

Coventry Public Schools

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Goals: 2016-2017 School Year

1. Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement.

- Work with the district's Technology Committee and leadership team to prioritize action steps in the implementation in Year 2 of the technology plan.

In accordance with the district technology plan, I worked with the Technology Committee and leadership team to implement year 2 of the district technology plan. I worked to research and implement a data warehouse for the district for all assessment and intervention data to replace Pearson Inform. For this, I researched four different products, ultimately deciding on Alpine Achievement. Thus far, we have attained the student data privacy addendum, mapped key student fields to our SIS, identified assessments, and added data to the system. I worked with district personnel to develop a core implementation team which will help throughout the transition and assist in training of administration in the late summer.

We continued our work to identify CPS Technology Competencies within the curriculum, this year focusing on the Communication and Collaboration standards. Our district Library Media Specialists and Educational Technology Coach identified specific units in which these standards were covered. This information was combined with the data from Atlas Rubicon to identify areas of focus for future integration. Library Media Specialists also worked with curricular departments to imbed CPS Technology Competencies into new units through the curriculum writing process. Lastly, I worked with Library Media Specialists to begin developing a comprehensive K-12 Library Media Curriculum. For this, we researched area library media curricula, AASL and ISTE standards, and CPS Technology Competencies, identifying 6 core themes around which we will build our units.

We conducted a district-wide inventory of curriculum related apps and resources and implemented the App Review Process and Blended Learning Application process. Teachers submit forms which are reviewed by department, building and district leadership to ensure connection to curriculum. Resources are then reviewed for their technical requirements and screened based on their compliance with the new state legislation regarding student data privacy. As necessary, vendors are contacted and contract addendums are obtained in accordance with the law. As final steps in the process, teachers are notified and any new contracts entered into (if applicable) are added to the district website.

In accordance with our district approved replacement plans, we have replaced computer labs in GHR, CNH and CHS, as well as are working to replace numerous staff desktops. We have integrated new resources such as Chromeboxes and Chromebooks to replace outdated inventory, allowing students access to new technology that aligns seamlessly with our Google Apps integration. Lastly, in efforts to continually refine our inventory and actualize additional energy cost savings, we are working to conduct an energy audit and pursue a product that will allow us to merge our different systems of inventory (MDM, Spiceworks, and Google Admin Console). It is our hope that this product will help better inform purchasing decisions and save the district in overall energy costs.

- Collaborate with Director of Teaching and Learning and district administration in the research and implementation of a centralized data warehouse to enhance the systemic capacity of district staff in using data to guide instructional decisions.

I worked to research and implement a data warehouse for the district for all assessment and intervention data to replace Pearson Inform. For this, I researched four different products, ultimately deciding on Alpine Achievement. Once this decision was made, we shared the resource with district committees. I worked with our Director of Teaching and Learning to develop a core implementation team which will help throughout the transition and assist in training of administration in the late summer. With regards to implementation, we have attained the student data privacy addendum, mapped key student fields to our SIS, identified assessments, and added data to the system. Next steps include developing a district-wide implementation and training plan, establishing access roles within the product, and working with the Alpine and district implementation team to identify and customized reports.

- Collaborate with Middle School Administration in the successful roll out of the 8th grade 1-1 to enhance student learning and achievement and support the acquisition of 21st century learning skills.

To assist in implementation of a successful roll out of our 8th grade 1-1 program, I worked with building administration and my technology team to coordinate the distribution night. Forms were tailored for the CNH students and I presented to parents during Open House. Throughout the year, our Educational Technology Coach provided continued support to teachers and students working with staff at ILTs and consulting with building administration. Collectively, we worked with teachers to identify applicable apps and provide technical support, and coaching as needed. We provided targeted professional development to 8th grade staff on iPad integration in a one-to-one model and ongoing support to teachers and students throughout the process. Since the 8th grade iPads are configured without the App store we needed to be responsive to staff and students to best ensure apps were delivered in a timely manner. Our streamlined process for app approval and ability to utilize our mobile device manager helped us achieve this and push out apps on demand as needed.

2. Maintain and promote a positive and respectful learning community.

- Collaborate with district administration and staff on the implementation of new Connecticut legislation concerning student data privacy (Public Act No. 16-189) to ensure protocols are in place in accordance with legislation.

To prepare for compliance with Connecticut Public Act 16-189, I attended numerous workshops by various state groups and organizations. I used this information to help prepare a plan to ensure compliance for Coventry Public Schools and worked with staff to help inform them of the changes. The App Approval and Blended Learning forms were shared with staff and I worked with the District Technology Council and District Administration to ensure all stakeholders were aware of the requirements. I conducted an inventory of all district apps and then drilled down to determine which apps were connected directly with curriculum. I have worked with teachers and vendors to research applications and attained addendums from companies as pertinent. I have also developed a protocol by which apps are screened and a transparent process of approval. This process has been shared with administration and will continue to be refined as we move through the process. Lastly, all approved contracts have been posted to a page on the Coventry Public Schools site in accordance with the new legislation.

- Continue to collaborate with the administrative team, Crisis Planning Team, and town agencies to review and plan for safety-based technologies and security protocols to further enhance a safe and positive learning environment.

I worked with the Director of Facilities to develop a schedule to support integrating all job doors to our existing badge system. This enhancement improved security by providing greater access control. I also worked with district administration to standardize hours for staff and worked with facilities to provide badges for outside organizations.

This year, we migrated numerous servers to three virtual servers with a SAN backend to ensure connectivity. We are currently working on developing an in-house redundancy/disaster recovery plan for our core business systems of PowerSchool and Infinite Visions. To accomplish this, we are re-purposing servers to create a backup server in an alternate location within the district.

We have worked with the bus company and with our schools to integrate bus data into PowerSchool. After incorporating this data, we then developed bus reports for offices that provide accurate and timely data. By doing this, we are also able to quickly create distribution groups of students for parent notifications if need be. We also worked with school nurses to integrate student images into the SNAP nursing system.

We migrated to a new voice over IP system this year. This new system includes additional safety features such as 911 location and ability to transfer calls to different phones should there be any connectivity issues. I worked with district administration to develop protocols for any power emergencies related to the systems as well.

We have added to the capability of SchoolMessenger, integrating email templates for schools and at the district level. This helps to visually distinguish messages from specific schools, enhancing district communications. We also were able to add the SMS messaging feature to SchoolMessenger and worked to train staff as needed. Through enhancing electronic communications, we are also able to achieve savings overall in postage, printing, and time. Lastly, as mentioned in the previous goal, I have worked to ensure Coventry Public Schools is in compliance with the Connecticut Public Act 16-189.

- Continue enhancements and integration of PowerSchool and other district-wide technology systems to increase overall efficiency and enhance productivity.

Starting with PowerSchool, we worked to enhance information for users of the system. First off, we cleaned up staff information to ensure accuracy of data. Based on stakeholder feedback we provided a demographic enhancement to PowerSchool this year. In addition, we customized fields to add an indicator for 504 and created accompanying reports. We worked with district staff to help develop protocols for new students to the district, ensuring they are connected with crucial systems (i.e. PowerSchool and InfoSnap). To help support staff in this, we provided training and documentation. This year, we also collaborated with staff to create additional, useful reports for staff that have resulted in large time savings and greater accuracy. Reports produced include real-time grading statistics for intervention, a scheduling report that identifies blanks in schedules for quick, mass scheduling of study halls, and a study hall report that provides a listing of all sections of study hall for a given period, which has been extremely helpful for library media specialists and for testing makeups. We have also added attendance reports for our building staff.

We continued our work of integrating PowerSchool with district-wide systems to ensure greater accuracy of information throughout all platforms. To start the year, we integrated PowerSchool and InfoSnap to streamline access and increase participation for returning student registration. We added auto-feeds to Destiny and Food Service Solutions. We also finalized our integration of PowerSchool and IEP Direct. Lastly, we integrated student photos into the SNAP nursing system and Destiny library catalog system.

- Explore and enhance the functionality of existing core business systems to increase and enhance home/school communication.

The IT department continued to work with schools and district personnel to help enhance home/school communication. One key area we worked to address this was through integrating PowerSchool with InfoSnap. By connecting the two systems, parents had easier access to updating their child's demographics, ensuring our databases contain the most accurate and up-to-date information. As a result of this integration, we have streamlined the input of information for parents and increased participation. This year we also expanded and enhanced our use of SchoolMessenger through creating school specific email templates and enabling the SMS function for emergency alerts. To help staff in this, we have provided training and instruction as well as ongoing support as needed. Lastly, we helped facilitate enhanced communication with parents through use of our new website. Our new website has enhanced features such as page-pops for timely notices, along with news feeds and calendars which parents can subscribe to be kept informed about what is happening at individual schools or across the district. To help ensure parents were aware of these features, I have presented to parents at PTO meetings and included instructions on the parent page of our site on how to sign up for alerts.

- Design and provide workshops concerning technology and learning to members of the Coventry learning community.

The ever-changing nature of technology poses unique challenges. As we move forward with many district initiatives that integrate technology in meaningful ways, we recognize that the changes can be overwhelming. To help support community members, we have provided numerous parent workshops this year on a variety of topics, including InfoSnap/PowerSchool support, iPad integration and Google Apps for Education. Different workshops were geared to specific age groups and provided useful information regarding technology in Coventry Public Schools. We utilized the website and SchoolMessenger to communicate these offerings while also providing just-in-time support as needed to parents as questions/concerns arose. In addition, to help share with parents the valuable new resources available on the new website, I attended PTO meetings at the different schools to share how to sign up for calendar and news alerts. It is our hope that these efforts will help support the all stakeholders of the learning community as we move forward.

3. Recruit, retain and develop high quality staff at every level.

- Survey staff and collaborate with district leadership to provide individualized professional development and to ensure the continued effective implementation of iPads into teaching and learning to support the Connecticut Core Standards and 21st Century skill development through best pedagogical practices.

This year, we continued to provide targeted professional development to teachers in a variety of formats. We began the year administering the staff survey to assess the needs of staff with regards to technology

professional development. I disaggregated the data to provide targeted PD opportunities to individual buildings based on interest and need. After each session, we asked teachers to participate in a post-survey to assess effectiveness and determine next steps. We provided additional professional development offerings after school and are planning on sessions this summer as well. Topics of technology professional development this year included Google Forms, Drive, Docs, Sheets, Classroom, Sites and other topics.

To help provide additional, supplemental support a teacher portal was created in the new website. In this section of the site teachers can access resources pertaining to any professional development provided, as well as to other resources on a variety of topics such as copiers, phones, and PowerSchool, to name a few.

IT Staff has also participated in numerous professional development opportunities to ensure they stay current with new and emerging technology resources and industry standard in order to best help support staff and students. Offerings attended include those related to PowerSchool, Google, Apple, in addition to industry conferences and online offerings.

- Provide regular technology coaching opportunities to certified staff to ensure meaningful integration of technology to increase student engagement and enrichment.

This year we were fortunate to have our Educational Technology Coach as a full-time position and we capitalized on this in many ways. To best capitalize on this valuable resource, I collaborated with building principals, the Director of Teaching Learning and our Educational Technology Coach to help foster collaboration and best support the needs of students and teachers district-wide. Our Educational Technology Coach met with teachers at the building, department, and grade level to work towards meaningful integration of technology. Together we worked with the Director of Teaching and Learning to help provide targeted support to enhance our Grade Two/Three transition plan, identifying SBAC skills in the curriculum and correlating them to our Coventry Public Schools Technology Competencies. Our Educational Technology Coach has provided formal training, coaching, and just-in-time support on numerous topics such as iPad integration, the Google Suite for Education, document cameras, 3D printing, iMovie, using technology for formative assessment to guide instruction, and Google Maps. In addition, he has served as a resource for assistive technology consultations, helping best address the individualized needs of students and the teachers who support them in a timely manner. Through feedback from teachers and administration, the results have been positive and we look forward to enhancing support in future years. In addition, our Educational Technology Coach has worked with the IT staff to continue facilitating our student tech desk, providing students real world opportunities to help in computer support, staff training, audio/visual, website, digital signage and most recently 3D printing and makerspace.