

## INSTRUCTIONAL TECHNOLOGY

BSEP Measure E1, Resource 0762

BSEP Measure A, Resource 0862

**ANNUAL REPORT: FY 2022-23**

**UPDATE: FY 2023-24**

---

### **Measure E1 Purpose:**

*Providing instructional technology in schools, and access for students to computers and instructional technology<sup>1</sup>*

**Budget Manager: Max Eissler, Director of Technology**

---

### **Background**

Instructional Technology plays a pivotal role in a modern teaching and learning environment. BSEP funds are a crucial resource for providing schools with the training and support to use technology effectively. Computer technicians funded by BSEP support students, teachers, and staff. They ensure computers and other systems are kept up-to-date, and they repair them as needed. Technology teacher leaders and teachers-on-special-assignment help integrate technology with the curriculum, support teachers in using technology tools, and help technology committees and School Site Councils make decisions about technology needs and purchases.

The district provides a significant amount of technology hardware and software for schools and classrooms using a variety of resources, including bond funds, state and federal grants, partners such as the Berkeley Schools Fund, and general funds. In 2022-23, these funds allowed the district to ensure that our fleet of classroom Chromebooks was refreshed with over 1,300 new Chromebooks being deployed to replace aging systems. Over 30 software systems were deployed or renewed. The district expanded the adoption of touch-screen flat panel technology with 24 new Promethean boards installed while replacing 15 failing projectors. Schools leveraged their per-pupil BSEP instructional technology allocations to expand technology use in their classroom, purchasing iPads, calculators, printers, and headphones in addition to routine supplies such as toner cartridges and printer paper.

### **Core Instructional Technology Program**

- School Computer Technicians            6.40 FTE
- Technology Supervisor                 0.75 FTE
- Instructional Technology TSA           1.00 FTE

The District Instructional Technology Leadership (ITL) working group continued to meld Technology staff, Library staff, and the Instructional Technology Teacher on Special Assignment (ToSA) to focus on integrating technology into the learning environment.

---

<sup>1</sup> BSEP Measure E1, Section 3.B.iv

In addition to Tech Department staff, the BSEP Technology budget also funds stipends for Tech Teacher Leaders (TTLs) at each school. One teacher from each K-8 school and a group of three from the high schools met monthly with the ITL team and worked at their sites to improve teachers' use of technology in classrooms. ITL and TTLs, in concert with Computer Techs provided by BSEP, significantly furthered the use of technology in classrooms.

As one cart per classroom has become standard in grades 4 through 8, with additional carts strategically placed for other grade levels, school norms for their use have also become standard:

- Schools are committing to Digital Citizenship lessons based on Common Sense Media materials, with many of these lessons being delivered directly by BSEP-funded Teachers on Special Assignment (ToSAs.)
- The use of online assessment and reporting tools to guide instruction has increased significantly throughout the district.
- The district has continued to provide Chromebook carts in all schools: one per classroom in 4th - 8th grade, and one for every two classrooms in grades 3 and 9-12.
- The district continues to replace Chromebooks as they reach their end-of-life.
- Higher-end Chromebooks have been made available to all classroom teachers for daily use.
- The district has continued to install interactive flat panel displays in classrooms throughout the district.

### **Instructional Technology Program Challenges and Achievements**

- The district formed a Technology Advisory Committee which met monthly to discuss issues and trends, with the culmination of their efforts producing the BUSD TAC [Findings and Recommendations](#) report.
- In collaboration with BREA, the technology department built the data integrations necessary for the EduClimber dashboard which is being used throughout the district to guide instruction and interventions. BSEP-funded technology teacher leaders were trained on this system to support use in the classroom.
- Technology issued 1,252 additional Chromebooks to students for home use. These Chromebooks were 100% funded by a federal grant applied for by the technology department.
- Technology purchased, configured, and installed 1,362 new Chromebooks to replace obsolete classroom Chromebooks using Measure G and other funds.
- Technology department technicians responded to more than 4,280 helpdesk requests from school sites.
- The district completed a roll-out of a new high-speed dark-fiber network increasing the Internet access speed and capacity in every classroom districtwide.

- The district continued deploying updated network equipment including switches, routers, and wireless access points at all schools.
- The district continued to review and approve instructional software resources to ensure compliance with student data privacy requirements, ADA requirements, and curricular standards. Over 60 applications were put through this process in 2022-2023.
- The facilities and technology department jointly finalized updated standards for school and classroom technology, including projection systems, communication systems, etc.
- The district increased the security of all student and family data by implementing strong passwords and two-step authentication requirements for all staff.
- The district completed a cybersecurity audit with an outside expert and has begun deploying its recommendations.

### **Fund Balance Management**

The fund balance growth was primarily due to revenue increase, unused funds for contracted services, position vacancies, and the unused reserve for salary variance.

The intended uses of fund balance in 2023-24 and/or in subsequent years:

- One-time increase to school site discretionary technology supplies allocation (with spending recommendations by the technology department.)
- One-time expenses including repairs, new computers, and other technology upgrades
- Multi-year software subscription cycles
- Parent workshops
- Professional Development opportunities for technology support staff and technology teacher leaders

### **Program Update FY 2023-24**

- BSEP funds continue to provide essential instructional technology software tools for the classrooms such as Google Workspace Education Plus accounts, the GoGuardian classroom management tools, and the Follett Resource Manager used to check out and track musical instruments and technology equipment for students and teachers.
- The [Findings and Recommendations](#) of the Technology Advisory Committee have been used to guide and revise the BSEP instructional technology plan for 2023-2024, as well as the policies and practices of the technology services department.
- The district has begun implementing after-school workshops for families on the safe and effective use of the district technologies available to parents/guardians and students.

- The district secured grant funding from the Berkeley Schools Fund for student hotspot subscriptions, freeing up BSEP funding for other priorities while maintaining this important equity measure for socioeconomically disadvantaged students.
- Technology is continuing the partnership with Library Services to issue Chromebooks through the student's home school library. These devices are available for any student who needs them, regardless of socioeconomic status.
- Professional development opportunities for technology teacher leaders have been expanded.
- The district will begin providing paid, after-school instructional technology professional development offerings to classroom teachers.
- The district is continuing to upgrade audiovisual systems in multiple schools.
- The district continues to implement the recommendations from the cybersecurity audit.
- The district continues to advance several operational projects necessary for the safe and efficient operations of the classroom, such as replacing obsolete phone systems and implementing uninterruptable power systems to keep classrooms connected and communicating during power outages.

### **Equity Essential Question for Technology**

The Technology Department commits to ensuring that while we support district-wide programs, our resources and services must reach those who struggle with access.

To that end:

- To bridge the digital divide, Technology will continue providing Chromebooks to any student who lacks access to home systems for completing digital homework and research.
- The district will conduct outreach to families who need assistance with their student's use of technology in the form of family workshops and online resources.
- Technology will continue to ensure that Free/Reduced lunch-eligible and Homeless students are prioritized in Internet access via hotspots or alternative means.
- Technology and Educational Services are collaborating to ensure that all classroom instructional technology is inclusive and meets accessibility standards.
- TSA and TTLs continue to coach teachers on best practices for technology integration including Universal Design for Learning (UDL) to ensure equitable access to the curriculum.
- Technology has for many years made sure that Chromebooks were provided to each student in BHS Bridge (a program for first-to-college students of color at BHS).

## Instructional Technology Program Measures

	2021-22	2022-23
<b>Access and Participation</b> <i>Staffing Allocations, Offerings and Activities, Participation rates</i>		
Number and percent of schools receiving per-pupil allocations for technology	16 schools, 100%	16 schools, 100%
Average technology support FTE per school - Elementary	0.2 FTE	0.2 FTE
Average technology support FTE per school - Middle	0.66 FTE	0.66 FTE
Average technology support FTE per school - High	2 FTE	2 FTE
<b>Professional Capacity</b> <i>Staff Qualifications, knowledge, capacity, skills, and Recruitment and Retention</i>		
Number of instructional technology professional development offerings	183	500
Number of instructional technology training/coaching sessions - Elementary	598	325
Number of instructional technology training/coaching sessions - Middle	295	131
Number of instructional technology training/coaching sessions - High	198	121
Number of support tickets closed - Elementary	1,633	1,507
Number of support tickets closed - Middle	1,133	1,227
Number of support tickets closed - High	1,286	1,471
Number of support tickets closed - Districtwide total	**	6,020
<b>Diversity, Equity and Inclusion</b> <i>Policies and programs that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures and sexual orientations.</i>		
Home-use Chromebooks checked out by students who don't have sufficient access at home: Total Districtwide	152	1,402
Home-use Chromebooks checked out by students who don't have sufficient access at home: Special Education*	25	293
Home-use Chromebooks checked out by students who don't have sufficient access at home: English learners*	25	185
Home-use Chromebooks checked out by students who don't have sufficient access at home: Homeless and Foster Youth*	8	42
Home-use Chromebooks checked out by students who don't have sufficient access at home: Socio-economic status*	75	644

\*Students may be listed in more than one subgroup.

\*\*Not reported for 2021-22.

# Instructional Technology Budget Report

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**FUND 04 - BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)**  
**Revenue and Expenditures**  
**Comparison Report 12/4/23**

	Adopted Budget 2022/23	Unaudited Actuals 2022/23 as of 06/30/23	Adopted Budget 2023/24 as of 06/30/23	1st Interim Budget 2023/24 as of 10/31/23
<b>REVENUE</b>				
Parcel Tax Revenue	1,091,158	1,091,158	1,163,226	1,163,226
Parcel Tax Revenue-Prior Year	0	0	0	0
Interest	0	0	0	0
Interest-Prior Year	0	0	0	0
<b>NET REVENUE</b>	<b>1,091,158</b>	<b>1,091,158</b>	<b>1,163,226</b>	<b>1,163,226</b>
<b>EXPENDITURES</b>				
Certificated Salaries	87,596	61,866	93,668	93,668
Classified Salaries	488,651	497,939	459,298	459,298
Employee Benefits	280,818	276,185	346,937	346,937
Books & Supplies	0	35,429	0	57,450
Unallocated Reserve	70,616	0	156,289	156,289
Contracted Services	148,104	70,238	203,467	146,017
Capital Outlay	0	0	0	0
Indirect Costs	69,280	60,643	67,290	67,290
<b>TOTAL EXPENDITURES</b>	<b>1,145,065</b>	<b>1,002,300</b>	<b>1,326,949</b>	<b>1,326,949</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(53,907)</b>	<b>88,858</b>	<b>(163,723)</b>	<b>(163,723)</b>
<b>NET INCREASE (DECREASE)</b>	<b>(53,907)</b>	<b>88,858</b>	<b>(163,723)</b>	<b>(163,723)</b>
<b>FUND BALANCE ANALYSIS</b>				
Beginning Fund Balance	252,101	404,539	350,632	493,398
Net Increase (Decrease) in Fund Balance	(53,907)	88,858	(163,723)	(163,723)
<b>Ending Fund Balance</b>	<b>198,194</b>	<b>493,398</b>	<b>186,909</b>	<b>329,675</b>