

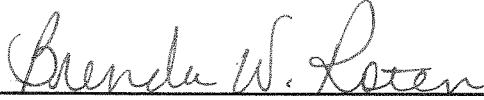
Blue Ridge Opportunity Commission, Inc.

BROC Head Start

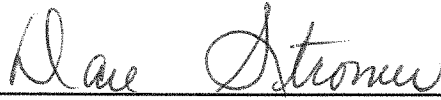
710 Beech Street
North Wilkesboro, NC 28659
336-903-2057

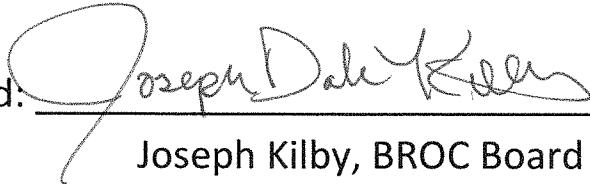
Technology Plan

July 1, 2014, through June 30, 2016

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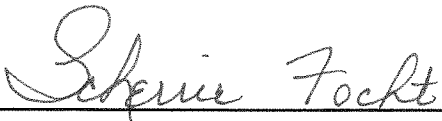
Approved:  Date: 2-28-14
Scherrie Focht, BROC Head Start Policy Council Chairperson

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Core Element 1: Agency Profile, Goals, and Strategies

Agency profile: Blue Ridge Opportunity Commission Inc. (BROC) is a 501 (c) (3) non-profit organization established in 1966 as a Community Action Agency. BROC serves Alleghany, Ashe and Wilkes counties, with a mission to provide assistance and services to low-income families, enabling them to move out of poverty. Alleghany and Ashe Counties are located in the northwestern mountains of North Carolina, while Wilkes County is located in the foothills. All three counties are rural locations.

The BROC Head Start program promotes early childhood education by delivering a comprehensive high-quality, school readiness curriculum to support the educational, nutritional, health, social and emotional needs of low-income children, ages 3 – 5, and their families. BROC Head Start services are family-oriented, following the belief that parents are the primary educators and nurturers of their children. Families are encouraged to become self-sufficient with assistance from the Head Start staff. Children with disabilities are integrated into the classrooms, and receive any necessary therapies and services, which usually are coordinated with the public schools. Nutritious breakfasts, lunches, and snacks are served daily. For the current year (7-1-2013 to 6-30-2014), BROC Head Start is funded to serve 136 children. In Alleghany County, Gap Civil Head Start enrolls 17 children, and Sizemore Head Start, in Ashe County, serves 17 children. In Wilkes County, Cub Creek Head Start enrolls 68 children, Lomax enrolls 17 children, and North Wilkesboro enrolls 17 children.

BROC Head Start is allotted NC Pre-K slots from the North Carolina Department of Health and Human Services. The mission of the NC Pre-K Program is to ensure school success for at-risk children in North Carolina through high-quality pre-kindergarten experiences. Comparable to Head Start Programs, child care providers that participate in the NC Pre-K Program are required to meet high quality standards, which are built on the premise that in order to be successful academically in school, children need to be prepared in all five of the major domains of development, which are health and physical development, social and emotional development, language development and communication, cognition and general knowledge, and approaches toward learning.

Alleghany County: **Gap Civil Head Start** is the only Head Start center in this county. The center is licensed for a capacity of fifty (50) children and has two classrooms. Gap Civil has a five star rating-the highest rating from the North Carolina's Star Rated License System. The center is located in Sparta, the county seat, and provides enrollment opportunities for the entire county. Gap Civil Head Start Center is a modular unit that was purchased in 1994 by Blue Ridge Opportunity Commission, Inc. Alleghany County is a leading Christmas tree grower in the state.

Ashe County: **Sizemore Head Start** is the only Head Start center in this county. The center is licensed for a capacity of sixty (60) children and has three classrooms. Sizemore has a five star rating; the highest rating from the North Carolina's Star Rated License System. Currently, this center is allotted fifteen (15) NC Pre-K slots. The center is located in Jefferson, the county seat, and provides enrollment opportunities for the entire county. Sizemore Head Start Center is a modular unit that was purchased in 1994 by Blue Ridge Opportunity Commission, Inc. Ashe County is a leading Christmas tree grower in the state.

Wilkes County: Wilkes County is the largest county in the BROC service area. Wilkes County is known as the birthplace of Holly Farms, now Tyson Farms, Inc. and Lowes Companies, Inc. and in recent years has become a tourist attraction area due to arts and cultural community activities. There are three (3) Head Start centers within the county.

Cub Creek Head Start – The center is licensed for a capacity of seventy-seven (77) children and has four classrooms. Cub Creek has a five star rating-the highest rating from the North Carolina's Star Rated License System. The center is located in Wilkesboro, the county seat, and provides enrollment opportunities for many parts of the county. Three of the classrooms are part of a modular unit that was purchased in 1991, and the fourth classroom was purchased by Blue Ridge Opportunity Commission, Inc in 2007.

Lomax Head Start – The center is licensed for a capacity of twenty (20) children and has one classroom. Lomax has a five star rating-the highest rating from the North Carolina's Star Rated License System. The

center is located in Roaring River and provides enrollment opportunities for the eastern part of the county. Lomax Head Start opened in 1993 and is housed in a converted community center building.

North Wilkesboro Head Start – The center is licensed for a capacity of thirty-three (33) children and has one classroom. North Wilkesboro has a five star rating-the highest rating from the North Carolina’s Star Rated License System. The center is located in North Wilkesboro and provides enrollment opportunities for North Wilkesboro and other parts of the county. The North Wilkesboro Head Start center was purchased in 1994 by Blue Ridge Opportunity Commission, Inc.

1. BROC Head Start Administrative Office

2. 710 Beech Street
3. North Wilkesboro, NC 28659
4. Phone: 336-903-2057
5. Fax: 336-651-7684
6. www.brocinc.com
7. E-Rate Application Type: School District
8. Billed Entity Number:16055925
9. Head Start Grant Number: 04CH2524
10. Total Funded Enrollment: currently 136; we are requesting to serve 170 children for the Head Start Program Year 48, which begins July 1, 2014.
11. Number of Centers: 5
Number of Classrooms: 10 (currently using 8)
Number of children eligible for Child and Adult Care Food Program (CACFP): currently 136; will be 170 for PY48

1. BROC Head Start Cub Creek Center

2. 1201 A&B Industrial Park Road
3. Wilkesboro, NC 28697
4. Phone: 336-651-7690
5. Fax: 336-667-1248
6. www.brocinc.com
7. Billed Entity Number: 16055927
8. Total Enrollment: 68
9. Number of Classrooms: 4
10. Number of children eligible for Child and Adult Care Food Program (CACFP): 68

1. BROC HS Gap Civil Center

2. 145 Cranford Road
3. Sparta, NC 28675
4. Phone: 336-372-8918
5. Fax: 336-372-8918
6. www.brocinc.com
7. Billed Entity Number: 16055928
8. Total Enrollment: currently 17 (with increased enrollment, will be 34 for PY48)
9. Number of Classrooms: 2
10. Number of children eligible for Child and Adult Care Food Program (CACFP): currently 17 (will be 34 for PY48)

1. **BROC HS Lomax Center**
2. 5728 Greenhorn Road
3. Roaring River, NC 28669
4. Phone: 336-957-8912
5. Fax: 336-957-8912
6. www.brocinc.com
7. Billed Entity Number: 16055929
8. Total Enrollment: 17
9. Number of Classrooms: 1
10. Number of children eligible for Child and Adult Care Food Program (CACFP): 17

1. **BROC HS North Wilkesboro Center**
2. 4 Jolly Street
3. North Wilkesboro, NC 28659
4. Phone: 336-651-7698
5. Fax: 336-903-2277
6. www.brocinc.com
7. Billed Entity Number: 16055930
8. Total Enrollment: 17
9. Number of Classroom: 1
10. Number of children eligible for Child and Adult Care Food Program (CACFP): 17

1. **BROC HS Sizemore Center**
2. 200 Oak Street
3. Jefferson, NC 28640
4. Phone: 336-246-6448
5. Fax: 336-246-0027
6. www.brocinc.com
7. Billed Entity Number: 16055932
8. Total Enrollment: 17 (with increased enrollment, will be 34 for PY48)
9. Number of Classrooms: 2
10. Number of children eligible for Child and Adult Care Food Program (CACFP): 17 (will be 34 for PY48))

E-Rate technology plan summary: Continuous quality improvement is a central tenet of the BROC Head Start program, with the goal of meeting Head Start Program Performance Standards and moving toward program excellence for serving children and families. By participating in the E-RATE Fund, BROC Head Start will be expanding in technology and moving in a direction that will enable the Administrative Staff, Teachers, Center Coordinators, Family Advocates and other support staff to: 1) monitor all aspects of enrollment and family services, 2) strengthen communication throughout the program and in the community, 3) enhance and provide efficient and effective record keeping and reporting of program operations, 4) enhance the monitoring of program operations, 5) enhance program services by promoting the professional development and relevant education and training for all staff and volunteers, and 6) ensure children are provided age-appropriate educational activities and experiences.

BROC Head Start Mission and Vision statements:

The mission of BROC Head Start is to provide quality individualized comprehensive services that empower children, with the overall goal of fostering healthy development and increasing social competence of young children in low-income families. BROC Head Start services are also family-centered, following the belief that children develop in the context of their family and culture. Parents are respected as the primary educators and nurturers of their children.

The BROC Head Start Program’s vision is to promote school readiness in children and self-sufficiency for their families.

Technology Planning Committee:

Technology Committee		
Member’s name	Title	Constituency Represented
Brenda W. Roten	Head Start Director	BROC Head Start
Mary Smith	Fiscal Manager	BROC Head Start
Vickie Absher	IT Specialist	BROC Head Start
Melissa Sparks	Education Manager	BROC Head Start
Linda Edwards	Program Support/E-Rate Specialist	BROC Head Start
Sandra Wagoner	Professional Development	BROC Head Start
Scherrie Focht	Policy Council Chairperson	Policy Council/Parent

Goals and Strategies:

GOAL #1: To utilize existing and future technology as a tool for parental involvement, family engagement and communication
Objective: Help parents and families become more engaged in their child’s education and make them aware of their child’s strengths and weaknesses.

Activities	PERSON(S) RESPONSIBLE	RESOURCES	DATE(S) FOR COMPLETION	Methods of Evaluation	FUNDING Non Recurring Cost
1. Teach families how to access Teaching Strategies Gold with respect to their child. 2. Communicate with families regarding their child’s educational progress.	Teachers, Education Manager, Family Advocates	PA 22 funds; Expected discount of 90% from approved E-RATE funds	August 2014 through May 2015; and August 2015 through May 2016	Contact reports, contact logs, communication through Teaching Strategies Gold	Cost included in Goal #2
Budget Total					Cost included in Goal #2

GOAL #2: To utilize high-speed internet access at Administrative Office, and at all five centers, including 11 classrooms.

Objectives: To seamlessly integrate Head Start’s curriculum and instruction; to stay compliant with Head Start Performance Standards; to utilize an online complete management system in order to enter and keep track of required information; to aid in the safety of the children and staff

Activities	PERSON(S) RESPONSIBLE	RESOURCES	DATE(S) FOR COMPLETION	Methods of Evaluation	FUNDING Recurring Cost
1. Utilize Teaching Strategies Gold, which is Internet-based, and allows the teachers to input data and download their weekly lesson plans.	Education Manager and teaching staff	PA 22 funds; Expected discount of 90% from approved E-RATE funds	August 2014 through May 2015; and August 2015 through May 2016	Ongoing monitoring by Education Manager & Early Childhood Specialist; weekly lesson plans; Teaching Strategies Gold reports	Monthly - \$2,664.29
2. Utilize ChildPlus.net, which is Internet-based, and allows staff to input and track data on enrollees, their families, community resources, etc.	Head Start Director, Managers, Teachers, Family Advocates	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	Ongoing monitoring by service managers; ChildPlus reports	Included above
3. Attend video/web conferences in order to maintain compliance with all local, state and federal laws and regulations.	All staff members as required	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	Sign-in sheets, certificates, CEU’s	Included above
4. Attend online classes to obtain certification/accreditation as required by local, state and federal laws.	All staff members as required	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	CEU’s, college transcripts, sign-in sheets, certificates	Included above
5. Utilize surveillance cameras at the centers in order to ensure safe surroundings and activities occurring at center facilities.	All staff members as required	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	Daily recordings; live monitoring by center coordinators, managers and other designated staff	Included above
6. Obtain administrative support from funding sources	Head Start Director, Managers and Support Staff	PA 22 funds; Expected discount of 90% from approved	July 1, 2014 through June 30, 2016	Annual audit by contracted independent auditing firm;	Included above

		E-RATE funds		triennial on-site Federal monitory reviews	
Budget Total					\$31,971.48

GOAL #3. To utilize available and future technology for seamless telecommunication between the Administrative Office and the centers
 Objectives: To enhance productivity, reliability and efficiency

Activities	PERSON(S) RESPONSIBLE	RESOURCES	DATE(S) FOR COMPLETION	Methods of Evaluation	FUNDING Recurring Cost
1. Continue use of existing phone systems	Head Start Director, Fiscal Manager, IT Manager	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	Contact logs, reports, emails	\$1624.73 monthly
Budget Total					\$19,496.76

GOAL #4 To utilize wireless phone service.
 Objectives: To be able to stay in constant communication with staff; to provide an extra safety measure for staff and children.

Activities	PERSON(S) RESPONSIBLE	RESOURCES	DATE(S) FOR COMPLETION	Methods of Evaluation	FUNDING Recurring Cost
1. To maintain a wireless phone service with text messaging, internet, and email services	Head Start Director, Fiscal Manager	PA 22 funds; Expected discount of 90% from approved E-RATE funds	July 1, 2014 through June 30, 2016	Text messages, emails, contact reports	Monthly - \$820.67
Budget Total					\$9,848.04

Core Element II: Professional Development:

BROC Head Start utilizes technology to support its work through a child management system, in this case, the ChildPlus.net database program. ChildPlus.net is a complete Head Start management solution with features such as: Head Start tracking, Audit log, Director’s Dashboard, LiveLetter, Live Report, Application, Maps, Reports, Organizer, Navigation, Web Based Training, Professional Development, plus many more features. This technology gives teachers, the Education Manager and other Head Start staff access to a comprehensive set of data and reports on each child’s educational and developmental process. All of these applications are designed to improve on-going monitoring and child outcomes that will ensure an improved educational environment and learning experience for children.

BROC Head Start is currently using Teaching Strategies Gold, an online assessment tool available to teachers. Data input by teachers can be accessed by parents pertinent to their child. Lesson plans are developed and downloaded by

teachers and managers through this program. It also allows teachers to research pertinent activities that can be incorporated with their lesson plans. All teachers have been trained and certified in the utilization of this program.

The IT Manager is responsible for recording all Professional Development training into the ChildPlus database. Documentation of training and sign-in sheets is filed in the Professional Development Manager's office, located at the BROCC Head Start Central office.

All administrative staff checks email several times daily; center staff is required to check email at least once daily.

Core Element III: Assessment

Location: BROCC Head Start Blue Ridge Opportunity Commission, Inc. Head Start		Location Bandwidth 7.49mbs	Current Provider/SPIN(s) 667, 903, 651 (Century Link) 957(Carolina West) Internet (Century Link)		Total DID Telephone Lines: (10) 2056,2057,2058, 2059, 2060, 2061, 2065, 2067, 2285, 7684 Telephone Area Code : (336) Landline Prefix: 667, 903, 651 Total Phones: 10 Cell (Area Code) Prefix: (336) 957 Total Cell Phones: 7 Total Computers with Internet: 9 Wireless Internet Cards/Accounts: 1	
Number Students: 0 Number in NSLP: 0 Classrooms: 0	Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Automated Attendance, Paging, Find Me/Follow Me, Domestic Toll Free Number, Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes.					
Description Office/Class Room	Lines Drops Used	Total ext.	Telephone Number or Extension Number	Telephone Set Model Number	Computer Operating System and Version	Computer Processor and RAM
Head Start Director	1	1	903-2065	Polycom – IP 450-PDE	Microsoft Windows 7 Professional Version 2009	PCS Intel(R) Core (TM) i7-2600 @3.40 GHz, 16 GB of RAM 64-bit OS
Assistant Director / Fiscal Manager	1	1	903-2060	Polycom – IP 450-PDE	Microsoft Windows 7 Professional Version 2009	PCS Intel(R) Core (TM) i7-2600 @3.40 GHz, 16 GB of RAM 64-bit OS
				Pitney Bowes Digital Mailing System DM100i		
IT Specialist/Data Entry Manager	1	1	903-2009	Polycom – IP 450-PDE	Microsoft Windows 7 Home Premium Version 2009	Intel(R) Core i3 CPU, M370 @ 2.40 GHz, 4 GB RAM, 64-bit OS
Supply Room	2	1	903-2057	FAX/Copier		
Family Partnership Services/	1	1	903-2056	Polycom – IP	Microsoft Windows	Intel (R) Celeron

Transportation Manager				450-PDE	XP Home Edition Version 2002	(R) CPU 2.60 GHz 2.59 GHz, 1.00 GB of RAM
Program Assistant/E-Rate Coordinator	1	1	903-2067	Polycom – IP 450-PDE	Microsoft Windows XP Home Edition Version 2002	PCS Intel(R) Core (TM) CPU 6400 @ 2.13 GHz 2.13 GHz, 1.98 GB RAM
Human Resources/ Disabilities/Transition Services Manager	1	1	903-2061	Polycom – IP 450-PDE	Microsoft Windows XP Home Edition Version 2002	Intel (R) Celeron (R) CPU 2.60 GHz 2.59 GHz, 1.00 GB of RAM
Health/Mental Health/Nutrition Manager	1	1	903-2058	Polycom – IP 450-PDE	Microsoft Windows XP Media Center Edition Version 2002	AMD Athlon (TM) 64 Processor 3500 + 2.20GHZ, 1.43 GB of RAM Physical Address Extension
Education Manager	1	1	903-2010	Polycom – IP 450-PDE	Microsoft Window XP Professional Version 2002	Intel(R) Pentium(R) Dual CPU T3200 @ 2.00GHz 997 MHz, 2.96 GB of RAM Physical Address Extension

Location: Cub Creek Head Start 1201 A & B Industrial Park Rd. Wilkesboro, NC 28697	Location Bandwidth 1.5mbs	Current Provider/SPIN(s) 651, 667 (Century Link) 984,452,957 (Cell Phones Staff/Bus) (Carolina West) Internet (Century Link)	Total Telephone Lines: (11) 7690, 0482, 1532, 1248, 2010, 2011, 2012, 2013, 2014, 2015, 2016 Telephone Area Code : (336) Landline Prefix: 651, 667, 903 Total Phones: 11 Cell (Area Code) Prefix: (336) 452, 957 Total Cell Phones: 5 Total Computers with Internet: 7 Wireless Internet Cards/Accounts: 0
Number Students: 68 Number in NSLP: 68 Classrooms: 4	Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Paging, Find Me/Follow Me. Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes. Additional bandwidth to support increased demand on internet usage. T-1 1.5mb internet access for classrooms.		

Description Office Class Room	Lines Drops Used	Total ext.	Telephone Number or Extension Number	Telephone Set Model Number	Computer Operating System and Version
Center Coordinator (also Education Manager)	1	2	651-7690 (Auto Attendant), 903-2010 Direct	Polycom – IP 450- PDE	Microsoft Windows XP Professional Version 2002, Service Pack 3, PCS Intel ® Core 1™ Duo CPU; e7300 @ 2.66 GHz; 1.98 GB RAM, Physical Address Extension Surveillance Computer Microsoft Windows XP Home Edition Version 2002, Intel®, Pentium® 4 CPU,

			667-1248 667-1532	FAX; Copier, Fire Alarm	300 GHz 2,00 GB RAM
Staff Break Room	1	0	903-2016 Ext 2116		FAX 667-1248, Brother Intellifax 775
Classroom A	1	1	903-2012 Ext 2112	Polycom IP 450-POE	HATCH – Windows 7 Professional – 2009 Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Classroom B	0	1	903-2013 Ext 2113	Polycom IP 450-POE	HATCH – Windows 7 Professional – 2009 Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Classroom C	0	1	903-2014 Ext 2114	Polycom IP 450-POE	HATCH – Windows 7 Professional – 2009 Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Classroom D	1	1	903-2015 Ext 2115	Polycom IP 450-POE	HATCH – Windows 7 Professional – 2009 Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Family Advocate Office Rm. 1	0	1	667-0482 Ext 2102	Polycom IP 450-POE	Microsoft Windows 7 Professional, Service Pack 1, Pentium® Dual Core CPU E5300 @ 2.60 GHz; 4 GB RAM, 32-bit OS
Family Advocate Office Rm. 2	1	1	903-2011 Ext 2111	Polycom IP 450-POE	Surveillance Computer/Monitor Microsoft Windows XP Professional Version 2002
					Microsoft Windows XP Professional Version 2002, Service Pack 3, PCS, Intel®, Core 1™, CPU E7400 @ 2.88 GHz; 1.98 GB RAM
Kitchen	0	0	N/A	N/A	N/A

Location: Gap Civil Head Start 145 Cranford Road Sparta, NC 28675	Location Bandwidth 1.5mbs	Current Provider/SPIN(s) 372 (telephone - Skyline) 957 (Bus Phone – Carolina West) Internet (Skyline)	Total Telephone Lines: (3) Telephone Area Code : (336) Landline Prefix: 372 Total Phones: 5 Cell (Area Code) Prefix: 984,957 Total Cell Phones: 1 Total Computers with Internet: 4 Wireless Internet Cards/Accounts: 0
Number Students: 34 Number in CACFP: 34 Classrooms: 2	Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Paging, Find Me/Follow Me. Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes. Additional bandwidth to support increased demand on internet usage. T-1 1.5mb internet access for classrooms.		

Description Office Class Room	Lines Drops Used	Total ext.	Telephone Number or Extension Number	Telephone Set Model Number	Computer Operating System and Version	Computer Processor and RAM
Center Coordinator's Office	1	2	372-8918	Vtech 5.8 GHz Cordless Phone	Microsoft Windows XP Professional Version2002 Service Pack 3	Intel® Core™ 2, Duo CPU E7400@ 2.80GHz 2.80GHz 1.96GB RAM
				Surveillance Computer	Microsoft Windows XP Professional Version2002 Service Pack 3	Intel® Core™, 13-2100 CPU @ 3.10 GHz, 3.41 GB RAM
			372-8918	Fax/Copier Super G3-ImageClass D480		
Family Advocate Office	1	0	372-8918	Vtech 5.8 GHz Cordless Phone	Microsoft Windows 7 Home Premium Version 2009 Service Pack 1	Intel® Core™ i3 CPU M370 @ 2.40 GHz 4 GB RAM, 64-bit OS
Classroom A	0	0	0	0	HATCH Windows 7 Professional Service Pack 1	Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Classroom B	0	0	0	0	HATCH Windows 7 Professional Service Pack 1	Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Hall Phone @ Kitchen	1	0	372-8918	Wall Phone		

Location: Lomax Head Start 5728 Greenhorn Road Roaring River, NC 28669	Location Bandwidth 1.5mbs	Current Provider/SPIN(s) 957 (telephone) 927(Cell Phone) 984 (Bus Phone) Wilkes Telecommunication (Internet)	Total Telephone Lines: (2) 8912, 8922 Telephone Area Code : (336) Landline Prefix: 957 Total Phones: 4 Cell (Area Code) Prefix: (336) 927, 984 Total Cell Phones: 2 Total Computers with Internet: 3 Wireless Internet Cards/Accounts: 1
Number Students: 17 Number in CACFP: 17 Classrooms: 1	Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Paging, Find Me/Follow Me. Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes. Additional bandwidth to support increased demand on internet usage. T-1 1.5mb internet access for classroom.		

Description Office Class Room	Lines Drops Used	Total ext.	Telephone Number or Extension Number	Telephone Set Model Number	Computer Operating System and Version	Computer Processor and RAM
Center Coordinator's Office	2	0	957-8912	Vtech 5.8 GHz Cordless Phone	Microsoft Windows XP Professional Version 2002 Service Pack 3	Intel® Pentium® 4 CPU 2.00 GHz 777 MHz, 1 GB of RAM
				Surveillance Computer	Microsoft Windows XP Professional Version 2002 Service Pack 3	Intel® Pentium® 4 CPU 3.00 GHz, 2 GB RAM
Therapy Rm.	1	0	957-8912	FAX/Copier		
Family Advocates Office	0	1	957-8912	Vtech 5.8 GHz Cordless Phone	Microsoft Windows XP Professional Version 2002	Intel(R) Core(TM) 2 Duo CPU E7400 @ 2.80GHz 2.80GHz, 1.98 GB of RAM
Classroom A	1	0	957-8912	Vtech 5.8 GHz Cordless Phone	HATCH Windows 7 Professional Service Pack 1	Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Office for Teachers			957-8912		Microsoft Windows XP Professional Version 2002 Service Pack 3	Lenovo, Intel®, Core™ 2 Duo CPU, T5870 @ 2.00 GHz; 2.96 GB RAM

Location: Sizemore Head Start 200 Oak Street Jefferson, NC 28640	Location Bandwidth 1.5mbs	Current Provider/SPIN(s) 246 (Century Link) 957(Cell & Bus Phones – Carolina West) Internet (CenturyLink)	Total Telephone Lines: (6) 6448 Telephone Area Code : (336) Landline Prefix: 246 Total Phones: 8 Cell (Area Code) Prefix: 957 Total Cell Phones: 4 Total Computers with Internet: 6 Wireless Internet Cards/Accounts: 1
Number Students: 34 Number in CACFP: 34 Classrooms: 2	This need has been met: Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Paging, Find Me/Follow Me. Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes. Additional bandwidth to support increased demand on internet usage. T-1 1.5mb internet access for classrooms.		

Location: North Wilkesboro Head Start 4 Jolly Street North Wilkesboro, NC 28659		Location Bandwidth 3mbs	Current Provider/SPIN(s) 651 (telephone) 927(Cell Phone) CenturyLink (Internet)		Total Telephone Lines: (6) 7698, 2277, 2006, 2007, 2008, 2009 Telephone Area Code : (336) Landline Prefix: 651, 903 Total Phones: 6 Cell (Area Code) Prefix: (336) 984 Total Cell Phones: 1 Total Computers with Internet: 4 Wireless Internet Cards/Accounts: 1	
Number Students: 17 Number in CACFP: 17 Classrooms: 1		This need has been met: Assessment Priority Need: Hosted VoIP Telephone System with technology features such as: Voice Mail, Paging, Find Me/Follow Me. Internet Fax Solution, Hosted VoIP Line which includes Unlimited FREE ZONE minutes. Additional bandwidth to support increased demand on internet usage. T-1 1.5mb internet access for classroom.				
Description Office Class Room	Lines Drops Used	Total ext.	Telephone Number or Extension Number	Telephone Set Model Number	Computer Operating System and Version	Computer Processor and RAM
Center Coordinator's Office	2	4	903-2006 Ext 2206	Polycom IP 450-POE	Windows 7 Home Premium 2009 Service Pack 1 Version 2009	Intel® CORE™ i3 CPU M370 @ 2.40 GHz; 4 GB RAM 64-bit OS
			Auto- Attendant 651-7698	Surveillance Computer		
			903-2277	FAX/Copier	Sharp UX-P115	
Family Room	1	0				
Family Advocate Office	1	1	903-2009 Ext 2209	Polycom IP 450 POE	Windows 7 Home Premium 2009 Service Pack 1 Version 2009	Intel® CORE™ i3 CPU M370 @ 2.40 GHz; 4 GB RAM 64-bit OS
Copier					Canon K920	
Classroom A		1	903-2007 Ext 2207	Polycom IP 450 POE	HATCH Windows 7 Professional Service Pack 1	Pentium® Dual Core CPU E5300 @ 2.60 GHz 2 GB RAM, 32-bit OS
Kitchen/Supply Rm.	1	0	903-2008 (spare)			

Core Element IV: Evaluation and Monitoring

The BROCC Head Start IT Specialist will monitor and evaluate installation and will be responsible for documenting and analyzing the evaluation process regularly to determine if goals are being met. The IT Specialist monitors and archives e-mail messages and websites as a part of ensuring compliance with applicable laws, and regulations. BROCC Head Start's Technology Plan will be evaluated annually by a Technology Committee to determine that the technology plan implemented is effective in achieving organization's objectives. Upon review, the committee may make mid-course modifications if needed, to take advantage of new opportunities that become available.

All hardware equipment and software programs will be maintained by the BROC Head Start IT Specialist, or by the Technical Support Specialist, from Computer Scope, Inc.

The Head Start Director, Fiscal Manager and IT Specialist will monitor cost of this project. All changes to this project must be approved by the Head Start Director in writing.

Children's Internet Protection Act (CIPA)

1. **Technology protection measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene
 - b. Child pornography
 - c. Harmful to minors—the term 'minor' means any individual who has not attained the age of 17 years. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minor, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual act, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

BROC Head Start uses the Windows Live Family Safety web filtering technology to help determine which categories of content the children can view.

Categories that the Family Safety assigns to websites:

- **Child-friendly website:** Websites that contain content that is understandable and usable by children and is appropriate for them. The language is aimed at children who are reading at grade-school level, and the concepts presented can be understood by younger minds. (Head Start children will be allowed access to Child-Friendly websites)
- **Social networking websites:** Websites that provide social networking or web-based chat as the main feature or function. These websites are designed to help you stay in touch with friends and meet new people through the Internet. This category doesn't include programs like Windows Live Messenger that let you send instant messages to people. (Head Start children will not be allowed access to Social networking websites)
- **Web mail:** Websites that provide online email services that aren't associated with an Internet provider, business, school, or other institution, and that don't require membership, services, or transactions. This category doesn't include programs that support web mail, such as Microsoft Outlook. (Head Start children will not be allowed access to Web mail websites)
- **Anonymizer websites:** Websites that help conceal your identity on the Internet. (Head Start children will not be allowed access to Anonymizer websites)
- **Adult content:** Websites that contain sexually graphic or explicit material are considered to be adult content. This category doesn't include websites about sexual education such as information on reproduction and sexual development, sexually transmitted diseases, contraception, safer sexual

practices, sexuality, or sexual orientation. (Head Start children **will not** be allowed access to Adult websites)

- **Websites that Family Safety haven't categorized or can't evaluate:** Websites that haven't been categorized yet or that don't have enough information for the web content filtering system to give them a rating. (Head Start children **will not** be allowed access to websites that haven't been categorized or evaluated)

The Head Start Director and IT Specialist will use the activity reports to monitor the children's Internet activities and will customize the child safety setting accordingly. Teachers will supervise each child's use of computers at all times.

2. Internet Safety Policy:

Attached as Addendum A and incorporated herein by reference is the "Technology Contract" which must be signed by all BROC Head Start employees annually. Our Internet Safety Policy is assimilated into the Technology Contract.

3. Public Notice and Hearing for Blue Ridge Opportunity Commission Inc. Head Start

2014-2016 E-Rate Technology Plan

The BROC Head Start Program encourages the Policy Council Members and Board Members to attend a Policy Council and BROC Board meeting for the approval of the proposed 2013 – 2016 E-Rate Technology Plan. The Policy Council meeting will be held at the BROC office in North Wilkesboro, on February 27, 2014 at 9:30 A.M. The BROC Board meeting will be held in Alleghany County at the BROC Office, on February 27, 2014 at 6:30 P.M.

The purpose of the meeting is to update the members about changes in the technology plan, and to receive approval for same. Members are encouraged to discuss, comment and ask questions of the pertinent BROC Head Start staff (i.e., the E-rate Specialist, the IT Specialist and the Head Start Director.) The 2013 – 2016 E-Rate Technology Plan will be available for inspection and copying. Comments will be received, written, and will become part of the official Board minutes.

Written copies of the minutes from the Policy Council Meeting and BROC Board Meeting, which details the purpose and need of the Technology Plan, are available for public viewing during business hours at the following location:

Blue Ridge Opportunity Commission, Inc.
710 Beech Street
North Wilkesboro, NC 28659

Technology Plan Document Certification Page

Alae Atromu 12-28-2014

Signature of Blue Ridge Opportunity Commission Executive Director Date approved

Brenda W. Loten 12-28-14

Signature of BROC Head Start Director Date approved

Schris Focht 12-28-14

Signature of BROC Head Start Policy Council Chairperson Date approved

Joseph Dale Kelly 12-28-14

Signature of BROC Head Start Board of Directors Chairman Date approved

ADDENDUM A

BROC HEAD START

EMPLOYEE TECHNOLOGY CONTRACT

The Internet provides a unique opportunity to enhance learning styles, and meet the educational goals of the BROC Head Start Program Performance Standards. Through the Internet, teachers can interact with others on a variety of subjects, and acquire access to current, varied, and in-depth information. The Internet should be used in teaching and in meeting the educational goals of the Head Start children.

Inappropriate use of the Internet may result in limitation or cancellation of user privileges and appropriate disciplinary action. Users of the Internet must comply with the following requirements.

Definition: The term "minor" is defined as it is defined in the Children's Internet Protection Act (CIPA) statute: any individual who has not attained the age of 17 years.

- The Internet is provided for Head Start purposes only. No right of privacy exists in any communication on the Internet. The IT Specialist monitors and archives e-mail messages and websites as a part of ensuring compliance with, applicable laws, and regulations.
- Staff must meet all standards of expected online behavior and comply with all applicable laws, and regulations.
- All staff will promote ethical use of technology.
- No person may use Head Start equipment, software, or school email for personal gain, profit, or to promote a political position. BROC Head Start does not support the advertisement of any product or the promotion of any political agenda.
- Users of the Internet or other electronic communications:
 - may not access inappropriate online materials harmful to minors;
 - may not engage in creating, soliciting, transmitting obscene, vulgar images or documents;
 - may not participate in defamatory, fraudulent, pornographic, harassing, cyber-bullying;
 - may not transmit or post messages with derogatory or inflammatory remarks concerning religion, ethnicity, national origin, sexual preference, etc. about an individual or group.
 - are prohibited from unauthorized access, including hacking and other unlawful activities
 - are prohibited from unauthorized disclosure, use and dissemination of personal information regarding minors and Head Start staff.
- Specific technology that blocks or filters Internet access can be disabled for adults engaged in bona fide research or other lawful purposes
- Users will not create or transmit chain letters via e-mail.
- Teachers, or other authorized center staff or administrative personnel, will supervise a minor's use of computers and other technologies at all times, i.e.
 - Prohibiting access by minors to inappropriate matter on the Internet.
 - Ensuring the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication.
 - Prohibiting unauthorized access by minors, including so-called "hacking", and other unlawful activities
- Accessing programs and websites not appropriate for educational use are prohibited. Staff will not participate in Internet instant message activities, visit chat rooms, access personal e-mail accounts (or participate in any activity

that may cause harm to themselves or others. This includes revealing personal information).

- Users will not attempt to gain unauthorized access to programs, websites, network file space, or computer equipment. Attempting to disable or circumvent system filtering software is prohibited. Promoting, advocating, or participating in hacking is strictly prohibited.
- Users will not maliciously attempt to harm or destroy hardware, software, data, or transmit computer viruses or other malware.
- Passwords are not to be shared with anyone or posted in a conspicuous location. Users will not attempt to log in to any system or software using credentials other than their own.
- Users will not change settings on school equipment unless authorized by the Head Start Director or IT Specialist.
- Disrupting the network is prohibited.
- Users will not download or upload software or files unless authorized by the Head Start Director or IT Specialist.
- Users will not save to the network in unauthorized locations.
- I understand that measures have been put in place to restrict minors' access to harmful materials; and that an authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

Confidential student information will be handled according to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) and the Children's Internet Protection Act (CIPA). If sensitive electronic data is housed online or electronically, great care will be taken to prohibit unauthorized viewing, editing or duplication of files electronically or otherwise.

CONSEQUENCES: Employee offenses will result in one or more of the following at the discretion of the Head Start Director, with consultation being made with Personnel Committees.

- Private consultation with the Head Start Director
- Letter of reprimand placed in personnel folder
- Financial compensation for damages
- Limitation or loss of user privileges
- Any other disciplinary action deemed appropriate by Head Start Director
- Appropriate authorities will be notified of illegal activities
- For any act of staff vandalism, appropriate disciplinary action will be taken. Appropriate law enforcement authorities may be notified. Staff will be held financially responsible for damage, repair or replacement costs.

I understand this **EMPLOYEE TECHNOLOGY CONTRACT** applies to me. I have read and will abide by its terms and conditions. I further understand any violation of these regulations is unethical and may constitute a criminal offense or violation of BROCC policy. Should I commit any violation, I will be held financially responsible; my access privileges may be revoked and appropriate disciplinary and legal action may be taken.

PRINTED NAME:	SIGNATURE:
DATE OF SIGNATURE:	

PY47 HSSTAFF FORM #7