

<input checked="" type="checkbox"/> Tier 1 Pro D <input type="checkbox"/> Tier 2 Training <input type="checkbox"/> Tier 2 Classroom Solution <input type="checkbox"/> Tier 3 Training <input type="checkbox"/> Tier 3 Student Solution	
Name of Service (classroom/student/training)	
Using Literacy Software to support Early Readers and Writers – ProD opportunity	
School District	Service Location (school/location):
SD4 – Central Valley	SD 4 School Board Office (1234 Main Street, Pleasantville, BC)
CAP Meeting Date	CAP Meeting Format
September 27, 2016	<input type="checkbox"/> F2F <input checked="" type="checkbox"/> Distance

Meeting Participants			
Name	Role	Email	Phone Number
Joe Cash	SET-BC CAP Consultant	jcash@setbc.org	604-555-5555
Mary Smith	District Principal – Student Services	msmith@sd4.bc.ca	604-555-5555
Jane Doe	District Principal – Learning Services	jdoe@sd4.bc.ca	604-555-5555
John Jones	SET-BC District Partner	jjones@sd4.bc.ca	604-555-5555

District / School Team to Receive Service(s)
General Description of Team / Class / Student (snapshot)
Learning Support Teachers – located in schools across the District – approximately 37 in number – have access to some funding to purchase school based literacy supports – interested in knowing what options are available before committing to purchase – team is made up of a mixture of LSTs that are very experienced as well as some new LSTs that are just starting this year in the role – LSTs typically work within the classroom supporting classroom teachers.
Baseline (level of knowledge/skill, strategies/interventions in tried/in place, existing access to technology)
<p>Team</p> <p>LSTs have various levels of knowledge about literacy software and somewhat limited experience implementing programs – they are aware there are options available and want to have a general sense of what types of software support early literacy – some schools have purchased Kidspiration for their labs but not all – some LSTs have been using Clicker 6 with small groups of students during pull out support – each LST has access to their own laptop and iPad and each school has 2-5 student services laptops with district images – district image contains MS Word and is set up for students to save to district server – high level of interest in understanding how different software can support different stages of early literacy development</p>
<p>Student(s)</p> <p>Specifically looking for information that would help support elementary school aged students</p>
Goal(s) for Training and/or Technology Support (for service year)

<ul style="list-style-type: none"> • School LSTs would have an awareness of the types of software that can support early literacy development • School LSTs would have an understanding of how to acquire software titles for their Student Support laptops • School LSTs would have an understanding of where to find resources for specific training on selected software 	
Service Evaluation Plan (how will the team know if goals have been met?)	
Each LST, by the end of the year will have acquired at least one new piece of early literacy support software and be using it to support his/her students in the classroom setting	
Description of Service(s) Requested – Details	
Approved at Provincial Review SET-BC consultant to present at regular LST meeting – 2 hour presentation Follow-up online meeting after workshop completion	
Service Description <input checked="" type="checkbox"/> Single Day <input type="checkbox"/> Multi Day <input type="checkbox"/> As Scheduled During Service Year (T2 CBS/T3 Student) <ul style="list-style-type: none"> • General discussion of how early literacy software can support students in classroom setting • Brief demonstrations of several early literacy software programs with information on types of students each would support • Sharing of resources for purchasing or acquiring software for school laptops • Sharing of web based training resources for specific programs that may be purchased (SET-BC and Vendors) • SET-BC to facilitate follow up online meeting four months after workshop for LSTs to share how they are using their acquired software 	
Requested date(s)/times(s)	
November 4, 2015 – 1:00pm-3:00pm Follow-up online meeting date TBD	
Participants / Attendees	Format
Audience (teacher/EA/admin): LST and District IT staff Estimated Number: approximately 37 LSTs and 2 District IT	<input checked="" type="checkbox"/> Face to Face (initial 2 hour workshop) <input checked="" type="checkbox"/> Online (follow-up meeting)
Technology Loan Requested (if applicable)	Ship to (Name, School, Address, Phone Number)
<input checked="" type="checkbox"/> Short Term Loan <input type="checkbox"/> Long Term Loan <input type="checkbox"/> N/A 18 Windows laptops with early literacy software that SET-BC supports installed for LST meeting presentation	Mary Smith SD4 Board Office 1234 Main Street Pleasantville, BC A1B 2C3 250-555-1234

Service Provision Agreement

SET-BC and School / District Service Commitment	
<p>SET-BC works in partnership with school districts to provide effective technology services and solutions. Successful delivery and implementation of services and solutions requires a coordinated effort on the part of all team members.</p>	
<p>During the service year, SET-BC provides:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Consultation and technology service planning support <input checked="" type="checkbox"/> Short term loan of technology for F2F workshop including instructions for return shipment to SET-BC loan bank <input checked="" type="checkbox"/> School/district team training <input checked="" type="checkbox"/> Implementation support and resources <input checked="" type="checkbox"/> Technical support to maintain and repair SET-BC loaned equipment <input checked="" type="checkbox"/> Other: short description of workshop (to Mary Smith); online follow-up meeting facilitation- dates TBD after initial workshop; handouts describing sources of software and links to web-based resources for software titles demonstrated 	<p>During the service year, the School/District team provides:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Release time as required for consultation, planning meetings, and training activities <input checked="" type="checkbox"/> Peripheral devices and consumable items as required to support implementation of technology loans <input checked="" type="checkbox"/> Access to school / district educational software required <input checked="" type="checkbox"/> Security for SET-BC loaned technology <input checked="" type="checkbox"/> Team access to online information, training, and student resources <input checked="" type="checkbox"/> Other: circulation of information about the workshop to the LSTs; venue for the workshop (presenter needs access top power, computer projector and wifi; participants will need access to power and wifi); any beverages, snacks, etc for LST meetings as normally provided; access to the workshop venue 2 hours prior to the start for set up; IT support at 11am for any technical issues (eg. Access to wifi, etc).
Additional Service Implementation Notes	
<ul style="list-style-type: none"> • Short term loan of demonstration laptops to be shipped to Mary Smith two days prior to workshop – laptop shipment will contain courier waybills and labels for return to SET-BC Loan Bank – to be shipped back the day following the workshop • SET-BC consultant will contact Mary Smith during the week following the workshop for feedback on effectiveness of workshop and for further direction on follow up online sessions • Team is requesting that SOLO6 be included as one of the programs being demonstrated as some schools are already using that program successfully with some students • WiFi at several of the outlying schools is not robust at this time – so those LSTs may have difficulty accessing web based resources after the workshop • IT staff is concerned about the types of software LSTs may want to purchase and install – asking to attend session so they are aware of what has been presented and what impact that may have on the district laptop images – wanting more of a district wide approach to software acquisition and installation moving forward – should allow time near the end of the workshop for a district based discussion on how to approach this • Suggested titles for demonstration – Balanced Literacy, Clicker 6, SOLO6, Kidspiration/Inspiration (SET-BC consultant to download free 30 day trials) • Mary to provide SET-BC consultant with list of ERAC software licenses the district has already purchased 	

Supporting Documentation		
<input type="checkbox"/> DSC	<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> N/A

The services described in this CAP are subject to the terms of service for SET-BC services as per the SET-BC District Request for Service (DRFS) document for the current school year, which must be signed by the appropriate district administrator before these services can proceed.

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