

Duxbury Public Schools

5-Year Technology Plan



2012-2017

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MISSION:

The mission of the Duxbury Public Schools' Technology Plan is to provide an educational environment designed to insure maximum learning opportunities for all students so that that they may become effective communicators and responsible collaborators who are well prepared to enter the global community.

VISION FOR DUXBURY COMMUNITY:

Students, parents, and educators will use communication and information technologies to maximize educational opportunities in the Duxbury community. We believe the goal of education is to prepare our students for life-long learning and success in a rapidly changing, technologically focused, global society. We need to teach students to become critical thinkers, problem solvers and innovators; effective communicators and collaborators; and self-directed learners. The abundance of knowledge available to students is changing the way we learn and work, and technology is the enabling force for this knowledge work.

That said, we believe the most effective way to maximize learning is through the implementation of a 1:1 learning environment. This would require support and funding by the school committee and community. For optimum consistency, we envision the 1:1 learning environment would consist of iPads for grades Pre-K-3, MacBook laptops for grades 4-5, and MacBook Airs for grades 6-12. Parents would be responsible for a self-insurance fee for grades 6-12. The Duxbury Public Schools believes this plan is in the best interest for our students at this time. Technology is a rapidly changing force in education, and we recognize that the platforms and hardware of today will not be the same platforms and hardware available to us in the future. The Duxbury Public Schools will, without question, revise this plan based on "best practices" as we begin to design the rollout of pilots and eventually full integration of our 1:1 plan, grades Pre-K-12.

Students are proficient users of all tools for learning with seamless access to their data and applications at home and at school. They have access to technology tools, such as computers, Smartphones, MP3 players, GPS tools, networks, and wide area communications. Collaboration with global communities is ongoing through planned wireless connections to the Internet. Students use an array of resources, including on-line courses, Virtual Learning Environments, digital media, and 21st century classroom strategies and methods.

Teachers are Web 2.0 literate and are able to accommodate students' needs through a variety of data and inquiry driven learning opportunities. They have the necessary technological tools to engage students in methods that will build strong leaders and independent thinkers. They use Information Communication Technologies (ICT) with their students to research, organize, and share information and require students to participate using online resources. Teachers promote an understanding of Information Literacy as it relates to author's purpose, website validation, effective search practices, and locating inactive webpages. Creativity and innovation is fostered through the use of multimedia, simulation tools, and evolving technologies.

Administrators are knowledgeable leaders who will emphasize the learning of core content enhanced through technology learning experiences that build strong 21st century life competencies. They will utilize technology to fulfill their job responsibilities, in both student management and communication with the school community.

Community members will be well informed about their schools. Parents will find courseware, school library materials, and supplemental resources to plan and monitor their child's courses. The status and progress of Duxbury schools is readily reviewed. Taxpayers find past, current, and future information pertaining to school budget or planning related information. An online payment feature is available to pay fees, bills, and tickets for school events.

Benchmark 1 Goal:

1. To provide funding for the technology plan, assess ongoing needs and evaluate progress in achieving goals biannually.

Benchmark 2 Goal:

2. Promote and monitor teacher and student progress in technology literacy by providing teacher professional development, increasing hardware and software availability, and providing technology staff to meet the needs of the district.

Benchmark 3 Goal:

3. Promote the continued growth of each teacher's/administrator's ability to use technology effectively both for professional tasks and for classroom instruction.

Benchmark 4 Goal:

4. Enhance accessibility of technology by providing appropriate 1:1 computing for all students with sufficient access to the Internet and technical support for all users.

Benchmark 5 Goal:

5. Promote and provide the means to access e-learning courses, programs, classroom lessons, and the school website.

Benchmark 6 Goal:

6. Maintain and upgrade as needed the ability to keep Internet and data access safe and secure.

BENCHMARK 1: Commitment to a Clear Vision and Implementation Strategies

SET-UP	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
Mission and Vision	Created	Technology Team created Mission and Vision to run through 2014-2015.	Spring 2012	Technology Team Dir of Tech Pre K-12
Goals	Created	Technology Team created Goals to run through 2014-2015.	Spring 2012	Technology Team Dir of Tech Pre K-12
Technology Team	Created	Technology Team was formed with reps from variety of Stakeholder groups, including school committee member, admin, teachers, and students.	Spring 2012	Administration Team
NEEDS ASSESSMENT	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
Assess tech products needed to improve teaching and learning	Yearly	Technology Department conducts a review of tech products as they come on the market. Confers with Admin Team (building principals, directors, and content supervisors) to determine appropriate placement and needs.	2012-2017	Tech Department Dir of Tech Pre K-12 Admin Team Teachers
Assess services and products currently used and that the district plans to purchase.	Yearly	Technology Department has a complete inventory of all tech products used by the district. List includes purchase and projected replacement dates. Yearly review of products with appropriate personnel (i.e. X2, Study Island, Brain Pop).	2012-2017	Tech Department Dir of Tech PreK-12 Admin Team
BUDGET	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
Duxbury crafts a technology budget that ensures the implementation of its long-range tech plan.	Yearly	Yearly technology budget is created. Where and when possible, leasing is utilized to create a predictable yearly budget for equipment needs. Capital request submitted to the town on a yearly basis.	2012-2017	Tech Department Dir of Tech PreK-12 Admin Team
Budget includes staffing,		Budget lines are in place and funded for staffing,		

infrastructure, hardware, software apps, PD, support and contracted services.	Yearly	infrastructure, hardware, software apps, PD, support and contracted services. Costs for all are reviewed yearly to determine specific needs.	2012-2017	Tech Department Dir of Tech PreK-12 Admin Team
BUDGET - continued	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS leverages the use of federal, state, private resources and explores all budget lines within DPS to meet tech needs.	Yearly	DPS continues to seek funding from outside resources through grants and seeks high needs school districts to co-author DESE grants. DPS works with DEF as another means of support. DEF awards grants pertaining to tech innovative endeavors.	2012-2017	All Staff Admin Team Dir of Tech Pre K-12
DPS plans for the payment of the non-discounted portion of cost of services procured through E-rate.	Yearly	DPS continues to apply for appropriate E-rate funding (currently basic, long-distance and cell phone along with Internet access) on a yearly basis and budgets for the non-discounted portion of services procured through E-rate. DPS uses state contracts or follows the procurement process outlined for E-rate.	2012-2017	Dir of Tech Pre K-12 Business Office
EVALUATION	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS Technology Department is consulted on all technology purchases.	Ongoing	At budget time and throughout the year as technology items are planned for or requested (i.e. for grants or unexpected SPED needs) all items are vetted by the Technology Department to assure compatibility along with cost effectiveness and sustainability. The vast majority of items purchased are purchased from the state bid list.	2012-2017	Dir of Tech Pre K-12 Tech Department
The DPS Technology Plan is evaluated and monitored to monitor its progress in achieving goals and if necessary to make mid-course corrections.	Ongoing	District Director of Technology convenes the Technology Team to review and evaluate the plan twice a year.	September and March 2012-2017	Dir of Tech Pre K-12 Technology Team Teachers

BENCHMARK 2: Technology Integration and Literacy

TECHNOLOGY INTEGRATION	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
<p>Outside Teaching Time – At least 90% of teachers use tech every day, including some of the following areas: research, lesson planning, organization, administrative tasks, communications, and collaboration. Teachers explore evolving techs and share info about tech uses with their colleagues.</p>	<p>Ongoing</p>	<p>DPS will continue to provide ongoing PD opportunities in current and innovative technologies.</p> <p>Expand the use of X2 – further develop plans to incorporate the Cognite component of X2 for collaboration purposes with peers, parents and students.</p>	<p>2012-2017</p> <p>2012-2017</p>	<p>Assistant Superintendent Content and Supervisors Curriculum Building Principals Directors</p>
<p>For Teaching and Learning – At least 90% of teachers use technology appropriately with students every day to improve student learning of the curriculum. Activities include some of the following: research, multimedia, simulations, data analysis, communication, and collaboration. Teachers integrate evolving tech that enhances student interest, inquiry, analysis, collaboration, and creativity.</p>	<p>Yearly Plan</p> <p>Plan</p>	<p>.</p> <p>Continue expand technology suite of tools utilized by both students and teachers. Explore and integrate new and appropriate technologies as budget permits.</p> <p>Ceiling mount all projectors at Alden and Chandler.</p> <p>Lease/purchase iPad carts for Alden and Chandler on a grade by grade base until all classrooms have access to an iPad cart</p>	<p>2012-2017</p> <p>2013-2014</p> <p>2013-2017</p>	

TECHNOLOGY LITERACY	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
At least 90% of 8 th grade students show proficiency in all the MA Tech Literacy Standards and Expectations for grade 8.	Yearly	All Grade 8 students are surveyed to determine proficiency rate prior to moving to Grade 9.	2012-2017	Content Supervisors Dir of Tech PreK-12
100% of teachers are working to meet the proficiency level in tech, and by the school year 2014-2015, 90% of teachers will have mastered 90% of the skills in the MA Tech Self-Assessment Tool (TSAT).	Yearly	Staff completes TSAT on an annual basis in May.	2012-2017	Superintendent Assistance
	Yearly	DPS will continue to offer differentiated PD to meet the needs of all staff.	2012-2017	Superintendent Content Supervisors Curriculum Coordinators
	Yearly	DPS will continue to offer graduate level courses	2012-2017	Building Principals Dirs of SPED & Tech
	Yearly	Continue to implement the train-the-trainer format to develop tech leaders at each school.	2012-2017	Teachers
STAFFING	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
Duxbury has a district-level Tech Director/Coordinator	In place	Continue employing a district-level Tech Dir/Coordinator	2012-2017	Superintendent School Committee
Duxbury has one FTE instructional tech teacher per 60-120 instructional staff to coach and model	Advocate	Advocate for positions to meet this guideline when preparing the district budget. Gain the support of the Admin Team for these positions.	2012-2017	Superintendent School Committee Dir of Tech PreK-12 Admin Team
Duxbury has staff specifically dedicated to data management and assessment.	In place	Continue employing data staff.	2012-2017	Superintendent School Committee Dir of Tech PreK-12

BENCHMARK 3: Technology Professional Development

HIGH QUALITY PD	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
At the end of 5 years, 90% of DPS staff will have participated in high-quality, ongoing PD that includes emerging tech issues, tech skills, universal design, and research-based models of tech.	Ongoing	Continue to include Tech PD within PD days, provide Virtual PD opportunities, summer workshops and graduate level courses. When possible plan for one full and one half day of curriculum tech training.	2012-2017	Superintendent Assistant Super Content Supervisors Curriculum Coordinators Building Principals SPED and Tech Dirs Teachers
Tech PD is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, study groups, and online PD.	Ongoing	Tech PD is part of all PD planning discussions in all areas.	2012-2017	Superintendent Assistant Super Content Supervisors Curriculum Coords Building Principals SPED and Tech Dirs Teachers
PD planning includes an assessment of district and teachers' needs. The assessment is based on the competencies listed in the MA Tech Self-Assessment Tool, (TSAT).	Yearly	ALL teachers will take the MA Tech Self-Assessment at the end of each school year.	2012-2017	Superintendent Dir of Tech PreK-12 Assistant Super Content Supervisors
	Yearly	Results of TSAT are shared with Admin Team in June to further define Tech training needs.	2012-2017	Curriculum Coords Principals and Directors Teachers
Admins and teachers consider their own needs for Tech PD.	Yearly	Admins and teachers plan out their own specific Tech PD needs. Teachers using results from TSAT and Admins using ISTE Admin Survey.	2012-2017	ALL Teachers and Administrators Teachers

BENCHMARK 4: Accessibility of Technology

HARDWARE ACCESS	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
By 2014-2015, DPS will average a ratio of one high-capacity, Internet-connected computer for each student. The DPS Tech Department will work with stakeholders on a regular basis to review and define high-capacity computers.	Ongoing	Provide 1-1 computing for all students within DPS by 2014-2015. Explore possibility of a parent purchase option of laptops through various vendors or school budget process. Increase the number of computer carts for all schools. Determine appropriate computing device(s) for DHS, DMS, Alden and Chandler. Computing devices must meet the PAARC standards for state testing. Work with town on potential leasing opportunities for equip.	2012-2015 2012-2017 2013-2014 2014-2015 2012-2017	Superintendent Business Manager School Committee Assistant Super Principals Content Supervisors Curriculum Coords SPED and Tech Directors
Duxbury provides students with emerging tech appropriate to their grade level.	Ongoing	Principals, Content Supervisors, Curriculum Coordinators, Directors of Technology and SPED attend conferences and meet regularly with vendors to discuss and explore emerging technologies for all grades and content areas.	2012-2017	Principals Content Supervisors Curriculum Coords Dir Tech & SPED
Duxbury maximizes access to the general ed curriculum for all students including those with disabilities, using universal design principles and assistive tech devices.	Ongoing	Duxbury provides access to the general education curriculum for ALL students. Appropriate technologies are provided for ALL students. Specific hardware and software for SPED students such as Kurzweil, Dragon Speak, ePens, etc. are provided on an as needed basis.	2012-2017	Dir of Tech PreK-12 Dir of SPED Tech Department
Duxbury has procurement policies for information and instructional technologies that ensure usability, equivalent access, and interoperability (SIF compliance).	Ongoing	All technology purchases are monitored for quality and interoperability. The Director of Technology PreK-12 with the assistance of the Systems Administrator authorizes all purchases. Large purchases are procured via the state bid list. All purchases reflect compatibility with district equipment	2012-2017	Superintendent School Committee Business Manager Dir of Tech PreK-12 Systems Admin
Duxbury provides tech-rich		Ceiling mount all classroom projectors at Alden and Chandler	2013-2015	

classrooms with access to devices such as digital projectors, electronic whiteboards, and student response systems.	Ongoing	Move existing Smartboards to appropriate locations within Alden and Chandler. Purchase additional response systems and slates for Alden and Chandler classrooms. Determine electronic whiteboard platform for DHS and DMS.	2014-2015 2013-2016 2012-2014	Superintendent Business Manager School Committee Principals Dir of Tech PrK-12
Duxbury has established a computer replacement cycle of five years or less.	Yearly Plan	Duxbury has established a five-year replacements cycle for computers. Explore leasing as a replacement option. Explore 3 & 4 yr. leasing options for replacement purposes.	2012-2017 2012-2014	Superintendent Business Manager School Committee Dir of Tech PreK-12
INTERNET ACCESS	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS provides connectivity to the Internet for all computers in all classrooms in all schools including wireless connectivity.	Complete Plan Plan	All Duxbury classrooms are connected to the Internet. Implement wireless classrooms for DHS & DMS. Implement wireless classrooms for Alden & Chandler.	2012-2017 2012-2014 2015-2017	Superintendent Business Manager School Committee Dir of Tech PreK-12 Systems Admin
DPS provides an external Internet connection to the Internet Service Provider (ISP) of 100 Mbps per 1,000 students/staff.	Complete	DPS meets and in some cases exceed this benchmark.	2012-2017	Superintendent Business Manager School Committee Dir of Tech PreK-12 Systems Admin
DPS provides bandwidth of at least 10/100/1 Gb to each classroom. At peak, the bandwidth at each computer is at least 100 kbps. The network card for each computer is at least 10/100/1 Gb	Meets/ Exceeds Complete	DPS meets and in some cases exceeds this benchmark. Review bandwidth usage on a yearly basis and increase bandwidth as needed.	2012-2017 2012-2017 Yearly in June	Superintendent Business Manager School Committee Dir of Tech PreK-12 Systems Admin

NETWORKING (LAN/WAN)		ACTION PLAN	TIMELINE	
DPS provides internal wide area network (WAN) connections from the district to each school between schools of at least 1 Gbps per 1,000 students/staff.	Ongoing	Systems Admin monitors this need and plans accordingly with appropriate vendor.	2012-2017	Superintendent Business Manager School Committee Dir of Tech PreK-12 Systems Admin
DPS provides access to servers for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services.	Ongoing Ongoing	All staff and students have access to personal file folders on the server. Google docs are used for appropriate projects at DHS & DMS. Webpages are hosted by Schoolwires. Student Management is host by X2-Follett. Email is hosted internally.	2012-2017 2012-2017	Systems Admin Tech Department Schoolwires X2-Follett
ACCESS TO THE INTERNET OUTSIDE THE SCHOOL DAY	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS provides access to its computer labs before and after school to ensure that students and staff have adequate access to the Internet outside the school day.	Ongoing Ongoing	DPS provides access to its computer labs before and after school. DPS labs are uses by Before and After Dark Programs.	2012-2017 2012-2017	Principals Business Office
DPS disseminates a list of up-to-date places where students and staff can access the Internet after school hours.	Ongoing	Duxbury Free Library offers after-school access to computers and Internet for students and community. Times are posted on Library and School District web pages. Before and After Dark Community Adult Education Programs utilize computers labs at DHS. These programs are posted on District Website. When appropriate, Connect Ed messages are also utilized to communicate with community members.	2012-2017	Web masters for each school, library and Before and After Dark.

STAFFING	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS provides staff or contracted services to ensure that its network is functioning at all times.	Ongoing	DPS employs a Network Admin (NA). The network admin has trained two members of the Tech Team to handle basic network needs. A consulting line exists within the Tech Department budget for issues beyond NA's knowledge.	2012-2017	Network Admin Tech Department Dir of Tech PreK-12 Business Office
DPS resolves technical problems within 24 hours, so that they do not cause major disruptions to curriculum delivery. The district provides clear information about how to access technical support, which can be provided in person or remotely.	Ongoing Ongoing	DPS employs the Technology Support System (TSS) for supporting technical difficulties. TSS is monitored daily and throughout the day. All staff is trained in how to use TSS and a yearly review is provided in August. How to instructions are placed within the Tech Conference for review throughout the year.	2012-2017 2012-2017 August	Dir of Tech PreK-12 Network Admin Tech Department
DPS provides at least one FTE person to support 400 computers. Technical support can be provided by dedicated staff or contracted services.	Advocate	Currently DPS houses over 1500 computers plus printers, scanners, Smarboards, document cameras, projectors, response systems and slates. To that end, DPS employs two (2) PC Techs. A printer service is in place for repair of printers, but toner and day to day issues are handled by these two techs. Advocate for one additional person.	2012-2017	Superintendent Business Manager School Committee Dir or Tech PreK-12

BENCHMARK 5: E-Learning and Communication

	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS encourages the development and use of innovative strategies for delivering high-quality courses through the use of technology.	Plan	Investigate Odysseyware as a possible replacement for Plato.	Spring/ Fall 2012-2014	Assistant Super Content Supervisors Guidance Supervisor Principals Dir of Tech PreK-12
	Plan	Investigate Virtual High School.		
	Ongoing	Continue to work with Bridgewater State University for online graduate level teachers courses.	2012-2017	
DPS deploys IP-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level.	Ongoing	DPS currently employs several academic web-based programs and will continue to research and add appropriate programs on a discovery and need basis. (Examples: Study Island, Brain Pop, Discovery)	2012-2017	Assistant Super Content Supervisors Guidance Supervisor Principals Dir of Tech PreK-12
Classroom applications of virtual learning include courses, collaborative projects, field trips, and discussions.	Ongoing	DPS utilizes virtual learning experiences whenever and where ever possible. Virtual Field Trips are used throughout the system and Skyping is used to collaborate with classes throughout the country and the world.	2012-2017	Assistant Super Content Supervisors Guidance Supervisor Principals - Teachers Dir of Tech PreK-12
DPS maintains an up-to-date web site that includes information for parents and community members.	Ongoing	All schools, classroom teachers, and administrators maintain web pages.	2012-2017	Super, Assist Super Content Supervisors Guidance Supervisor Principals - Teachers Directors of Departs.

BENCHMARK 6: SAFETY, SECURITY, and DATA RETENTION

	CURRENT STATUS	ACTION PLAN	TIMELINE	RESPONSIBLE PARTIES
DPS has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to ensure safe and ethical use of resources by teachers and students.	Ongoing	DPS has a CIPA compliant AUG (Acceptable Use Guide) regarding Internet and network use. The policy is updated as needed to ensure safe and ethical use of resources by teachers and students. DPS considers its AUG as a living document. Duxbury's AUP is cited as an exemplar by COSN (Consortium of School Networking), which is a national organization.	2012-2017	Dir of Tech PreK-12 Principals Director of SPED Content Supervisors Curriculum Coords Classroom Teachers
DPS educates teachers and students about appropriate online behavior. Topics include cyber-bullying, potential risks related to social networking sites and chat rooms, and strategies for dealing with these issues.	Ongoing	DPS has a cyber – bullying policy in place. Media/Librarians work with students in relaying potential risks to students. Assemblies are held to go over the dangers of the Internet. Advisory sessions at DHS and Homerooms at DMS are used to review specific scenarios surrounding the Internet. Parent Connection brings in guest speakers to alert the parents of potential Internet issues.	2012-2017 2012-2017 2012-2017 2012-2017	Assistant Super Dir of Tech PreK-12 Principals Director of SPED Content Supervisors Curriculum Coords Classroom Teachers Media/Librarians Parent Connection
DPS has a plan to protect the security and confidentiality of personal information of its students and staff.	Ongoing	All necessary security is in place to protect the security and confidentiality of personal information of its students and staff. Firewalls and filters are in place.	2012-2017	Dir of Tech PreK-12 Systems Admin
DPS complies with federal and state law, and local policies for archiving				Superintendent Assistant Super School Committee

<p>electronic communications produced by its staff and students. Duxbury informs staff and students that any information distributed over the district or school network may be a public record.</p>	<p>Ongoing</p>	<p>DPS complies with federal and state law, and local policies for archiving electronic communications by its staff and students. Duxbury Informs staff and students that any information distributed over the district or school network may be a public record. This area is specifically covered in the AUG that all students, parent, and staff have the responsibility of reading. The AUG is posted on the district web page.</p>	<p>2012-2017</p>	<p>Dir of Tech PreK-12 Principals Director of SPED Content Supervisors Curriculum Coords Classroom Teachers Students Parents</p>
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TECHNOLOGY VISIONING AND PLANNING COMMITTEE

Chris Allen, Media/Librarian (Community) Duxbury Middle School

Mary Lou Buell, School Committee

Gail Callahan, Director of Technology PreK-12

Krissy Chase, Vice Principal, Chandler School

Blake Dalton, Principal, Duxbury Middle School

Jim Donovan, Assistant Principal, Duxbury High School

Kerry Dowling, Community

Tony Fisher, Math Teacher, Duxbury High School

Cheryl Lewis, Science Content Supervisor 6-12

Courtney McKinney, Teacher Grade 2, Chandler School

Cal Petit deMange, Student, Duxbury Middle School

Andrew Stephens, Principal, Duxbury High School

Courtney Sullivan, Teacher, Alden School

Karen Whitaker, Vice Principal, Alden School

Erin Young, Math Teacher, Duxbury High School