

February 12, 2018

Dear XXXXX,

This past fall the Board of Education began a Strategic Planning Process involving the community, staff, students, and parents in USD 248 Girard Schools. As a continuing piece of the Strategic Planning Process for the district I'd like to ask you to serve on a sub-committee to address one of the goals in the Strategic Plan. Your commitment will be to attend and actively participate in developing a recommendation for the following goal. This typically takes 3-5 meetings of approximately two hours.

The charge for the Technology Committee is to identify actions to address Goal 5 from the Strategic Plan using this chart as a guide for committee work.			
<b>GOAL 6: Identify and address future technology needs and skills for staff and students</b>			
Action	Resources	Person(s) Responsible	Time Frame
1. Identify current technologies and practices in the district.		Committee	February 2018
2.0 Compare USD 248 current technology offerings/programs to surrounding schools. Develop strengths and weaknesses assessment. Investigate best practices.	Survey	One – two individuals from committee	February-March 2018
3 Determine what is a reasonable and attainable goal for each area.		One – two individuals from committee	February-March 2018
4.0 Identify a time-line to complete our technology plan. How often/ when will data be gathered?		One – two individuals from committee	February-March 2018
5.0 Final report completed and submitted to Steering Committee		Committee	May 1, 2018

<b>Area</b>	<b>What research says</b>	<b>What local districts are doing</b>	<b>What USD 248 does</b>	<b>Recommendations for improvement</b>
Personnel				
Purchasing				
Sustainability				