**Melrose Public Schools**

**Evaluation/Technology Planning Initiative**

*9/29/14 -- 9am – 2pm*

***Agenda***

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**I. Introductions**

* Sun Associates – Experience and Staff Involved in this Project
* District Staff
* Quick Review/Discussion of Evaluation and Planning Process

**II. What is Melrose’s Vision for Technology’s Role in Teaching and Learning?**

* Discussion Prompts to Develop Components of Vision
  + This is necessary to support the baseline evaluation
  + Full vision statement to be finalized in the planning process
* Overall, What Does It Look Like in Melrose When Technology is an Effective Part of the Teaching and Learning Environment?

**III. Avenues of Investigation for the Evaluation**

* *To what extent does current practice in Melrose Public Schools reflect the skills attitudes and conditions necessary to reach the district’s vision for technology’s role in teaching and learning?*
* What will the evaluation be looking at, specifically?
* All investigation is rooted in what was developed in II, above
  + Student/Teacher behavior in the classroom
  + Teacher/Administrators’ skills, beliefs, and behavior
  + District/City supports for instructional technology

**IV. Evaluation Logistics**

* Sun Associates will develop tools based on Melrose’s indicators
  + Surveys
  + Focus Groups/Interviews
  + Classroom Observation Protocol
  + Other?
* Criteria/Process for selecting focus group participants, groups, etc.
* Data collection schedule/calendar (review and set)

**V. Set Expectations for Specific Next Steps**

* Report of Evaluation Findings
* Meeting to Review Report and Continue with the Planning Work (November, 2014)
* Planning Meetings/Process (November – January)