

Request For Response

# Technology Audit

## Weston Public Schools

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Weston Public Schools is seeking an experienced provider to benchmark Weston's technology department against peer districts. The analysis will focus on costs/spending, staffing, collaboration, instructional support, and cyber security and the effectiveness/tradeoffs of each in relation to peer districts.

The deliverables will be a comprehensive written report with extensive recommendations for technology improvement and expenditure and supporting evidence and a presentation given to the School Committee (in person). The provider must have experience with public school technology best practices and IT industry standards and best practices for security and resilience.

**Methods:** The provider will examine documents, hold focus groups and interviews with educators, administrators, and the Technology Department staff, gather survey information, and cite sources and documents from the US Department of Education, CoSN, ISTE, and other reputable Educational Technology resources. Speak with other industry leaders and personnel in other districts to provide insight on best practices. Provide benchmark comparison data on similarly situated districts, including but not limited to:

- Wayland
- Bedford
- Concord-Carlisle
- Westwood
- Hopkinton
- Duxbury
- Lexington
- Wellesley
- Groton-Dunstable

## **Costs/Spending:**

How well is Weston investing its technology dollars relative to peers?

- A. How much are we "getting" for our technology dollars relative to peers (who often spend less per pupil)? Is the gain meaningful relative to our investment?
- B. In which budget categories does Weston spend more than peers (per student), and what are the tradeoffs and options?
- C. Where should we spend more to support our district goals? Where should we spend less? Why in both cases?
- D. Should Weston consider hardware leasing vs. buying
- E. How can we improve the money we spend on technology to provide the most productive technology platforms at the most cost-effective price? Platforms needing review include learning management, telecommunications, financial, and data reporting.
- F. Regarding questions A through E, what are the overall recommendations?

## **IT Staffing:**

Help us benchmark IT staffing models that optimize for service, student and staff impact, and cost.

- A. How are our peers staffed, and how does that staffing compare with our model?
- B. What is an IT staffing model that would be most appropriate given current IT needs/risks of a high performing K12 school system?
- C. How can we improve our model to find efficiencies? And what are the tradeoffs?
- D. Should we consider outsourcing more technology services?
- E. What does Weston do well with technology (i.e., academic, administrative, infrastructure, professional development) relative to peers?
- F. Where does Weston underperform and/ or lag requirements/ expectations in its use of technology (i.e., academic, administrative, infrastructure, professional development) relative to peers?
- G. What changes would you recommend, and along what timeline/ prioritization?
- H. Regarding questions A through G, what are the overall recommendations?

## **Collaboration:**

- I. What are best practices for smaller school districts such as Weston to integrate and/ or share resources with other town departments, other school districts, or external partners? What are the recommendations in this area?

## **Instructional Impact:**

- A. How well is Weston supporting student use of technology (from a technical perspective), and how does this compare with peers?
- B. How well is Weston supporting faculty use of technology (from a technical perspective), and how does this compare with peers?
- C. How well is Weston supporting faculty in integrating technology into instructional practices, and how does this compare with peers?
- D. What educational resources are available in Weston that other districts don't offer, and vice versa? What resources are not available in Weston?
- E. How well has Weston implemented Digital Literacy Standards (DESE DLCS) K-12?
- F. How well has Weston been able to implement technology-related professional development?
- G. How is Weston supporting students with diverse needs ( Assistive technology, accessibility, communication devices, individualized needs)
- H. Regarding questions J through P, what are the overall recommendations?

## **Administrative Processes**

- A. How well is Weston supporting the Administrative use of technology to support effective district management, and how does this compare to peers? What are the recommendations in this area?

## **Infrastructure & Security:**

- A. How does Weston compare to its peers regarding infrastructure (fiber, network, wireless, servers, ISP, etc.)?
- B. How does Weston compare with its peers in Disaster recovery, incident response planning, and cyber security?
- C. What are the recommendations in this area?

**Response:**

- A. Responses must be complete and sent to [nembirkows@weston.org](mailto:nembirkows@weston.org) no later than **5:00 p.m. on April 22, 2024**.
- B. Responses must include detailed answers to the questions and requirements contained in this request and include a total cost for the scope of work outlined in this request.
- C. Questions may be directed to Stephen Nembirkow, Assistant Superintendent of Finance & Operations at [nembirkows@weston.org](mailto:nembirkows@weston.org).