

| | |
|--|---|
| <input type="checkbox"/> Tier 1 Pro D <input checked="" 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) | |
| SEA Kurzweil/Firefly, Clicker and Boardmaker Training | |
| School District | Service Location (school/location) |
| SD 4 Central Valley | Central Valley BOE (1234 Main Street; Pleasantville, BC) |
| CAP Meeting Date | CAP Meeting Format |
| June 1, 2016 | <input type="checkbox"/> F2F <input checked="" type="checkbox"/> Distance |

| Meeting Participants | | | |
|----------------------|---------------------------------------|--|--------------|
| Name | Role | Email | Phone Number |
| Joe Cash | SET-BC CAP Consultant | joe@setbc.org | 604-555-5555 |
| Fred Stone | SET-BC District Partner (Key Contact) | fstone@sd4.bc.ca | 604-555-5555 |
| Barney Rumble | District Technology Helping Teacher | brumble@sd4.bc.ca | 604-555-5555 |
| | | | |

| |
|---|
| District / School Team to Receive Service(s) |
| General Description of Team / Class / Student (snapshot) |
| District has approximately 300 SEAs who work with students at the 8 elementary and 3 high schools. A large turn-over of SEAs occurred 2 years ago. District has a large population of special needs students and most SEAs are assigned to specific students or groups of students. Central Valley has a subscription to Firefly and Kurzweil that is underutilized. Most elementary schools have either a computer lab or laptop carts. The three area high schools are piloting BYOD. |
| Baseline (level of knowledge/skill, strategies/interventions in tried/in place, existing access to technology) |
| <p>Team</p> <p>SEA knowledge base varies. Some SEAs have no or limited knowledge in using assistive technology. The SEAs who have worked with students who previously worked with SET-BC equipment and software have working knowledge of the assistive technology software that was on loan to the student.</p> |
| <p>Student(s)</p> <p>Approximately 4000 elementary and 3000 high school students are currently in the district. The district has a large population of special needs students, some who have had SET-BC support in the past.</p> |
| Goal(s) for Training and/or Technology Support (for service year) |
| - Clarify SET-BC's three-tiered model with SEA staff. |

- Provide an overview/introductory session on Kurzweil/Firefly, Clicker and Boardmaker (why you might use the software tools, what do the tools do and how to get further information from SET-BC's website)
- Build SEA capacity in the district to foster student independence in the new curriculum and use tools for teaching to diversity.

Service Evaluation Plan (how will the team know if goals have been met?)

District will survey SEAs pre and post workshop to determine if goals have been met.

Description of Service(s) Requested – Details

Approved at Provincial Review

Two- full day workshops for SEAs in the district.

Service Description Single Day Multi Day As Scheduled During Service Year (T2 CBS/T3 Student)

Two full day workshops for SEAs. Using 90 minute sessions, SEAs will have the opportunity to learn about implementation strategies for Kurzweil/Firefly, Clicker and Boardmaker as well as receive further information about SET-BC's three-tiered model).

Day 1: Two sessions- 10:30-12:00 and 1:00-2:30

Session 1 will look at the three-tiered service delivery model and how SET-BC plays a role in the district.

Session 2 will provide an overview of Kurzweil and Firefly and provide participants with an opportunity to explore the software.

Day 2: Two sessions plus debrief- 10:30-12:00 and 1:00-2:30; 2:30-3:00 (debrief)

Session 1 will provide an overview of Clicker and provide participants with an opportunity to explore the software.

Session 2 will provide an overview of Boardmaker and provide participants with an opportunity to explore the software.

Debrief: participants will discuss what was covered over the two days and create an action plan for worksite return.

Requested date(s)/times(s)

February 1, 2017 10:30-2:30; February 2, 2017 10:30-3:00

Participants / Attendees

Audience (teacher/EA/admin): SEAs
Estimated Number: 300

Format

Face to Face
 Online

| Technology Loan Requested (if applicable) | Ship to (Name, School, Address, Phone Number) |
|--|---|
| <input type="checkbox"/> Short Term Loan <input type="checkbox"/> Long Term Loan <input checked="" type="checkbox"/> N/A District Board of Education has a computer lab as well as a mobile laptop cart with the software loaded which will be used for the workshop. | N/A |

| 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> <input checked="" type="checkbox"/> Consultation and technology service planning support <input type="checkbox"/> Loan of technology solutions to school district (if applicable) <input checked="" type="checkbox"/> School/district team training <input checked="" type="checkbox"/> Implementation support and resources <input type="checkbox"/> Technical support to maintain and repair SET-BC loaned equipment <input checked="" type="checkbox"/> Other: provide workshop description two months prior to the session to Barney Rumble. | <p>During the service year, the School/District team provides:</p> <input checked="" type="checkbox"/> Release time as required for consultation, planning meetings, and training activities <input type="checkbox"/> Peripheral devices and consumable items as required to support implementation of technology loans <input type="checkbox"/> Access to school / district educational software required <input type="checkbox"/> Security for SET-BC loaned technology <input type="checkbox"/> Team access to online information, training, and student resources <input checked="" type="checkbox"/> Other: venue; refreshments as needed; computers with software (Kurzweil/Firefly; Boardmaker and Clicker); chart paper and markers; advertise workshop to SEA group. |

| Additional Service Implementation Notes |
|---|
| |

| 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.

SAMPLE