

Process to Become a “Demonstration Site” Member of the K-12 Digital Consortium

The “demonstration site” level of membership is intended to recognize member districts that have already achieved an advanced level of technology integration and are willing to share their experiences and successes with other districts. *NOTE: This level of membership is only available to current Consortium members.*

Consortium members interested in this higher level of involvement and recognition should complete the following steps:

- Arrange for a preliminary Zoom conversation with a representative of the Consortium Leadership Team to clarify requirements and expectations, explore how to leverage relevant documentation you may have already collected, and to make the necessary logistical arrangements (including establishing an ad-hoc review team appointed by the Consortium Leadership team)
- Letter from the Superintendent stating the district’s commitment to serve in the role of a Demonstration Site member
- Submit a Self-Study that describes how the district has addressed each of the “key conditions for success” identified below and that identifies “areas of excellence” where the district has experienced successes others can benefit from.
- Make arrangements for a site visit by a review team identified by the Consortium Steering Committee, to include among other things an interview with the Superintendent as well as the technology innovation team, and selected classroom observations.

To arrange for the Zoom preliminary conversation, please contact [Dr. Dave Miller](#).

Letter from the Superintendent

Guidelines to Prepare the Self-Study

Guidelines to Organize the Site Visit

Identification of Contact Person

Letter from the Superintendent

Demonstration Site members are expected to play additional leadership roles in the Consortium, and therefore it is important to secure upfront the district Superintendent’s support for those roles and related conditions, which will include:

- Having secured the needed leadership support for the instructional innovations underway
- Willingness to share expertise through Consortium's offerings of one's choice (e.g., presenting at selected Consortium events, contributing to the Consortium website, etc.)
- Willingness to host occasional classroom visits

A simple letter stating this set of commitments, signed by the Superintendent, will be sufficient.

Guidelines to Prepare the Self-Study

General considerations

We sincerely hope you will approach the creation of your Self-Study as an opportunity to showcase your district's achievements in terms of technology innovations, rather than an "assessment". Therefore, while we are providing some expectations and guidelines in what follows, we are also open to alternative ways for you to provide the information requested – especially if you already have some of the relevant documentation available in some other form.

We are also looking at your Self-Study as an important first step towards becoming a resource to other districts in our region – as we are hoping to be able to post (with your prior permission!) some of the materials you submit on the Consortium website, as a contribution to our "Shared Stories" section.

Progress made with respect to "Key Components for Success"

The study of districts that have achieved significant pedagogical transformations and improvements in student achievements through technology innovations has led to identify a set of conditions that seemed critical to their success. We would like you to share in your Self-Study what you have put in place and accomplished with regard to each of these "key components for success", as identified below:

- A. Articulating a shared vision and measures of success
- B. Securing district leadership support
- C. Building a realistic sustainable budget structure to support costs overtime
- D. Building the needed wireless infrastructure, mobile device management system, and appropriate levels of tech support
- E. Purposeful selection of 1:1 devices for students
- F. Putting a Learning Management System in place
- G. Providing the needed professional development to teachers and administrators
- H. Building a core team to lead, coordinate and support a district-wide technology plan

Please submit a narrative explaining how your district has addressed each of these components, as well as others that you may think appropriate, providing examples and pointing to evidence of success whenever possible and appropriate:

Please note that this is not to be taken as a checklist of conditions to be met – rather, we expect each district to have made different choices and have achieved different degrees of progress and success with respect to specific components, and we are interested in learning from these differences as well as the commonalities they may reveal.

Identification of Areas of Excellence

Consistent with our expectation that each district’s journey will be unique, we are especially interested in knowing what you think are areas where you have excelled – so other districts can learn from your experience. As a future Demonstration Site member, we expect that you will become a resource for educators interested in replicating your success in these areas – through visits, presentations, or contributions on the website.

Therefore, we are asking you to have a section of your Self-Study where you explicitly identify and describe the accomplishments you are most proud of – whether they were already included in your report about “key components for success” or not.

Guidelines to Organize the Site Visit

For the site visit, we expect you to organize a set of interviews and observations that will showcase your areas of excellence, taking place over half a day. The leader of your site visit team will contact you after the team has reviewed your Self-Study, to let you know if there are specific things they would like to see or discuss.

Identification of Contact Person

We are assuming your current District Liaison will continue to serve as the point of contact throughout this process. If that is not the case, please provide us with the following information about the new contact person.

District name: _____
Self-Study contact’s name: _____
Official Title: _____
Email address: _____
Phone number: _____
Mailing address: _____
Best way to contact: _____