | Hours Per Participant | Number of Districts Served |
|---|----------------|--------------------------------|--------------------------------------|------------------------|-----------------------|----------------------------|
| Total Professional Development Services and Learning Resources | 197 | 141 | 174 | 1075 | 6 | 175 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 641 | | 74 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 32 | 28 | 16 | 441 | 4 | 138 |

| | | | | | | |
|--|----|----|----|-----|---|-----|
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 188 | | 45 |
| Total Professional Development and Support Related to School Improvement | 6 | 6 | 6 | 103 | 3 | 21 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 39 | | 14 |
| Total Funding and Coordination | 40 | 75 | 41 | 554 | 4 | 196 |
| Total Unduplicated Funding and Coordination | | | | 396 | | 88 |

Program Monitoring

The Regional Leadership team meets monthly via videoconference and the Regional Coordinating Council meets twice per year in-person. At each of these meetings, each sub-region reports its expenditures and progress in meeting the plan goals, objectives and benchmarks. If there are any questions regarding sub-regional budgets telephone conference calls are used on an as-needed basis. Twice per year, the sub-regions provide budget reports in writing outlining their expenditures.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$696,830 | \$125,490 | 18% | \$464,033 | 85% |
| Carryover from Prior Year Funding | \$113,184 | \$113,184 | 100% | | |

The Region 1 Implementation Report was posted on the CTAP Region 1 web site at <http://ctap1.org> on February 28th, 2003. Feedback was accepted through the required period of February 28th to March 28th. Some additional feedback received after March 28th is also included. A message was distributed on all CTAP mailing lists when the report went online announcing its availability and requesting feedback. Each Monday during the feedback period, an email was automatically sent to the CTAP Region 1 Announcement Mailing List reminding members of the report. Each member of the Regional Leadership Team distributed the implementation report and request for feedback within their county using listservs, email lists, paper copies and through attendance at local meetings.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 26 | | |
| Total Responses Received | 61 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions (if appropriate) | 5 | 5 | 100% |
| County Offices of Education | 5 | 5 | 100% |
| Districts | 97 | 53 | 55% |

The results of the feedback have been shared with the Regional Leadership Team during a videoconference on April 7th. During the May meeting of the Regional Coordinating Council, the results will be shared with this larger body. Additional discussion will take place during that meeting regarding any needed changes.

CTAP Region 2 Summary Report

Overview of Governance Structure

CTAP Region 2 consists of nine northeastern counties of California: Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity. Region 2 faces special geographic challenges in delivering regional services. All CTAP activity is monitored and approved by the 25-member Regional Policy Council. Each county has equal representation on the Policy Council with one member representing the county office and one member representing the districts within the county. Institutions of Higher Education (IHE) are also represented with Community Colleges and Universities each having one representative. Parents and business members also have a seat on the council.

| Regional Meetings | Number of Members | Number of Meetings for Report Period | Average Attendance |
|-------------------|-------------------|--------------------------------------|--------------------|
| Regional Council | 25 | 2 | 19 |

Overview of Services

Because of the challenges of providing services to a large land area, Region 2 offers online services through its Web based CTAP Online courses and county offices of education in the region are growing video conferencing capability. Region 2 is meeting or exceeding most of the stated objectives. See the table on page 2 for a summary of the regional services provided in each of the four areas.

Professional Development and Learning Resources: Region 2 held a Summer Teaching and Leadership Conference (STLC), a three-day hands-on technology and leadership conference focused on improving technical skills and technology integration into curricular areas. In addition, hands-on workshops focusing on specific applications or technology integration were offered through CTAP at various county offices and school sites around Region 2. Two hundred and fifty teachers participated in such workshops between June 30 and January 1.

CUE and CTAP Region 2 partnered to send over 50 Region 2 teachers to CUE north. It is the initial segment of an ongoing professional development opportunity consisting of CUE, STLC, and Region 2 Mini-CUE.

Professional Development and Support Related to Hardware/Telecommunications: Region 2 provides information, support, and follow-up for 130 districts and over four hundred schools that should participate in the annual State Technology Survey. Introductory workshops focused on the State Education Technology Services (SETS) projects were planned, but have been reformatted. Due to budget constraints, the TechSets workshops are now combined with Basic Workstation Troubleshooting and other Wide Area Network training opportunities. Thirty technology specialists and network administrators from throughout the region participated in a five-day training focused on networking design, protocols, and network fundamentals.

Professional Development and Support Related to School Improvement: Region 2 provided Technology Information Center for Administrative Leadership (TICAL) and California Learning Resources Network (CLRN) trainings that were combined with Digital High School Support Workshops and other countywide workshops throughout the region. CTAP partnered with California School Leadership Academy (CSLA) to provide AB75 Module 2- Effective School Leadership training.

Sixteen hours of video in a six-video series were developed in partnership with The Southern California Center for Comprehensive Assistance and the Butte County Office of Education Center for Distributed Learning. The video series focuses on effective strategies for teachers to use in analyzing classroom data in order to make effective decisions regarding instruction.

Funding and Coordination: Nine sessions, one in each Region 2 County Office, were held to provide an overview of the federal Enhancing Education Through Technology (EETT). Program requirements and tech planning requirements were reviewed and support workshops planned. Region 2 supports the state technology plan review process by providing 25 state-level reviewers.

Overview workshops were held for the Schools Renovation Technology Grant Program requirements and tech-planning requirements. Follow-up support workshops are planned. Region 2 provided four reader/reviewers to support state evaluation of SRTG applications.

| Regional Services | Number in Plan (if not in plan use a 0) | Number Implemented July – Dec. | Number to be Implemented Jan. - June | Number of Participants | Average Training Hours Per Participant | Number of Districts Served |
|--|---|--------------------------------|--------------------------------------|------------------------|--|----------------------------|
| Total Professional Development Learning Resources Activities | 49 | 35 | 483 | 3545 | 16 | 630 |
| Total Unduplicated Professional Development Learning Resources Activities | | | | 2730 | | 120 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 22 | 1 | 12 | 210 | 8.3 | 87 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 180 | | 65 |

| | | | | | | |
|---|----|----|----|-----|------|-----|
| Total Professional Development and Support Related to Data Management for School Improvement. | 1 | 7 | 7 | 274 | 18.8 | 115 |
| Total Unduplicated Professional Development and Support Related to Data Management for School Improvement | | | | 250 | | 100 |
| Total Grants, Funding and Coordination with Other Programs Activities. | 36 | 36 | 33 | 644 | 26.5 | 471 |
| Total Grants, Funding and Coordination with Other Programs Activities. | | | | 360 | | 130 |

Program Monitoring

The Regional Policy Council meets quarterly on the second Tuesday or Wednesday of March, June, September, and December. At each meeting the Project Director reports on the implementation of the Project Plan. The role of the Policy Council is to develop policy based upon recommendations of subcommittees, approve the annual CTAP work plan, develop an annual CTAP regional accountability plan, and provide oversight for the implementation of the Project Plan and budget. All CTAP activity is monitored and approved by the 25 member Regional Policy Council.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--------------------------|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$717,435 | \$210,413 | 29% | \$507,022 | 100% |

The CTAP Regional Implementation Report was posted on the CTAP Region 2 web site and made available for public review. An email was sent to Region 2 constituents asking for review and participation in the Region 2 Support Survey. The target audience was primarily classroom teachers as participants in professional development opportunities and secondarily district and county office personnel regarding technical support and other CTAP assistance.

Initially the CTAP Regional Director did a preliminary review and reporting of results. The CTAP Policy Council will review feedback, discuss, and develop any changes to the Implementation Plan at it's June 2003 meeting. Policy Council feedback and suggestions will be presented the Northeastern Regional Curriculum Council (NERCC), at their next scheduled meeting following the June Policy Council meeting. Any additional recommendations will be appropriately incorporated and the final revisions presented to the nine county superintendents.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 17 | | |
| Total Responses Received | 302 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| County Offices of Education | 9 | 9 | 100% |
| Districts | 128 | 55 | 43% |

No major changes to the Region 2 Implementation Plan, other than those approved by the Policy Council in March 2003, will take place between January and June 2003. Plan revisions developed as a result of the above governance process will take effect during the 2003-2004 Implementation year. Overall feedback received from region constituents is positive.

CTAP Region 3 Summary Report

Overview of Governance Structure

Region 3 is comprised of 10 counties: Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba. The Regional Council acts as the advisory body for Region 3. Every County Office of Education is represented on this Council. Managers of other regional programs, organizations and members of the CSUS faculty serve as liaisons to Mitchell Hall, CTAP Director. The County Superintendents guide and promote the technology vision. The Regional Council functions as a sub-group of the Capital Service Region of the California County Superintendents Educational Services Association (CCSESA) and relies on the bylaws of this organization to guide its decision-making processes.

The full Regional Council provides advice and oversight for the CTAP LEA staff. There are site, district, county and regional roles represented on the Council. Representatives from each county are appointed by their respective county superintendents. The Regional Council meets quarterly in September, December, February and May. Each county acts as a sub-committee of the Regional Council, responding to the specific local needs in each county. All information and decisions are channeled through the Regional Council.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|--------------------------|--------------------------|---|---------------------------|
| Regional Council | 20 | 2 | 14 |

Overview of Services

Region 3 strategies for meeting the needs of their client school districts are based on client feedback through online surveys, communication between CTAP and districts and input at regularly scheduled meetings. Region 3 has made significant progress toward successful implementation of virtually every one of their regional objectives. An overview of region accomplishments is noted below:

| Professional Development (PD) and Learning Resources |
|--|
| Services provided: |
| Online staff development resources |
| Free site licenses to an online library of courses for every school in region |
| Established regional network of site administrators/mentors and trainers of mentors |
| Training for administrators through California School Leadership Academy and AB 75 |
| Teacher technology workshops |
| Library management, information literacy, database evaluation and professional library development workshops |
| Provided staff development/workshops to over 400 participants |

| |
|--|
| Hardware and Telecommunications |
| Accomplishments: |
| Located partners for funding, determined a vendor and provided specifications to upgrade the regional videoconference system to allow videoconference over the Internet |
| School Management/School Improvement |
| Accomplishments: |
| Provided monthly workshops in using CTAP ² and data as a tool for data-driven decision making |
| Funding and Coordination with Other Programs/Activities |
| Accomplishments: |
| Assisted districts in obtaining approximately \$4.5 million in funding through technical assistance in writing plans and applications |
| Collaborated with the SETS projects to provide links and information to clients on administrator training (TICAL), standards-aligned electronic Learning Resources (C-LRN) and technical support (TechSETS). |

| Regional Services | Number in Plan | Number Implemented July – Dec. | Number to be Implemented Jan. – June | Number of Participants | Hours Per Participant | Number of Districts Served |
|--|----------------|--------------------------------|--------------------------------------|------------------------|-----------------------|----------------------------|
| Total Professional Development Services and Learning Resources | 62 | 28 | 27 | 552 | 99 | 101 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 201 | | 101 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 7 | 0 | 7 | 0 | 4 | 0 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 0 | | 0 |
| Total Professional Development and Support Related to School Improvement | 5 | 10 | 10 | 180 | 32 | 1 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 18 | | 1 |
| Total Funding and Coordination | 36 | 21 | 26 | 336 | 66 | 87 |
| Total Unduplicated Funding and Coordination | | | | 336 | | 63 |

Program Monitoring

The monitoring of budgets and activities of the sub-regions was done in December of 2002. Budget reports were compared to the approved budgets on file. Assistance was provided to sub-regions on the tracking of expenditures and acceptable use of funds.

Expenditures

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--------------------------------------|-----------------|------------------------------|------------------------------------|---|---|
| 2002-2003 Funding | \$1,432,263 | \$434,224 | 30% | \$998,039 | 100% |
| Carryover Funding from Prior Year | \$121,130 | \$121,130 | 100% | | |

The report was posted on the CTAP Region 3 web site, with a link from the home page. Email notices were sent to various listservs, targeting previous users of regional services (e.g. workshop and institute participants.) CTAP staff reviewed feedback after it was received. Results will be presented to the Regional Advisory Council at the next meeting.

Region 3 is on track in meeting the majority of its performance objectives and benchmarks. No changes were made or are anticipated to be made as a result of the feedback received.

| Regional Report Response Demographics | | | |
|--|-----------------------------|------------------------------|-------------------|
| Number of Days Posted | 35 | | |
| Total Responses Received | 47 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions | 9 | 9 | 100% |
| County Offices of Education | 10 | N/A | N/A |
| Districts | 86 | N/A | N/A |

CTAP Region 4 Summary Report

Overview of Governance Structure

A 26 member regional council, consisting of stakeholder representatives from all seven Bay Area counties, governs CTAP Region 4. Council representatives include technology directors, school administrators, teachers, library media teachers, businesses and nonprofit agencies. The Council meets quarterly to review evaluation data, make program decisions, prioritize activities and develop the direction of the regional CTAP plan. CTAP Region 4 uses an evaluator consultant to collect and process needs assessment, priority and satisfaction data.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|-------------------|-------------------|---|--------------------|
| Regional Council | 26 | 2 | 20 |

Overview of Services

CTAP Region 4 contains seven Bay Area counties; Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Solano. While one of the smallest geographic regions, there are over 650,000 students being taught by over 30,000 teachers. Through surveys and Regional Council meetings, CTAP Region 4 identified that professional development and learning resources to improve teaching and learning are the greatest regional need. To meet this need, the region utilizes a strategy of training teachers to become local sources of expertise along with delivering a variety of workshops and seminars.

Professional Development and Learning Resources: During the first six months of the grant period, CTAP has focused professional development activities in the curriculum and instruction area on workshops intended to assist schools with integrating technology use into the classroom. As the data table that follows indicates, we have offered 84 events and presentations, ranging from five-day summer institutes with monthly follow-up sessions to one-hour after-school presentations. This greatly exceeds the number of professional development opportunities originally planned for the semester and is an indication of the increasing need for professional development in the region as more classrooms are equipped with technology - including desktop units, laptops, and hand-helds.

Professional Development and Support Related to Hardware/Telecommunications: During the first six months of the grant period, CTAP has focused professional development activities in the Hardware/Telecommunications area on workshops intended to assist schools and districts with maintaining networks and keeping the technology working well. As the data table that follows indicates, we have offered 10 events and presentations, ranging from three-day Windows 2000 server training to one-hour TechSETS presentations. The program is on target for the number of professional development opportunities originally planned for the entire year, although attendance in the repair and troubleshooting workshops has been lower than anticipated.

Professional Development and Support Related to School Improvement: While CTAP has provided some support in this area in past years, this is the first year that it increased as a priority in our regional needs assessment. During the first six months of the grant period, a CTAP committee consisting of staff, district assessment leads, and professional experts developed a survey to better identify district needs and collect information about the various data management systems being used in the 90 districts in the region. After gathering and reviewing responses from 62 percent of the districts, the committee planned and held a day-long workshop.

Funding and Coordination: During the first six months of the grant period, CTAP has provided leadership in assisting districts with two major federal technology-funding opportunities available through the California Department of Education – School Renovation Technology Grants (SRTG) and Enhancing Education Through Technology (EETT). In addition, CTAP has continued to support project leaders from projects with ongoing funding through Digital High School, AB1339, and Technology Literacy Challenge Grant programs. CTAP Region 4 also produces a monthly “Technology Funding Alert” publication.

Region 4 is on target for meeting regional objectives for the first half of the year and preliminary data suggest that regional clients are very satisfied with the Region 4 services. An overview activities program participation is noted below:

| Regional Services | Number in Plan (if not in plan use a 0) | Number Implemented July – Dec. | Number to be Implemented Jan. -June | Number of Participants | Average Training Hours Per Participant | Number of Districts Served |
|--|---|--------------------------------|-------------------------------------|------------------------|--|----------------------------|
| Total Professional Development Services and Learning Resources | 95 | 84 | 47 | 1176 | 103.5 | 408 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 923 | | 78 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 19 | 10 | 9 | 262 | 61.5 | 114 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 206 | | 69 |

| | | | | | | |
|---|-----|----|-----|-----|------|-----|
| Total Professional Development and Support Related to Data Management for School Improvement. | 21 | 15 | 9 | 436 | 18.5 | 166 |
| Total Unduplicated Professional Development and Support Related to Data Management for School Improvement | | | | 342 | | 73 |
| Total Grants, Funding and Coordination with Other Programs Activities. | 135 | 46 | 107 | 443 | 30.5 | 223 |
| Total Unduplicated Grants, Funding and Coordination with Other Programs Activities. | | | | 332 | | 80 |

Program Monitoring

| | Budgeted | Spent by 12/31/02 | Percentage Spent by 12/31/02 | Projected to be spent by 6/30/03 | Percentage Spent by 6/30/03 |
|--|-----------------|--------------------------|-------------------------------------|---|------------------------------------|
| 2002-2003 Funding | \$2,014,112 | \$652,125 | 33% | \$1,361,987 | 100% |
| Carryover from Prior Year Funding | \$245,862 | \$245,862 | 100% | | |

On February 28, 2003, CTAP Region IV sent copies of the Implementation Report to every district and county office of education superintendent in the region, along with a cover letter requesting that they review and respond to the report by March 27th. The cover letter provided the URL address for the website designed to allow recipients to respond to the report online and have those responses go directly to the external evaluator, Rockman *ET AL*, who hosted the website. This website was launched on February 28th and included a pdf version of the entire report, as well as areas for offering comment on each section of the report.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 33 | | |
| Total Responses Received | 105 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| County Offices of Education | 7 | 7 | 100% |
| Districts | 90 | 70 | 78% |
| Other | N/A | 2 | N/A |

The CTAP Region IV Council met on March 20, 2003, to review the implementation report as well as the preliminary responses from districts and county offices of education in the

region. There was general agreement that the data affirm the relevancy of the 2001 needs assessment and the overall direction of the CTAP regional plan. As a result of the feedback, the Council recommended that the following areas be addressed during the implementation of this year's and next year's plan:

- To respond to the unique needs of smaller and more remote districts, use videoconferencing, videostreaming of workshop content, and digital versions of presentations and handouts on the CTAP website.
- To better coordinate activities with districts and county offices and improve dissemination of information, a listserv will be established that will keep educators aware of activities in the region and new postings to the website.
- Due to projected budget reductions, investigate ways CTAP can increase the opportunities to develop collaborations between districts and with county offices of education.
- To continue and increase the collaboration with the TechSETS project to increase awareness of its technical support resources for Bay Area schools.
- To provide additional support to districts and schools in the data management area.

CTAP Region 5 Summary Report

Overview of Governance Structure

CTAP Region 5 is a state-funded regional program providing services and assistance to schools in planning for and using educational technology to improve student achievement. Region 5 serves the 87 school districts, 612 schools, and approximately 20,000 teachers in the four-county area that includes Monterey, San Benito, Santa Clara, and Santa Cruz. The Santa Clara County Office of Education serves as the LEA.

The Project Director reports on the implementation of the Project Plan on a quarterly basis to a regional Advisory Council, a 27-person body with representation from a wide variety of stakeholders in the regional program. The Executive Committee is comprised of the following members: Assistant Superintendent from the LEA, CTAP Region 5 Director, Directors of Instructional Technology from each COE, and the Advisory Council Chair. The Executive Committee provides feedback to the Director and oversees and monitors budget.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|--------------------------|--------------------------|---|---------------------------|
| Regional Council | 27 | 2 | 16 |
| Executive Committee | 6 | 2 | 6 |

Overview of Services

Professional Development and Learning Resources: Professional development in technology integration with a curriculum focus continues to be a significant need in the region. Over 1,000 teachers have received training in this area through summer institutes and half-day workshops.

There continues to be a demand for basic skills workshops with a curriculum focus. To meet that need, over 100 workshops in basic technology skills have been provided to over 460 individuals at county office, district, and school computer labs.

Professional Development and Support Related to Hardware/Telecommunications:

Information/updates and presentations about TechSETS and total cost of ownership have been provided to IT and network administrators and district technology coordinators at monthly meetings with the intent of increasing the awareness of the TechSETS website. In addition, workshops focusing on technical support and E-rate applications have been provided.

Professional Development and Support Related to School Improvement: Region 5 meets with technology coordinators from all four counties on a monthly basis and facilitates discussions and shares information about current educational technology issues, funding opportunities, and resources and promotes the use of CLRN, TechSets, and TICAL.

CTAP coordinators have been meeting with BTSA, Professional Development, 4-12 Reading Grant, Curriculum, S4, and other school support providers such as the California Subject Matter

Projects, to work collaboratively to provide professional development opportunities to districts, share resources, and leverage expertise. Three workshops on using technology for data-driven decision making have been conducted for 26 administrators in local AB75 Principal Training programs.

Funding and Coordination: Region 5 has put a high priority on supporting districts with the development of technology plans in preparation for the School Renovation Technology (SRTG) and Enhancing Education Through Technology (EETT) grant programs. Over twenty workshops have been conducted across all four counties with over sixty districts participating. For the SRTG program, over 15 workshops and technology plan review sessions were held specifically focusing on SRTG application requirements and technology planning resulting in grants at 20 schools in 10 districts totaling \$1,356,000 dollars. In addition to specific workshops on grant writing and technology planning, the region communicates regularly through presentations at workshops, through email and phone calls to encourage schools and districts to complete the 2003 Online School Technology Survey in order to be eligible for future funding.

Another focus of our efforts in this regard is monitoring district/school use of the CTAP2 Proficiency Assessment. Through frequent workshops presentations and announcements, email, and phone calls, districts receiving grant funding have been reminded and encouraged to have their teachers complete the CTAP2 Assessment and Technology Use Survey.

The table on the next page summarizes the activities carried out by our region during the period July through December 2002.

| <i>Regional Services</i> | Number in Plan | Number Implemented July – Dec. | Number to be Implemented Jan. - June | Number of Participants | Hours Per Participant | Number of Districts Served |
|---|----------------|--------------------------------|--------------------------------------|------------------------|-----------------------|----------------------------|
| Total Professional Development Services and Learning Resources | 118 | 163 | 103 | 1250 | 8 | 119 |
| Total Unduplicated Professional Development Services and Learning Resources | | | | 1233 | | 81 |

| | | | | | | |
|--|----|----|----|-----|---|-----|
| Total Professional Development and Support Related to Hardware/Telecommunications | 39 | 42 | 39 | 525 | 3 | 256 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 207 | | 64 |
| Total Professional Development and Support Related to School Improvement | 9 | 20 | 10 | 321 | 3 | 127 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 259 | | 55 |
| Total Funding and Coordination | 0 | 34 | 44 | 250 | 3 | 194 |
| Total Unduplicated Funding and Coordination | | | | 112 | | 74 |

Program Monitoring

Funding for Region 5 is distributed to each county office in the region based upon a funding formula determined by a base amount plus a percentage based on student population. The LEA monitors these sub-regional budgets on a quarterly basis

Expenditures

| | Budgeted | Spent by 12/31/02 | Percentage Spent by 12/31/02 | Projected to be spent by 6/30/03 | Percentage Spent by 6/30/03 |
|--------------------------|-----------------|--------------------------|-------------------------------------|---|------------------------------------|
| 2002-2003 Funding | \$1,336,520 | \$468,981 | 35% | \$971,024 | 73% |

The Region 5 Implementation Report with feedback forms was posted on the CTAP 5 web site as a PDF file on February 28, 2003 and was available online through April 4, 2003 (35 days). An e-mail message announcing the report was sent to technology coordinators and CTAP contacts at all 87 districts throughout the region. Included in that message was information about our need to collect comments from client districts, a link to the CTAP 5 web site and survey and an attached PDF version of the implementation report. In addition, a hard copy of the implementation report was mailed along with a cover letter and a self-addressed stamped return envelope to each district superintendent with instructions to route to the appropriate individual at each district to complete the comments form and return to the LEA. Finally, district personnel were provided hard copies of the report at technology coordinator and grant coordination meetings during the month of March.

The CTAP Action Team, Advisory Council and Executive Committee review feedback from target clients. Based upon an analysis of the feedback from districts, the Action team will adjust as necessary the implementation of the CTAP plan. The changes suggested by the Action Team

will be brought to the Advisory Council for review and comment. If necessary, adjustments will be made to the regional plan and Form F changes will be submitted to CDE if necessary.

| Regional Report Response Demographics | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 35 | | |
| Total Responses Received | 35 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions | 3 | 3 | 100% |
| County Offices of Education | 4 | 4 | 100% |
| Districts | 87 | 29 | 33% |

CTAP Region 6 Summary Report

Overview of Governance Structure

Region 6 is comprised of five counties: Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne. The Delta Sierra Regional Coordinating Council (RCC) is the governing authority of CTAP 6. The 20-member RCC is directed by Marianne Pack and approves each annual plan and budget. Representatives include teachers, county, district and school-site administrators, technology directors, librarians, as well as representatives from higher education and business. The county superintendents and assistant superintendents have made diverse representation a high priority, so they continue to work to ensure that all stakeholders have a voice in CTAP governance. Decisions made by this group are based on evaluations and recommendations from a wide range of participants.

The RCC uses a listserv for updates on Region 6 news, and it meets face-to-face four times a year to review evaluation findings, decide on program changes, and develop a vision for the CTAP 6 project. Each county also has a main contact that meets between meetings to discuss and make modifications to the plan regarding professional development, data collection and evaluation. This group also holds phone conferences when necessary to make sure all counties are up to date on activities. Stanislaus County Office of Education serves as the lead agency for CTAP 6; however, all five County Offices of Education maintain representation on the council and may invite representatives from districts, businesses, and colleges to serve on the RCC. Each year, county superintendents select representatives to serve on the council for the following academic year.

This year, CTAP 6 entered into an agreement with an external evaluator to assist overseeing the plan and to provide accurate data collection in order to make plan modifications based on evaluations. The evaluator will provide a summary of all activities and make recommendations for modifications to improve the project for the following year.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|---------------------------------------|--------------------------|---|---------------------------|
| Regional Council | 20 | 2 | 15 |
| Phone Conferences | | 2 | |
| Meetings with County Contacts and ESS | | 2 | 8 |

Overview of Services

The region's strategies for meeting the needs of their client school districts are based on client feedback through online surveys, communication between CTAP and districts and input at regularly scheduled meetings. CTAP 6 makes a great effort to offer all activities throughout the region and at regional school sites. Region 6 has made significant progress toward successful implementation of every one of their regional objectives. As shown in the tables below, multiple trainings and meetings have been held in each of the CTAP program areas.

| |
|--|
| Professional Development (PD) and Learning Resources |
| 3-Day Technology/Curriculum Integration Institutes |
| Technology Integration Projects |
| Skills Proficiency Classes |
| Training for administrators through TICAL |
| Higher ed partnership to support administrators |
| Aligning standards with curriculum workshops |
| BTSA Induction Course curriculum |
| Provided staff development/workshops to over 1,200 participants |
| Hardware and Telecommunications |
| Trainer certification for Macintosh OSX Operating System |
| Provided E-rate and CTF assistance to districts |
| Computer repair and computer donation program coordination |
| Technical assistance listserv |
| School Management/School Improvement |
| Approved provider for AB 75 training |
| District technology plan assistance |
| Grant writing assistance |
| Funding and Coordination with Other Programs/Activities |
| Leveraged resources |
| Collaborated with the SETS projects to provide links and information to clients on administrator training (TICAL), standards-aligned electronic Learning Resources (C-LRN) and technical support (TechSETS). |

| Regional Services | Number in Plan | Number Implemented July – Dec. | Number to be Implemented Jan. – June | Number of Participants | Hours Per Participant | Number of Districts Served |
|---|----------------|--------------------------------|--------------------------------------|------------------------|-----------------------|----------------------------|
| Total Professional Development Services and Learning Resources | 65 | 62 | 61 | 2,356 | 6 | 69 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 1,256 | | 69 |

| | | | | | | |
|--|----|----|----|-----|----|----|
| Total Professional Development and Support Related to Hardware/Telecommunications | 45 | 25 | 20 | 358 | 10 | 69 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 175 | | 69 |
| Total Professional Development and Support Related to School Improvement | 32 | 19 | 16 | 498 | 8 | 50 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 100 | | 50 |
| Total Funding and Coordination | 22 | 42 | 34 | 525 | 8 | 56 |
| Total Unduplicated Funding and Coordination | | | | 100 | | 56 |

Program Monitoring

All CTAP 6 County Offices maintain records and review their budgets. Budget reports required from CDE are sent to the CTAP 6 Regional Office in December and again in June. These reports are reviewed by the Director and by ESS and compared to the regional progress of projects as identified in the original MOU that was signed by the designated regional contacts.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$947,208 | \$255,018 | 27% | \$692,190 | 100% |
| Carryover from Prior Year Funding | \$168,052 | \$168,052 | 100% | | |

The CTAP 6 Implementation Report was posted on the CTAP 6 web page at <http://ctap6.k12.ca.us> on February 28, 2003. A web page was developed to explain the format for the report and to post all related information regarding the report. The web page also had a PDF file of the response form that could be downloaded, completed and faxed to the CTAP 6 office to be entered online so all responses would be in one electronic document. The web page had the link to the online response form. In addition, all regional listservs were sent messages asking individuals to read the report and to fill out the Online Response Form in order to provide CTAP 6 with feedback regarding the project's implementation.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 29 | | |
| Total Responses Received | 86 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions (if appropriate) | 5 | 5 | 100% |
| County Offices of Education | 5 | 5 | 100% |
| Districts | 66 | 51 | 77% |

Based on the feedback received it is evident that CTAP 6 is providing the regional districts with high-quality services even in outlying areas. CTAP Region 6 appears to be very much on target to meet their first year benchmarks and even exceeding some the original numbers that the project had expected to serve. The external evaluator, Education Support Systems, will evaluate the feedback and a full report will be given at the next Regional Coordinating Council at its May meeting.

After ESS has completed the final evaluation and reported to the Regional Coordinating Council at its May meeting there may be some revisions made to the project and possibly the Form F - Objectives and Benchmarks based on their report and any feedback received from the Council. At this time there are no Form F changes necessary. ESS will also compare the year-long collection of data to the original Memorandum of Understanding from each county office to make sure they have met their obligations for deliverables and regarding fees to be released for assistance. Any necessary program revisions will then be submitted to the CDE's Education Technology Office.

CTAP Region 7 Summary Report

Overview of Governance Structure

Region 7 is composed of the six Central California counties of Fresno, Kings, Mariposa, Madera, Merced and Tulare. It operates in a collaborative/consultative manner, providing services to their clients based on input from their County Advisory Board (CAB7) and feedback from their constituents. The Region serves 153 school districts and 799 schools. The CTAP lead agency is the Fresno County Office of Education.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|---|--------------------------|---|---------------------------|
| Regional Council | 40 | 2 | 27 |
| Sub-Regional Council (<i>County Advisory Board</i>) | 6 | 5 | 5 |

Overview of Services

Region 7 surveyed and met with the districts and county offices served, collected data from the CTAP², and reviewed district and Digital High School technology plans to determine their local needs. While priority projects were identified in each of the four service areas, professional development in using technology as a tool to improve teaching and learning was identified as the highest need in all four of the four components. Survey and respondent data indicated that trainings and professional development would best be presented in site-based workshops presented during non-instructional times.

Professional Development and Learning Resources: The trainings that are provided by the counties are directly related to the needs of their districts based on the feedback from the county advisory meetings. These trainings are standards based, aligned to the training guidelines for Technology Proficiencies for California Teachers, and are designed to have a direct impact on improving student learning. County-based trainings include a wide variety of topics from basic software utilization in the classroom (i.e. Introduction to Excel) to more curriculum-oriented subjects like Digital Math.

Due to the diverse geographic nature of Region 7, several methods of delivering professional development are used including on-site trainings, conference in-services, televised trainings and online resources. Two counties, Fresno and Madera, have invested a portion of their CTAP allocation with large districts to provide professional development through ongoing Tech mentor/coaches programs within the districts. These district programs place mentor/coaches at schools to work directly with teachers in their classrooms. Tulare and Kings County have used a portion of their CTAP funds to support a TSA (Teacher-on-Special Assignment). The TSA spends time in both counties helping teachers in the classroom and also conducting more traditional workshops. Mariposa has centralized workshops and an online training resource. Merced is using a combination of site workshops, online resources and a televised training resource.

Professional Development and Support Related to Hardware/Telecommunications: Professional development and support for hardware and telecommunications are focused on the areas of network configuration and day-to-day support. The region has supported Microsoft certified training centered on the configuration of network servers for the network administrators. An on-line technical support resource was provided to the participants by the vendor for an additional six months after the training. Additional server management training is planned for the spring. Counties have supported the needs of teachers in their districts with one-on-one help.

The CTAP Coordinating Council and the central staff have been working on projects for distance learning. These projects will develop an online resource that would provide teachers not only with lessons, but strategies for using those lessons with the hardware configurations of their classrooms. The goal of Region 7 CTAP is to build capacity within the counties that provide professional development and other resources via distance learning technologies.

Professional Development and Support Related to School Improvement: Region 7 and the County Advisory Board (CAB7) are working together to determine need and provide support for school administrative data systems. The goal is to provide support for school administration software selection and implementation and maintenance, such as coordinating vendor support and purchases. District contacts have reported the need to provide trainings that tie school management programs to assessment. Region 7 CTAP is helping to facilitate the creation of an online tool for desegregation of student test data. This tool would be available for download to the teacher's computer so that the teachers will be able to interpret student scores and adjust lessons to the needs of their students.

Regional CTAP is also a service provider for Administrator Training (AB 75) Module 3. Training will be rolled out in June of 2003.

Funding and Coordination: There have been four areas of focus for professional development as it relates to funding and coordination. The CTAP 7 Funding Alert monthly newsletter is an ongoing vehicle that informs county offices of education, districts and individual schools of current funding opportunities. The Funding Alert is posted on the web site www.ctap7.org and is also sent to the county leads the first of every month. CTAP has held numerous region-wide grant writing workshops that have addressed requirements for Federal SRTG and EETT formula grants. Several workshops designed specifically to assist districts in writing Technology Use Plans have also been provided.

In October of 2002, Region 7, in conjunction with Fresno County Office of Education, Library Literacy Summit, held the region wide Student Showcase. Other collaborations include: supporting the BTSA (training), SELPA (summer institute) and CUE (statewide: Student Showcase, Local Fall 03 and Spring 04 conferences).

| Regional Services | Number in Plan (if not in plan use a 0) | Number Implemented July – Dec. | Number to be Implemented Jan. -June | Number of Participants | Average Training Hours Per Participant | Number of Districts Served |
|--|--|---------------------------------------|--|-------------------------------|---|-----------------------------------|
| Total Professional Development Services and Technical Assistance Services | 871 | 435 | 436 | 1480 | 10 | 114 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 936 | | 86 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 7 | 6 | 6 | 17 | 24 | 5 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 9 | | 5 |
| Total Professional Development and Support Related to School Improvement | 158 | 13 | 7 | 41 | 5 | 16 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 16 | | 16 |
| Total Coordination and Funding | 14 | 175 | 132 | 270 | 6 | 225 |
| Total Unduplicated Coordination and Funding | | | | 150 | | 80 |

Program Monitoring

Sub-regional budgets are monitored on a quarterly basis. The sub-regions send in budget and activity reports, which the central staff reviews.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$1,499,800 | \$306,743 | 20% | \$1,193,057 | 100% |
| Carryover from Prior Year Funding | \$80,231 | \$80,231 | 100% | | |

A copy of the Implementation Report was sent to each county superintendent, district superintendent, and school site administrator with a memo stating that the full report and response form was available on the CTAP 7 Web-site. Respondents were requested to respond by email or fax and a page was available on the website to receive input from the field. In addition, the Report was sent out as an attachment by the technology lead in each county to those districts/schools unable to access the web site. Every effort was made to ensure that responses to the contents of the Report were received from educators throughout the region, especially those at district and site levels.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 30 | | |
| Total Responses Received | 15 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| County Offices of Education | 6 | 3 | 50% |
| Districts | 135 | 10 | 35% |

As a result of the feedback received, the following modifications are being considered for Year 2:

- Re-evaluation of governing structure.
- More effort in identifying and promoting useful tools for standards based instruction.
- Integration of NCLB and EETT requirements within professional development opportunities.
- Continued professional development for hardware and telecommunications
- More training on student data management programs (Aeries, SASI).

It has also been recommended that the region begin collecting data regarding the most effective technology methods to use in determining if students are meeting the standards. Region VII will also investigate how to help teachers better utilize AP online courses and provide professional development in that area.

CTAP Region 8 Summary Report

Overview of Governance Structure

CTAP Region 8 is comprised of Kern, San Luis Obispo, Santa Barbara and Ventura counties. It operates as a consortium, providing services to their region based on input from a regional coordinating council and four county councils. Region 8 serves 111 school districts with 628 schools. The Kern County Superintendent of Schools is CTAP Region 8's Local Education Agency (LEA).

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|-------------------------|-------------------|---|--------------------|
| Regional Council | 12 | 3 | 8 |
| Kern Council | 22 | 2 | 15 |
| Ventura Council | 19 | 1 | 7 |
| Santa Barbara Council | 13 | 2 | 10 |
| San Luis Obispo Council | 16 | 2 | 9 |

Overview of Services

Region 8 determined their local needs through an online survey and regional, county and district level meetings. While priority projects were identified in each of the four service areas, staff development was identified as the highest need. School district clients identified staff development that enhances their ability to integrate technology into the standards-based curriculum as the area of greatest staff development need. Those same respondents indicated a need for multiple training options for staff at times when the staff is available (after school, after work, summer, Saturdays, online and in-service days).

Professional Development and Learning Resources: To respond to this area of need Region 8 developed a regional technology certification program. This program is aligned to the Commission on Teacher Credentialing guidelines as well as CTAP state guidelines. Along with technology certification, Region 8 CTAP has provided many customized workshops at schools sites throughout the region. These trainings have been led by the Region's TechMentors who are teachers who work above and beyond their contracts to provide high-quality staff development for their peers.

Professional Development and Support Related to Hardware/Telecommunications: Region 8 staff continues to offer workshops aimed at the successful approval of SBE Guideline technology plans for districts within the region. Topics covered during these workshops include information regarding the Child Internet Protection Act (CIPA), hardware and infrastructure installation, system maintenance, and technical support. In addition to these workshops, we provide ongoing support of those schools and districts working toward the goal of having a state approved technology plan via face-to-face, electronic and telephonic support of such schools and districts, as appropriate.

Professional Development and Support Related to School Improvement: In Region 8, CTAP staff has begun to focus on the needs of administrators. We have been very supportive of AB 75 (Principal Training) programs in our region. Our first objective has been to prepare administrators for AB75 training. Before administrators can use the tools of technology to analyze and evaluate, they need basic skills. These skills are similar to the Level I skills taught to teachers. CTAP Region 8 staff has developed training for administrators that includes appropriate parts of Level I and prepares them for AB75 training. Basic skill training has been offered throughout the region to interested administrators.

CTAP staff have been highly involved in AB 75 – Module 3 training in the region. We have been approved as a Module 3 provider. We have partnered with our county offices in creating integrated, well developed training opportunities for AB 75 participants.

Funding and Coordination: CTAP staff has visited many of the Year 4 digital high schools. The visits have assessed the progress that the schools have made in meeting program goals, and have checked for compliance with the DHS Assurances. Region 8 CTAP trainers have included the use of CTAP² Assessment in workshops, institutes, and activities throughout the region. Also, Region 8 staff have provided CTAP² training opportunities for schools and districts through video conferencing as well as face to face meetings. Programs such as Enhancing Education Through Technology and the School Renovation Technology Grant did not exist when our 3-year plan was written in 2002. As a result, they cannot be found in our goals and objectives. Even so, we have actively worked with our districts in applying for these grant opportunities.

| Regional Services | Number in Plan (if not in plan use a 0) | Number Implemented July – Dec. | Number to be Implemented Jan. -June | Number of Participants | Average Training Hours Per Participant | Number of Districts Served |
|---|---|--------------------------------|-------------------------------------|------------------------|--|----------------------------|
| Total Professional Development and Learning Resources Services | 3 | 152 | 0 | 2031 | 20.4 | 116 |
| Total Unduplicated Professional Development and Learning Resource Services | | | | 1401 | | 83 |
| Total Hardware, Telecommunications and Technical Assistance Services | 1 | 22 | 1 | 120 | 7.4 | 107 |
| Total Unduplicated Hardware, Telecommunications and Technical Assistance Services | | | | 79 | | 60 |

| | | | | | | |
|--|----|----|----|-----|-----|----|
| Total Program Coordination and Funding Services | 10 | 19 | 27 | 43 | 8 | 16 |
| Total Unduplicated Program Coordination and Funding Services | | | | 28 | | 12 |
| Total Program Support Related to School Improvement Services | 23 | 44 | 7 | 695 | 9.7 | 96 |
| Total Unduplicated Support Related to Schools Improvement Services | | | | 639 | | 90 |

Program Monitoring

The regional coordinating council, under the supervision of the Director, has developed the regional budget. The KCSOS financial department oversees the distribution of funds and the reporting of expenditures. The KCSOS financial department communicates with county financial departments to keep financial records current. The Director works with the KCSOS financial department and county coordinators to insure compliance with the regional plan, state budget guidelines, and expenditure timelines. Quarterly reports are required from sub-regions regarding program and financial information. KCSOS has developed expenditure timelines to facilitate spending funds in the year received.

| 2002-2003 Funding | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002 - 2003 Funding | \$ 1,467,449 | \$ 530,191 | 36% | \$ 937,258 | 100% |
| Carryover from Prior Year Funding | \$149,301 | \$ 149,301 | 100% | | |

The Implementation Report was posted on the Region 8 Web site along with the feedback survey. Various e-mail lists and county meetings were utilized to inform over 1500 people that the report was available for review and comment. Hard copies of the survey (including URL of where the entire report could be found) were given to school districts in the region, as well as the Region 8 advisory committees, each county superintendent of schools in the region and the Region 8 Curriculum and Instruction Steering Committee.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 30 | | |
| Total Responses Received | 117 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions (if appropriate) | 4 | 4 | 100% |
| County Offices of Education | 4 | 4 | 100% |
| Districts | 110 | 40 | 37% |

Each member of the Region 8 CTAP council was given a copy of the results. During a regional videoconference, the council discussed the results and how it applies to the current plan. The council recommended that the plan continue with the same activities as in the prior year. Based upon the feedback the regional council felt that the region was on course in meeting the plan objectives and benchmarks.

CTAP Region 9 Summary Report

Overview of Governance Structure

Region 9 is composed of the three southern-most California counties of Imperial, Orange and San Diego. It has operated in a de-centralized manner, providing service to clients based on input from sub-regional councils and feedback from their constituents. The region serves 88 school districts and more than 1,300 schools. The CTAP lead agency is the San Diego County Office of Education. Technology assistance has focused on integrating technology in the classroom, providing quality professional development, offering technical support, and enhancing student achievement.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|---|--------------------------|---|---------------------------|
| Regional Council | 35 | 2 | 25 |
| Sub-Regional Council (<i>averages for all 3 councils</i>) | 26 | 7 | 25 |

Overview of Services

Region 9 utilized a variety of data sources to determine local needs and to set objectives and benchmarks in the four service areas required in the RFP. See the table on page 2 for a summary of the regional services provided in each of the four areas.

Professional Development and Learning Resources: CTAP staff provided 545 activities ranging from one-hour trainings and workshops to courses spanning 120 hours, to more than 7,000 educators. Highlights included five-day institutes in the areas of Digital Video Classroom Production, Web Design, and Using Technology in the core subject areas of History/Social Studies and Visual and Performing Arts. Technology proficiency Trainer-of-Trainers multi-day trainings, two each at the preliminary and professional levels, were also very successful, increasing the number of qualified proficiency certifiers to 54 and preliminary proficiency level educators to more than 700.

Professional Development and Support Related to Hardware/Telecommunications: Region 9 conducted 281 activities ranging from one and one-half hour information workshops to three-day customized technical training. Topics included networking fundamentals, Windows NT administration, operating systems, network management, server administration, and PC and Mac Troubleshooting, as well as workshops tailored to meet the needs of increasing numbers of teachers being asked to fulfill technical duties. A full time network planning assistance manager provided technical assistance and support in the areas of networking, connectivity, and technology planning to schools and districts. CTAP Region 9 also provided the leadership for the CISCO Networking Academy Regional Consortium Program. Fifteen TechSETS information workshops were conducted for more than 300 participants and the Internet Help Desk provided toll-free 800 number assistance to the more than 6,000 account holders who paid \$40 per year for toll-free dial-in Internet access from work and home. During the July to

December 2002 timeframe, Help Desk staff responded to more than 4,200 calls and emails from account holders for assistance and support.

Professional Development and Support Related to School Improvement: Region 9 conducted 176 activities to more than 800 participants, ranging from one-half hour phone calls assisting school site and district office personnel on how to complete the California School Technology Survey, to full-day meetings of CSIS and district curriculum and assessment leaders.

Funding and Coordination: CTAP Region 9 continues to be recognized for outstanding support for educational technology. Since 1997, they have helped districts and schools acquire more than \$165 million from programs such as Digital High School, AB 1339 (Grades 4-8 Staff Development), AB 2882 (Governor's Ed Tech Grant Program), and Technology Literacy Challenge Grants. Region 9 is on track in each of its Year One objectives as measured by benchmark progress status. Region 9 offered 267 activities for more than 650 participants in the areas including grant writing, and assistance in completing various technology grant reporting requirements. These workshops were conducted face-to-face and via videoconferencing. Region 9 continued to expand and enhance its Regional Grants Website designed to provide one-stop shopping for the latest information and resources related to local, state, federal, and private foundation sources of funding and grant information updates. The CDE selected Region 9 to host a variety of distance conferences via video/Web cast/multi-cast technologies. In addition, the Region was proud to host the Digital California Project rollout event on October 8, 2002 for the entire state, as well as State Superintendent of Public Schools, Jack O'Connell's inaugural event on January 17, 2003.

| Regional Services | Number in Plan (if not in plan use a 0) | Number Implemented July – Dec. | Number to be Implemented Jan. - June | Number of Participants | Average Hours Per Participant | Number of Districts Served |
|--|---|--------------------------------|--------------------------------------|------------------------|-------------------------------|----------------------------|
| Total Prof. Dev. and Learning Resources Services | 521 | 545 | 357 | 11,359 | 20 | 88 |
| Total Unduplicated Prof. Dev. and Learning Resources Services | | | | 7,043 | | 88 |
| Total Prof. Dev. and Hardware, Telecommunications and Technical Assistance Services | 417 | 281 | 114 | 12,281 | 8 | 88 |
| Total Unduplicated Prof. Dev. and Hardware, Telecommunications and Technical Assistance Services | | | | 7,000 | | 88 |

| | | | | | | |
|--|-----|-----|-----|-------|----|----|
| Total Prof. Dev. and Support Related to School Improvement Activities | 70 | 176 | 44 | 2,184 | 3 | 88 |
| Total Unduplicated Prof. Dev. and Support Related to School Improvement Activities | | | | 808 | | 88 |
| Total Program Coordination and Funding Services | 122 | 267 | 115 | 1,633 | 12 | 88 |
| Total Unduplicated Program Coordination and Funding Services | | | | 653 | | 88 |

Program Monitoring

Region 9 continually monitors and redesigns its programs to meet client needs. For example, during the period of January – July 2003, CTAP Region 9 staff will also focus considerable effort on providing significant support to schools and districts as they seek much needed staff development opportunities tailored to changes imposed by austerity measures.

Sub-regional and regional budgets are routinely monitored and discussed as part of the regularly scheduled CTAP 9 staff meetings. These meetings are conducted on the third Friday of each month to discuss sub-regional, regional, and state issues. In addition, staff conference calls were scheduled within a few days following State CTAP Director, Coordinating Council, and Grants Management Committee meetings. These provided timely debriefs and allowed staff to monitor and discuss sub-regional, regional, and statewide issues including budgets.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$3,178,335 | \$1,007,125 | 31.6% | \$1,685,632 | 85% |
| Carryover from Prior Year Funding | \$177,955 | \$52,597 | 70.4% | \$52,597 | 100% |

The Implementation Report was posted on the Region 9 Web site on February 28, 2002. Requests were made to regional contacts via email and telephone to review the report and to provide feedback. Members of various sub-regional agencies were also contacted, asked to review the plan and to provide feedback. The following agencies were asked to respond and to share the opportunity to respond with interested school and district staff members:

- San Diego’s Superintendent’s Technology Advisory Committee (STAC)
- San Diego’s Educational Technology Support Network (ETSN)
- Imperial County Educational Technology Advisory Committee (ICETAC)
- Imperial County Project Directors
- Orange County’s District Technology Leaders

In addition, OCDE staff met individually with district technology and curriculum leaders for 1–2 hour individualized feedback sessions regarding needs relative to instructional technology. SDCOE’s Executive Director of the Technology Research and Network Services Division met with school district superintendents to identify their educational technology service and support needs. Also, National Teacher Training Institute (NTTI) participants were given flyers inviting them to provide feedback.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 29 | | |
| Total Responses Received | 41 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions | 2 | 2 | 100% |
| County Offices of Education | 3 | 2 | 67% |
| Districts | 85 | 38 | 45% |

Data and feedback will be used to assess the current level of CTAP support and services to our county schools and districts. Areas of weakness and needed services or support will be identified, analyzed and a plan crafted to provide for and meet the needs of our clients.

Areas indicated as strengths will be examined for improvement and/or expansion to a greater number of clients. Identified areas of need will be explored, additional data, if needed will be collected to guide changes in the regional support plan, and alternative solutions will be explored. Potential solutions will be taken back to the groups who were originally solicited for input prior to implementation.

CTAP Region 10 Summary Report

Overview of Governance Structure

CTAP Region 10 serves Riverside, Inyo, Mono, and San Bernardino Counties. The four counties of Region 10 are a large and diverse geographic area constituting 28 percent of the land mass for California. There are 66 school districts and 849 schools.

There are a total of seven RIMS CTAP Advisory Board Meetings scheduled for this school year. Three meetings were held in October, November and December. An additional four meetings are scheduled for February, April, May and June. Agendas for these meetings included State Reports, Regional Reports, Grants Management and Emerging Trends. Attendance at meetings was good and ongoing efforts are being made to add Advisory Board members.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02-12/31/02 | Average Attendance |
|-------------------------------|-------------------|--|--------------------|
| Regional Coordinating Council | 45 | 3 | 18 |

Overview of Services

Region 10 is on track for 9 out of 11 objectives and has worked to build capacity in our 66 districts in multiple ways. Direct grant-writing and technology plan writing assistance has been provided to 79 percent of our districts through December 2002. Region 10 established a Technology Leaders Network (TLN) that met in October and November 2002. CTAP staff also met with 36 percent of our districts to develop professional development plans relating to custom workshops offered by our organization.

Professional Development and Learning Resources: CTAP sponsored or participated in 10 regional events that involved our collaborative partners including Intel® Teach to the Future, TICAL, Palm hand-held computers, SELPA Special Education, and history social science, science, and math county coordinators. CTAP collaboration with BTSA has grown beyond all expectations. Regular monthly workshops for BTSA Project Teachers and Support Providers supported the implementation of BTSA Program Standard 16 relating to technology integration in teaching and learning. CTAP was instrumental in assisting Region 10 educators in the use of CLRN. Regional and custom trainings as well as institutes addressed the benefits and uses of CLRN in creating personal profiles, finding standards-aligned electronic media, and the use of the lesson plan builder.

Professional Development and Support Related to Hardware/Telecommunications: Assisting school districts with the writing of their own technology plans has been the number one priority for RIMS CTAP during the first half of this school year. Many of the objectives in Program Area 2 revolve around technical assistance for schools and districts. We have held regional meetings on these topics and each of the staff members in RIMS CTAP have been assigned to be special liaisons to specific districts to assist in this technical assistance.

A new program in our region is the Technology Leader Network (TLN). TLN members are typically district office IT staff and technology/curriculum staff. Topics in the first two meetings this year included video conferencing, TechSETS, inventory control and remote networking.

Professional Development and Support Related to School Improvement: Our first objective in this program area outlines a plan for our region to disseminate information about the CSIS program and how districts may prepare themselves to participate. In preparation for this collaboration with CSIS, our region has compiled a database that includes the current student database system, if any, currently used by the districts in our region.

Two other objectives in this program area also include the use of CTAP². We believe that we are on track with our benchmark to have 25 percent of our site administrators completing CTAP². All of our schools participating in TLC have met their 60 percent requirement and we continue to improve our overall percentage for teachers throughout our region. In addition, regularly scheduled CTAP² Administrator workshops have been and will continue to be scheduled so that more district and site technology coordinators will learn about how to use their data from CTAP².

Funding and Coordination: RIMS CTAP sponsored two School Renovation Technology Grant and Enhancing Education Through Technology “roll-out” meetings to provide application information to the districts in our region. In addition, face-to-face meetings were held with the majority of the districts who were unable to attend the rollout meetings. Direct grant-writing and technology plan writing assistance has been provided to 52 of our 66 districts by December 2002. Fifty sites in three counties were funded under the SRTG program for a total of \$4.8 million.

To further provide funding information, approximately every 5-6 weeks, information about local, state, federal, and private funding opportunities are posted to the electronic newsletter and website. With each “funding bulletin,” three to five individuals or districts contact us for more information, or for assistance in applying for these funds.

| Regional Services | Number in Plan | Number Implemented July – Dec. | Number to be Implemented Jan. – June | Number of Participants | Hours Per Participant | Number of Districts Served |
|---|-----------------------|---------------------------------------|---|-------------------------------|------------------------------|-----------------------------------|
| Total Professional Development Services and Learning Resources | 269 | 97 | 148 | 1,309 | 8 | 117 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 1,106 | | 56 |

| | | | | | | |
|--|----|----|----|-----|---|----|
| Total Professional Development and Support Related to Hardware/Telecommunications | 0 | 2 | 4 | 50 | 2 | 18 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 31 | | 18 |
| Total Professional Development and Support Related to School Improvement | 64 | 34 | 35 | 275 | 3 | 8 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 230 | | 24 |
| Total Funding and Coordination | 36 | 80 | 67 | 75 | 3 | 97 |
| Total Unduplicated Funding and Coordination | | | | 62 | | 42 |

Program Monitoring

The most important aspect of the budget process when working with the sub-regions is to collaborate on the creation of the budgets and their corresponding contracts. Meetings were held with each sub-region during the Spring and Summer of 2002 to collaboratively determine the budget allocations. Contracts were written and approved for each sub-region that describes the work to be done in each sub-region based upon the fiscal allocations. Periodic meetings are held during the year to determine that resources and expenditures match the implementation of the contracts. Monthly reports from all sub-regions are provided to regional staff and the CTAP Advisory Board.

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|--|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$2,294,054 | \$552,114 | 24% | \$1,741,940 | 100% |
| Carryover from Prior Year Funding | \$91,700 | \$91,700 | 100% | | |

CTAP used several methods to inform our clients about the posting of our Implementation Report and our desire to receive feedback. The primary method was to utilize our CTAP listserv that we use for our newsletter dissemination. This listserv includes over 1,500 subscribers. Other circulation methods included presentations of the report at live meetings and during professional development workshops.

Our target audience included the four counties of Region 10 and the 66 school districts in our region. Feedback was solicited from classroom teachers, county, district and site administrators,

tech support staff and classified staff. People who read the report were asked to identify themselves by county, district and job classification prior to entering the report area. This allowed us to track the feedback by a variety of geographical variables as well as the job classifications we received feedback from.

| REGIONAL REPORT RESPONSE DEMOGRAPHICS | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 29 | | |
| Total Responses Received | 172 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions (if appropriate) | N/A | N/A | N/A |
| County Offices of Education | 4 | 4 | 100% |
| Districts | 66 | 30 | 45% |

The analysis of the feedback that we received demonstrates that we are on target in the areas of tech planning assistance, professional development and funding. There are two areas that we are going to examine as we look to enhance our services. The first area is mentioned in our feedback from the rural and remote staff. It continues to be a challenge for these districts to provide quality professional development. After significant brainstorming, CTAP has agreed to purchase CTAP Online subscriptions for teachers who are in remote districts and who work in districts that do not qualify for EETT competitive and receive \$10,000 or less in EETT formula. We will look at additional online subscriptions for curriculum to consider as a purchase to enhance CTAP Online.

Another area identified by some people in the feedback was the DTL program. CTAP supported this program up until this year and several comments were made about the negative impact left by having this program eliminated. The program was expensive but our staff and advisory board will look at ways that we might offer a similar experience for fewer dollars.

CTAP Region 11 Summary Report

Overview of Governance Structure

The 81 public school districts (including 11 local districts in LAUSD) in CTAP-Region 11 are organized into 15 sub-regions that work in conjunction with the Los Angeles County Office of Education (LACOE) division of the Instructional Technology Outreach (ITO). Region 11 has utilized this structure to provide services to its clients. Each sub-region has a local implementation plan and operates through a consortium of districts or through Los Angeles Unified School District's (LAUSD) local districts that service the local needs.

| Regional Meetings | Number of Members | Number of Meetings for Report Period 7/1/02 – 12/31/02 | Average Attendance |
|--|--------------------------|---|---------------------------|
| Regional Council | 35 | 2 | 25 |
| Sub-Regional Council (<i>averages for all 15 councils</i>) | 20 | 4 | 15 |

Overview of Services

Region 11 utilized a variety of data sources to determine local needs. While local needs were identified in all program areas, Staff Development was identified as the highest need. See the table on page 2 for a summary of the regional services provided in each of the four areas.

Professional Development and Learning Resources: To begin this funding period, Region 11 conducted an Instructional Technology Institute (ITI) for 200 K-12 teachers who were experienced in providing professional development, coaching and mentoring to other teachers. The ITI served as a leadership resource for sub-regions to utilize trained staff in the local redelivery of technology staff development throughout the remainder of the school year. The ITI has served as a catalyst for sub-regions to be able to plan and support their local staff development. As a result, most sub-regions completed face-to-face staff development workshops to assist teachers in reaching intermediate and proficient assessment levels as measured by CTAP². A partnership with the Butte County Office of Education and CTAP Region 11 was initiated and completed in Spring 2003 to create CTAP Region 11 Online Professional Development. All regions are on target to complete their planned trainings by June 2003.

Professional Development and Support Related to Hardware/Telecommunications: School districts within Region 11 need assistance with the standardization and strategic integration of infrastructure networks. CTAP - Region 11 provided technical assistance training to technology coordinators and teachers in all sub-regions. Region 11 offers workshops on technical support as one-day sessions across the county. Technical support staff continue to express a need for these courses as the demand for assisting teachers and administrators at school sites is increasing.

Professional Development and Support Related to School Improvement: Current state and federal assessment and accountability measures have resulted in the need for administrators to have a new level of understanding regarding data and its relationship to instructional leadership

and practice. CTAP Region 11, in partnership with the California School Leadership Academy (CSLA), has developed the AB75 Principal Training Program to give site administrators the strategies and tools to implement standards based, data-driven systems designed to improve student achievement. The program consists of 80 hours of core training over one year and 80 hours of follow-up practicum over two years.

Funding and Coordination: Region 11 provides a monthly electronic newsletter, “Technology Funding Alert” which contains information on public and private technology grant opportunities.

Overall, the region has been successful in the development and implementation of the AB75 Principal Training Act and in securing a partnership with CSLA to co-deliver this training.

In September 2002, the region held two countywide informational meetings on EETT and SRTG grant programs. For districts needing TUP assistance, a three-day Technology Planning workshop was also conducted in September. In October, an additional informational meeting addressed the EETT Formula Funding to provide further assistance in writing the addendum section of TLC approved technology plans. A one-day concentrated Technology Use Planning workshop was offered in December 2002 to encourage districts to apply in Cycle B so they could qualify for the competitive portion of the grant. As a result of these workshops 34 applications were submitted in Cycle B on January 23rd.

| Regional Services | Number in Plan | Number Implemented July – Dec | Number to be Implemented Jan. – June | Number of Participants | Hours Per Participant | Number of Districts Served |
|--|----------------|-------------------------------|--------------------------------------|------------------------|-----------------------|----------------------------|
| Total Professional Development Services and Learning Resources | 260 | 98 | 162 | 3,261 | 6 | 256 |
| Total Unduplicated Professional Development and Learning Resources Services | | | | 3,261 | | 256 |
| Total Professional Development and Support Related to Hardware/Telecommunications | 30 | 6 | 24 | 69 | 8 | 17 |
| Total Unduplicated Professional Development and Support Related to Hardware/Telecommunications | | | | 69 | | 17 |
| Total Professional Development and Support Related to School Improvement | 50 | 24 | 26 | 525 | 4 | 32 |
| Total Unduplicated Professional Development and Support Related to School Improvement | | | | 525 | | 32 |
| Total Funding and Coordination | 12 | 6 | 6 | 141 | 4 | 81 |

| | | | | |
|---|--|-----|--|----|
| Total Unduplicated Funding and Coordination | | 141 | | 81 |
|---|--|-----|--|----|

Program Monitoring

The monitoring of budgets and activities of the sub-regions was done quarterly in October and December of 2002. Budget reports were compared to the approved budgets on file. Assistance was provided to consortia on the tracking of expenditures within their districts and acceptable use of funds. As a result of this monitoring, we have submitted nine sub-regional budget revisions to the CDE, which were approved by Region 11. A limited amount of funds were expended for this mid-year report due to the delay in the state budget adoption and distribution of funds to Region 11. However, with MOU's in place, most sub-regions were still able to implement activities for this period.

Carryover from July 1, 2002, to December 31, 2002, was set aside to support the implementation of the Instructional Technology Institute (ITI) for teachers from across the county. The remaining funds were utilized for personnel and contracted services associated with the delivery of staff development during the summer as well as coordination of resources for our districts. All funds were expended by December 31, 2002.

Expenditures

| | Budgeted | Spent By 12/31/02 | % Spent By 12/31/02 | Projected To Be Spent By 6/30/03 | % Projected To Be Spent By 6/30/03 |
|-------------------------------|-----------------|--------------------------|----------------------------|---|---|
| 2002-2003 Funding | \$5,027,403 | \$870,544 | 17% | \$2,783,139 | 73% |
| Total Funding from Prior Year | \$692,963 | \$609,546 | 88% | \$83,417 | 100% |

CTAP Region 11's implementation report was circulated online at <http://ctap.lacoe.edu> and electronic copies were distributed by e-mail to ETAC members. The "URL" for the posting of the report was distributed in print and via e-mail requesting feedback from district personnel, administrators and teachers. The target audience for this feedback was those clients who have participated in staff development opportunities and taken advantage of the resources and services provided from this grant. Follow-up calls and e-mails to districts were utilized to encourage review of the report and responses. Hard copies of the report were distributed at scheduled training sessions and at EETT information meetings.

CTAP staff conducted a review of the feedback and charted suggestions and comments. Analysis was conducted by sorting responses by consortia and identifying the feedback regional, then by classification (administrators, teachers etc.).

| Regional Report Response Demographics | | | |
|--|-------------------------|--------------------------|-------------------|
| Number of Days Posted | 37 | | |
| Total Responses Received | 53 | | |
| Regional Report Response Demographics | Number in Region | Number Responding | % Received |
| CTAP Sub-Regions | 15 | 15 | 100% |
| County Offices of Education | 1 | 1 | 100% |
| Districts | 81 | 40 | 49% |

The analysis of this feedback was presented at the ETAC meeting on April 3, 2003. Our partners agreed no additional goals or benchmarks should be written into the plan. Feedback will be used to more efficiently implement program goals such CTAP Region 11 Online and proposed coaching and mentoring training.