WRPS AGENDA

Anne Lee, Chairman
John Benbow, Jr.
Katie Bielski-Medina
Larry Davis
Sandra Hett
Mary Rayome
John Krings, President

February 3, 2014

LOCATION: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

TIME: Immediately following the Business Services Committee and Personnel Services Committee meetings, but not before 6:15 p.m.

I.   Call to Order

II.   Public Comment

III. Actionable Items

   A. Elementary Keyboarding

IV.   Updates

   A.   Elementary iPad Update

V.   Consent Agenda Items

VI.   Future Agenda Items/Information Requests

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    A. Elementary Keyboarding

       In March of 2013, the Board of Education approved the implementation of an elementary keyboarding pilot during the first semester of the 2013-14 school year. This pilot involved providing six weeks of keyboarding instruction to all fifth grade students. If the pilot was successful, the intent would be to implement keyboarding instruction for all third, fourth, and fifth grade students beginning with the 2014-15 school year. Third grade students would receive six weeks of instruction, and fourth and fifth grade students would receive three weeks of instruction. A certified business education teacher provides the instruction, while the classroom teacher is present. This enables the classroom teacher to provide follow-up and reinforcement. The pilot proposal is set out in Attachment A.

       Classroom teachers and principals were surveyed after the completion of the pilot this fall. The results of the pilot were overwhelmingly positive. A summary of the survey results are set out in Attachment B.

       Implementation of the pilot this year cost an additional .114 FTEs. Implementation of the full program next year will cost an additional .447 FTEs. However, after the 2014-15 school year, the cost will be neutral due to the ability to drop keyboarding at the sixth grade level.

       The administration recommends the implementation of keyboarding in the elementary school beginning in the 2014-15 school year, with an additional .447 FTEs for the 2014-15 school year only.

IV.   Updates

    A.   Elementary iPad Update

        In January of 2013 the Board of Education approved the purchase and implementation of iPads as instructional tools at the elementary level. The purchase included four iPads for every K-2 classroom to replace the current desktop computers. Also included was a mobile iPad cart for each building to be used at grades 3-5. In addition, each elementary teacher received an iPad. Further, professional development was included.

        The purchase and implementation cycle that was approved is set out in Attachment C.

        Phil Bickelhaupt, Director of Technology, will be present to update the Board on the status of the elementary iPad acquisition and implementation.

V.   Consent Agenda Items

VI.   Future Agenda Items/Information Requests

- Youth Options (March)
- Strategic Plan Update (March)
- RtI Update (March)
- Elementary Science Curriculum (April)
- Educator Effectiveness Update (April)
- Code of Conduct for Co-Curriculars (April)
- Language Arts Curriculum Update (May)
- Renaissance Guidelines (May)

Elementary Keyboarding Pilot

Grade 5 – All Elementary Schools

2013-14

II.   Rationale

This proposal is to pilot keyboarding instruction to all elementary fifth grade students during the 2013-14 school year. Certified business education teachers would go to each elementary school and implement six weeks of keyboarding instruction to all grade five students during the first semester of the school year. Classroom teachers would be present during the instruction. After the six weeks of instruction by the keyboarding teachers, the classroom teachers would continue to reinforce these keyboarding skills through activities where the skills are necessary, such as writing and research activities.

If this pilot is successful, the intent would be to implement keyboarding instruction for all third, fourth, and fifth grade students during the 2014-15 school year. Third grade students would receive six weeks of keyboarding every day for one half hour. Fourth and Fifth grade students would receive six weeks of keyboarding, every other day, for one half hour. All elementary keyboarding instruction would occur during the first semester of the school year.

Students enter school with an unprecedented comfort and familiarity with technology. They rely on computers, I-pods, I-pads, cell phones, and other devices for communication, entertainment, and information. While these devices are important in their daily lives, students often have not developed proper keyboarding habits when utilizing these devices. Because no one has taught them proper keyboarding skills, by the time they reach intermediate grades, they are using a "hunt and peck" method, which slows them down and hinders their progress.

Beginning with the 2014-15 school year, all students in grades 3 through 8, and possibly 11, will be taking the Smarter Balanced Assessment as the state achievement test. This test is predicted to be completely on-line. Students will need to write complete paragraphs and essays. In addition, they will need to drag information from one place to another on the screen. Having limited keyboarding skills will limit our students' ability to complete a timed test on the computer.

Through the incourage Business Education Partnership Committee, we have learned that area businesses demand keyboarding skills. Area employers have told us that it is difficult to find job applicants that can keyboard at the minimally expected rate of 40 words per minute.

In addition, it is a state expectation that all students are technologically literate by grade 8. As a result of this expectation, the District Information Technology Committee (DITC) and the Library Information Technology Committee (LITC) have written a technology curriculum with grade level benchmarks. These benchmarks include keyboarding skills at the elementary grade levels. For example, by the end of grade 4, all students are expected to have the keyboard memorized and be able to input information without looking at the keyboard.

Currently, keyboarding instruction is an expectation of all elementary classroom teachers. However, these teachers do not have the proper training, nor do they often find the time to implement keyboarding instruction. Offering this pilot, with the intent of expanding keyboarding instruction to third through fifth grade, would insure consistent instruction of keyboarding for all our students.

There would be a cost in FTEs of this pilot of .4 FTEs. However, if the pilot is successful, and keyboarding is implemented in grades 3, 4 and 5 in the 2014-15 school year, keyboarding at the 6th grade level would eventually be eliminated. Hence the introduction of elementary keyboarding will pay for itself.

III.   Communication

District CII	February, 2013
Elementary Principals	Ongoing Discussion, 2012-13
	Pilot Proposal, February, 2013
DITC/LITC	February, 2013
CATE Committee	March, 2013
WIC	March, 2013
Grade 3, 4 and 5 Teachers	Professional Day – March, 2013
Educational Services	March, 2013

IV.   This proposal would include keyboarding instruction for each grade 5 student in the district. The instruction would be scheduled as listed below.
- Six weeks of instruction for ½ hour per day
- Instruction will occur first semester
- Scheduling details will be worked out through the normal scheduling process

Planning for instruction would be done by the Business Education department. In addition, the keyboarding instructors would plan with the classroom teachers to insure follow-up projects that reinforce keyboarding skills.

V.   Scheduling computer labs or use of the newly purchased I-pad carts will be necessary when the keyboarding instructors are scheduled to teach in each building. Curriculum planning time for the teachers will be necessary but can be paid for out of the regular curriculum budget.

VI.   This program will be evaluated in December of 2013. Classroom teachers will be asked to evaluate the program regarding whether or not students have gained keyboarding skills. Principals will be asked to evaluate the program in terms of disruption to the daily schedule as well as computer lab scheduling issues. Finally, students will take a pre and post keyboarding test, and those results will be shared with the School Board.

VII.   This pilot will determine the effectiveness of formal keyboarding instruction for a limited number of weeks by a certified business education teacher in the elementary grades.

Elementary Keyboarding Survey Results
Grade 5 Teacher Survey

Low – 1	2	3	4	5 - High

1. The six week keyboarding instruction was successful in helping students gain proper keyboarding skills.

0	1	0	3	9

2. The six week keyboarding instruction was successful in helping students select and use appropriate features of a word processing software to organize and effectively communicate information.

0	0	1	3	9

3. There has been an improvement in the quality of student work.

0	1	3	6	3

4. The students' comfort and confidence levels increased as a result of the six week keyboarding instruction.

0	1	0	6	6

5. As a classroom teacher, I am reinforcing the proper keyboarding techniques with enough frequency to sustain the students' keyboarding proficiency.

0	1	1	5	5

Comments:

Of course more than 6 weeks would be good for the kids.

The Grove 5th students loved our lessons!

It was difficult to answer the last question due to the fact that keyboarding ended a week ago. I do plan to reinforce the techniques with the students. It was challenging to add this in schedule-wise, but it was totally worth every minute.

I think this program is beneficial to the students.

It was a great experience that I think should continue as I wouldn't want to attempt to teach this as efficiently as it was done. However, as with every other initiative implemented at the elementary level, what do we eliminate from our schedule for the 6 weeks?

It is extremely difficult to schedule this during WKCE testing. I would prefer to teach keyboarding myself and be able to be more flexible about the schedule.

This was time consuming, but in the end, highly valuable, age appropriate, and I am thankful that my kids are able to type effectively now!

Elementary Keyboarding Survey Results
Principal Survey

Low – 1	2	3	4	5 - High

1. I was able to schedule all sections of keyboarding with little difficulty in regards to the building's schedule.

1	0	0	2	2

2. I was able to schedule all sections of keyboarding with little difficulty in regards to computer lab accessibility.

1	0	1	1	2

Comments:

Teachers are frustrated with the time constraints it takes to make this work outside of their encore time. Teachers are able to teach the keyboarding skills and apply them directly to projects they are doing in the classroom. I would hope that as we move forward a gradual release of responsibility is planned with clear expectations of the requirements.
Having the schedule set the previous spring is essential.
Howe needs more than one lab, such as ChromeBook cart, if we are to schedule three grades for keyboarding in the future.

ELEMENTARY iPAD PURCHASES

Attachment C

NUMBER OF iPADS NEEDED

	Grant	Grove	Howe	Mead	THINK	Vesper	Washington	Woodside	Total	Cost Per iPad (32 GB w/$50 VPP and $50 Keyboard Allowance)	
Staff K-5	12	16	0	24	2	8	16	19	97	$700	$67,900
K-2 Classrooms	24	36	48	52	12	16	36	40	264	$700	$184,800
30 iPads for 3-5 carts	30	30	30	30	30	30	30	30	240	$700	$168,000
Extra iPads	2	2	2	2	2	2	2	2	16	$700	$11,200
Total iPads Needed	68	84	80	108	46	56	84	91	617	$700	$431,900
Total Cards Needed	1	1	1	1	1	1	1	1	8	$2,500	$20,000
Estimated Equipment Cost											$451,900

IMPLEMENTATION TIMELINE

Timelines	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2015
Plan, Present, Acquire	X					
Increase Levels of Wireless		X	X	X		
Full rollout at Washington and Howe		X				
iPad training for DEU			X			
Rollout K-2 classrooms			X	X		
Rollout 3-5 carts at Grove, Mead, Woodside				X		
Rollout 3-5 carts at Grant, Vesper, THINK					X	
Provide additional PD for DEU			X	X	X	X

FUNDING SOURCES

Microsoft Settlement – Volume Licensing	$65,822
Microsoft Settlement – Howe Hardware	$57,607
Microsoft Settlement – Howe Software	$10,000
Microsoft Settlement – Mead Hardware	$66,899
Microsoft Settlement – Mead Software	$10,000
Microsoft Settlement – Grove Hardware	$46,849
Microsoft Settlement – Grove Software	$10,000
Technology Budget	$5,000
Building Budget, PTOs	$5,000
Rudolph Charter Grant	$34,700
Referendum Dollars	$130,023
Common School Fund	$10,000
TOTAL	$451,900