

## Coventry Public Schools

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### Goals: 2017-2018 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 key stakeholders and the District Technology Committee to develop our three year technology plan (2018-2021), incorporating best practices to support student learning and achievement and maximizing efficiencies.

*Our current technology plan has played a pivotal role in the progress we have made as a district with regards to technology. To create our new plan, I researched area district technology plans and examined areas of focus, alignment with national standards, and formatting. I then researched the new Connecticut State Educational Technology Goals and Plan along with examining technology trends from the yearly Horizon Report (a collaborative report put out by the New Media Consortium - NMC and the Consortium for School Networking-CoSN). The Horizon Report is a comprehensive examination of educational technology trends, challenges and developments. I then collaborated with the district administration to complete the "Lead & Transform" diagnostic tool from ISTE regarding district progress towards alignment with the ISTE Essential Conditions for effectively leveraging technology. As a result of these efforts, I decided to focus the plan on four primary areas - Integration, Professional Development, Infrastructure and Community. Throughout the school year, I worked with district administration, our District Technology Committee and the Curriculum Cabinet to survey interests and thoughts regarding needs and visioning ideas for moving the district forward. District Technology Committee meetings focused on brainstorming and developing goals and action steps for each of the focus areas. Through this process, we were able to garner ideas from various stakeholders throughout the district to develop a cohesive plan that will work to further advance the integration of technology PK-12.*

*As of 2015, districts are no longer required to adhere to a specific state-structured format for technology plans and as such, while researching content of other plans I also examined structure and format. My goal for the new technology plan was to develop a structure that provided timely up-to-date information regarding progress which led to the development of a website. The site includes embedded graphs and tables which show up-to-date progress on specific goals. In addition a summary was developed for the Coventry Public Schools website that includes an overview of each aspect of the plan. This collaborative effort reflects a continued commitment to meaningful integration of technology and will help us to further support our district goal of preparing all students for "...life, learning and work in the 21st century".*

- Collaborate with district administration and staff in the implementation of Alpine Achievement to enhance the systemic capacity of all staff in using data to guide decision making related to program refinements and instructional practices.

*At the conclusion of the 2016-2017 school year, a core group of individuals was trained by Alpine to serve as the basis of a trainer of trainer model. This group has met regularly to develop, plan and implement training districtwide. Recognizing the need for targeted training based on role, we worked to train all certified district staff on the use of Alpine Achievement to help analyze and disaggregate data to help inform decision making. The*

*approach has been very systematic - starting first with our district administration. The next group trained was the Interventionists which was then soon followed by training for classroom teachers. As we have conducted trainings and worked with key stakeholders, we gathered data to identify specific data needs and customize reports within the program that meets those needs.*

*Regular input of data is also key to successful implementation of a data warehouse and for this, our IT department continues to ensure all data loads are timely and accurate thus maximizing the effectiveness of the tool. As we work with the product, I continue to collaborate with representatives from Alpine to further enhance our user experience through refined grade reporting, attendance reports and customized portfolios. These reports are then reviewed with key stakeholders and vetted prior to sharing with specific individuals, departments, grades or schools. Lastly, I am working with a reading specialist to explore how interventions can be tracked in Alpine. We are exploring features of the program and customizing reports, as well as working to develop our training plan for intervention next year.*

- *Work with district library media specialists in the development of a K-12 Library Media curriculum that incorporates local, state and national standards to support and enhance teaching and learning.*

*Working with Library Media Specialists this year, we have begun development on a K-12 Library Media Curriculum that looks to further enhance information literacy skill development for all students. Through research and discussion, we first created five overarching themes around which all curriculum will be developed:*

- 1. Library Orientation and Technology Skills*
- 2. Digital Citizenship*
- 3. Literature Appreciation*
- 4. Research*
- 5. Sharing New Knowledge.*

*We are working to align lessons and units that have been completed and build on these themes to ensure a comprehensive approach that addresses local, state and national standards across all grade levels. We are developing scaffolded essential questions and enduring understandings for the units that span K-12 to show full continuum of progress and learning. Lastly, we are working with preschool to explore how our district offerings can be expanded further.*

- *Support the technology needs of district and preschool staff related to the NAEYC re-accreditation process.*

*I have worked with Hale staff throughout the year to help support any technology needs they have regarding accreditation. I first met with members of the re-accreditation group to discuss their needs in effort to best develop options. I worked with staff to explore ways in which the Google Suite for Education could support their collection of resources and materials, developing a variety of structures and processes to choose from to help streamline collection and collaboration. Two options we explored were a Google Site with embedded folders as well as a strong file structure and organization (using Team Drive within Google Drive). I have also consulted with staff regarding any technology needs they may anticipate for the actual site visit. I continue to check in regularly to ensure all needs are met and my department can be of best support to their needs.*

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

- Enhance the ticketing and asset management system to analyze stakeholder needs, best allocate resources, and explore energy cost saving protocols.

*This year we explored enhanced features of our ticketing and asset management system to help streamline processes, increase efficiencies and initiate potential energy saving protocols. All student, teacher and lab machines have been configured to wake on LAN, enabling us to schedule a remote shutdown. All computers in this group now remotely shutdown and restarted in the morning prior to student and teacher arrival which should result in energy cost savings. This new configuration also allows remote access to machines, upgrades and user support which can improve our efficiencies in addressing technical issues.*

*We have also implemented a reporting form for technology issues to ensure all tickets include the necessary information to allow us to address problems more expeditiously. This new form ties assets to individuals and rooms, allowing us to better track repeat repairs, analyze trends, identify possible areas for support and better anticipate replacements. We have piloted this form with our District Technology Committee who are using the form to submit tickets and sharing their feedback with the IT staff to help answer questions, provide support and help us plan for district-wide implementation. This information will be then used to help ensure a smooth roll out districtwide. Lastly, to help streamline access, our network administrator has pushed a helpdesk ticket submission shortcut out to all District Technology Committee member desktops which will be replicated to all staff once we bring initiate the change districtwide.*

- Work with district personnel to analyze current practices and explore ways to expand and enhance our use of existing technology systems to increase efficiency and improve productivity.

*Working with district staff, we have explored various ways in which technology systems can help streamline the flow and dissemination of information, saving time and improving productivity. Coordinating with the Director of Pupil and Staff Support Services (PSSS) we worked to integrate IEP/504 Direct with PowerSchool, allowing secure access to important information for necessary staff. While there was a connection between the two systems prior, it was one-way. We now have it configured that classroom teachers can access IEP and 504 plans for their students through PowerSchool. This connection eliminates the need for paper copies, increases security and ensures all necessary staff have access to the information they need. I am continuing to collaborate with the Director of PSSS to develop communication and training for staff as well as to refine protocols and procedures regarding this new change.*

*Again coordinating with the Director of PSSS, we are also working to enhance the use of PowerSchool as a communication tool within the district through enhanced alerts. Alerts are small icons that are visible when looking up a student in PowerSchool that very quickly provide information. One example of an alert would be one that indicates a child has a life-threatening allergy. These alerts are available to all who have access to PowerSchool but we were limited to the limited number available in PowerSchool. Working with PSSS, we are expanding these to include other pertinent information we need accessible in a timely fashion (i.e. no picture/publishing, EpiPen restrictions, etc.). We have met with district administration to discuss protocols and are working to refine how they will be added to the system to ensure continuity and reliability of data PK-12.*

*This year, we also continue to support individuals and schools by providing just-in-time professional development as well as system customizations such as custom reports. We have created custom attendance reports for schools and have worked to refine the data integration between PowerSchool and Alpine. We have also worked with buildings to use other tools, such as the Google Forms to help streamline processes and procedures. We have helped buildings use Google Forms for streamlining ordering and supply requests, as well as to refine the registration process for our preschool program. Working with staff throughout, we have customized the forms to ensure they are best meeting their needs while providing ongoing support.*

*Lastly, we have worked with the Food Services department to upgrade their server and ensure connection to POS machines, coordinating with the Director of Food Services to ensure the upgrades occurred with minimal impact to daily operation.*

- *Increase and enhance communication of information to parents and community through various web-based platforms.*

*This year, we expanded the use of SchoolMessenger down to the Hale Early Education Center which now allows for phone, email and text alerts to be sent if necessary to all parents in a timely fashion. In effort to help improve communication, we have also expanded the ability to text down to the building level and all appropriate building staff have been trained in its use.*

*We also worked to expand our social media presence by supporting staff that use Twitter. The IT department worked with staff on its use, incorporated twitter feeds onto different pages and is exploring a social media mashup page for the Coventry Public Schools district website.*

*To help streamline student conference sign-ups, we worked with building administration and teachers to integrate appointments into Google Calendar. For this we trained staff, created supplemental materials for parents and served as ongoing support throughout the process.*

*As we build our registration documentation for next year, we worked to update information for parents regarding technology. We will be providing a link to our website that shows district resources as well as reviewing policies and procedures we do to filter and secure student information. We are also currently working to incorporate 1-1 sign off forms into this portal.*

*Regarding our website, this year we have been working on ADA compliance. Schools now need to meet WCAG (Web Content Accessibility Guidelines) 2.0 AA requirements so to accomplish this we have worked with Finalsite to ensure our web design theme meets the standard. We have also worked through the entire site to add ALT tags to images, modify link titles and review PDFs using an accessibility check. We continue to employ these practices and work to ensure our site is accessible to all users.*

*Lastly, we have added the preschool to the district site and provided additional web based resources to parents through the addition of a page on parent communication and internet safety. We recognize our district website is a tool through which many individuals access information regarding the district and we hope to continue to provide enhancements that support their experience.*

- Design and provide relevant workshops concerning technology and learning to parents and Coventry community members.

*Our goal as a department is to help all stakeholders with regards to technology and we continued these efforts this year through providing a variety of sessions and just-in-time support regarding technology. In the beginning of the year, we provided various sessions regarding PowerSchool Registration (formerly InfoSnap) to support parents in their returning student registration. In addition, we provided phone and individualized support to parents either over the phone or in person. In collaboration with CGS and GHR administration and PTOs, a workshop regarding internet safety for parents of K-5 students was provided for which all resources were made available online as well, along with a copy of the presentation for those parents who could not attend. Lastly, as we work to migrate towards Chromebooks at the high school, additional resources will be made available through our district website. I will be collaborating with CHS administration to explore and provide support options for parents that includes an evening session for the beginning of the school year. We hope that our efforts are helpful to all members of our learning community.*

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

- Continue the development of customized training options for staff to enhance technology integration into teaching, including the ongoing development the CPS Faculty Portal to provide anytime access to support resources and materials.

*Building on our work from previous years, we have continued to provide targeted and differentiated professional development offerings to staff to support technology integration and use. Prior to all professional development sessions, we administer surveys to staff to gather information regarding needs and interests. Using this information, we develop and plan for sessions that address a variety of topics and provide different sessions for people to choose from so as to best meet the needs of every learner. With the planned transition from iPads to Chromebooks at Coventry High School, we provided targeted professional development to support staff in this process through differentiated offerings and experiences pertaining to their use. Some other topics for which we conducted sessions on were Google applications, Alpine Achievement, interactive whiteboard use, and iPad integration. Lastly, we also provided after-school training options for interested staff.*

*We continued to build on our to our faculty portal this year through adding additional resources in alignment with our professional development offerings. This year, information, links and guides for a variety of topics such as new copiers, Alpine Achievement and Chromebooks were added. We also collaborated with the business department to expand the portal offerings to include HR Resources. The faculty portal continues to provide staff anytime access to materials they may need or be interested in.*

- Integrate technology coaching opportunities with grade level, department and instructional learning team meetings to ensure meaningful integration of technology to increase student engagement and enrichment and provide targeted professional development directly connected to curriculum.

*This year, we worked to integrate technology coaching into grade level, department and instructional learning team meetings at various school so as to provide targeted training and support throughout the year. Through this approach, we were able to better identify areas of need, provide assured training experiences to help in roll-outs*

*of new resources, and collaborate with teachers in the development of lessons and units that directly embedded technology. Lesson examples have involved integration of 3D printing as well as the development of websites. In addition, the small size group provides greater opportunity for differentiation as well. We have also worked to support school-wide initiatives during these times as well, such as rubric development at the high school.*