Coventry Public Schools

Sub System/Department Goal Achievement for the 2013-2014 School Year

Carla L. Kennedy – Educational Technology

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.

- Analyze the district’s current technology infrastructure as measured by the State of Connecticut’s “Tech Readiness Tool” and develop a comprehensive plan to put the necessary measures in place for the Smarter Balanced assessment in the Spring, 2014
  - By developing a procedure for inventorying and tagging all equipment in district-wide computer labs, including deploying an automated information database to gather all hardware and software assets within the district, a request to increase the Capital Improvement Project budget to replace aging equipment and build a successful and sustainable network was put forward. Furthermore, preparing a district-wide technology budget proposal to centralize purchasing and leverage purchasing power within the operating budget was also designed based on these results.
  - Oversaw the management and distribution of the State of Connecticut Tech Readiness Grant. This entailed purchasing 90 new desktops to support Smarter Balanced (SBAC) testing and installing a reliable wireless network at our K-5 schools; consisting of 36 access points and 5 Power over Ethernet switches. The rest of the funding will be used to purchase mobile devices and ancillaries to further support testing. All equipment to date has been inventoried into the district’s technology asset-tracking database.
  - Managed Educational Technology staff to provide continuous maintenance and repairs to all computer equipment that will be used for daily instruction, MAP assessment and SBAC testing. This included inspecting and replacing mice, keyboards, installing testing lock-down browsers on all machines used for assessments, and creating a specific sign-on profile for the SBAC assessment based on the test regulations. Developed a plan and tested connectivity along with uptime and downtime speeds in areas that will be used for SBAC testing, including both the wired and wireless networks.
  - Collaborated with the Business Manager, Director of Facilities, and building Principals in redefining learning spaces by creating new computer labs to successfully administer the on-line assessments and provide on-site technical support during testing in all computer lab locations.

- Develop a structure, process, procedure for managing, and accounting for technology requests to efficiently and effectively support teaching and learning
o Collaborated with Coventry High School administration and staff to create a Student IT Assistant program, which provides authentic applications of learning to a real-world audience. During the 2013-2014 year, we proudly shared this experience with ten Student IT Assistants. In addition, three Coventry Seniors proudly shared their IT Help Desk experiences at the CEN Member Conference at the Connecticut Convention Center on May 22, 2014. Experts in the field were pleased to hear about these exceptional learning experiences.

o Developed and implemented content management and inventory servers to manage internal Help Desk requests (request@coventryct.org), monitor outages, notice alerts, and track hardware. Further refinement is needed within these systems to streamline the triage process for requests which will assist the department in providing exceptional customer service, prioritizing production support to follow a queue process allows for district-wide support and clearly identifies district training needs, and continuing to inventory district assets and centralize technology purchases for the 2014-2015 school year will allow the department to efficiently and effectively support teaching and learning. This process has allowed us to track over 2,160 requests district-wide!

o Created an anonymous technology tip line on our district home-page that provides the community with a forum to express informal feedback regarding our initiatives and provide evidence of the effectiveness of programs and strategies.

• Refine district standardized assessment procedures from an individual school based approach to a systemic protocol to promote student progress and achievement in literacy and numeracy

o Developed standardized assessment procedures and created a systemic protocol for MAP and SBAC testing. Centralizing scheduling, training sessions, technical support, and training materials allowed the department to maximize district resources, both staff and equipment. Streamlining building-based workflows for testing including protocols for Special Education students, equipment review and readiness tests, and data efficiencies for reporting results with enhanced SQL and data mapping has greatly aided in testing and helped the district gain efficiencies. This has saved 195 hours that would have been filled by support staff.

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

• Continually monitor network activity, implement new equipment and innovative solutions, and collect relevant data to improve the use of data driven decision making to maintain a safe online learning environment for activities on our school network

o Documented the existing network by diagramming the switch layout and all relevant connections, including the switch management IP addresses, was the first step in maintaining a safe online learning environment for activities on our network. Collaborated with the Network Administrator and Project Manager extensive research was done on the future and sustainability design of the Coventry Public Schools Network to fully support wireless, create redundancy
plans in case of disaster recovery, Voice over IP, and security device enhancements.

- Upgrading the hardware that makes up the network core to ensure stable network connectivity district-wide was one of the first tasks of the department. Throughout the year, the staff of the Educational Technology department upgraded the financial management system for the district and converted to a Microsoft Remote App access method, upgraded critical switches in our closets to power workstations, upgraded the student information system (PowerSchool) to the latest version to be in compliance with state reporting guidelines, built and upgraded hardware on multiple machines within district to be able to handle the newest operating systems (Microsoft Windows 8.1) and also developed a new software and security update mechanism in order to maintain the network.

- Expanded the district’s implementation of Symantec antivirus software to be installed on every machine to protect the network from dangerous viruses and hackers. Installed Aerohive wireless access points throughout the district to provide wireless connectivity and expand our network coverage. Collaborated with the high school Library Media Specialist to expand the school library information database, Destiny Follett, to include grades K-5 as an innovative solution to further promote literacy in our schools.

- Researched and implemented a device management software solution to manage district-issued iPads. Collaborated with CHS administration to develop procedures for reporting misuse of iPads. Distributed iPads to the 10th graders, district staff, and the K-8 cart and classroom sets. Collaborated with members of the District Technology Committee to develop procedures for adding new apps to the iPads across the district.

- Collaborated with the town agencies to provide connectivity and access to the town network from their new facility.

- Provided all data feeds for district systems including Food Service Solutions, Renzulli, Naviance, MAP, Study Island, SBAC, Bloomboard, Teachscape, and Atlas Rubicon.

- Created, administered, and analyzed student and staff technology survey results to assist district administrators to make informed decisions based on data.

- Increase communication and working relationships with parents and the community regarding educational technology initiatives through various venues including parent presentations, district website, and other digital platforms

- Collaborated with CHS administration to develop and implement parent and student iPad workshops during summer sessions and the CHS Open House. Supported families with children in grades 1-6 and new families to the district with orientation workshops to successfully navigate the PowerSchool Parent Portal.
Continued to support the district with parent-student communications in regards to report cards, progress reports, transcripts, honor roll, GPA and class rank on PowerSchool.

Organized and collaborated with teachers, students, and administrators in the district to present the results of the iPad initiative at both the UConn iPad Conference on May 14, 2014 and the 2nd annual CEN Member Conference on May 22, 2014. Participated in the district interview to press release the iPad initiative with The Chronicle (9/23/13), the UConn Spotlight publication, and the CEN Member Spotlight article.

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

   - Continue to support and expand the district’s professional collaboration network by partnering with local universities and other government agencies to increase student achievement in all content areas in preparation for the Smarter Balanced assessment.

   - Collaborated with the University of Connecticut to provide professional development support to integrate iPads into teaching and learning. Coordinated and created an Educational Technology Professional Development track which teachers (K-12) elected to attend iPad workshops throughout the year with Associate Professor of Online Learning, Dr. Jae-Eun Joo, and Apple Certified Campus Rep and UConn Senior, Mr. Jake Sippel.

   - Organized and lead District Technology Committee. Piloted keyboarding programs for early learners to build proficiency for on-line assessments. Explored school-wide Gmail and Microsoft 365 email options for students by consulting with the University of Connecticut, Manchester Community College, and other districts such as Plainville Public Schools.

   - Networked with community contacts to donate necessary server and hardware resources to improve the district’s technology position, and recruited professionals to volunteer their time and materials to install our wireless system at the K-5 locations, saving the district over $18,000.

   - Collaborated with state-wide user groups on PowerSchool, state reporting, MAPS, and regularly attended EastConn Technology Council meetings and CEN Membership Conference Planning Committee meetings to discuss best practices in the field of educational technology. Further networking opportunities have occurred to form partnerships with other districts through site visits and conference calls to increase student achievement as related to district initiatives (Rocky Hill, Farmington, The Gilbert School, and Woodstock Academy).

   - Provide ongoing and differentiated learning opportunities for all site level staff to enhance our district’s web presence outside of the current professional development days.

   - Organized August training session for district secretarial staff to provide training on multiple digital systems including AESOP, our staff absentee and substitute recruitment system. Additionally, the instructional staff throughout
the district, including New Teacher Orientation, has participated in the department’s “Creating a Digital Web Presence”. Throughout the year members of the department, including the Educational Technology Coach, have provided multiple trainings and materials on critical business systems and educational applications such as PowerTeacher, administering the MAP assessment, administering the SBAC assessment, PowerMyLearning.org, iPad 101, and various iPad apps such as Evernote, Educreations, Genius Scan, and Nearpod.

- Researched alternatives to enhance our overall web presence, to improve teacher to student communication, teacher-to-teacher communication, school to parent communication and administration to teacher communication. One method was to apply Google Analytics to research how our current site is used. This data has been used to drive content redesign decisions and to include new products into the website redesign.

- Collaborated with student IT assistants and members of the District Technology Committee to design an on-line digital professional learning community to support district initiatives.

- Collaborate with other district leaders to ensure effective implementation of the Teacher and Administrative Evaluation instrument as well as provide on-going technology support including on-line professional development

- Collaborated with district administrators to provide educational technology professional development which included sharing the vision for the department (SAMR model), iPad apps, Smart Board training, PowerMyLearning.org, and the iPad 101 overview. Supported district leaders by assisting with meeting set-up, provided technical support for database set-up, and technical assistance during various webinars such as Teachscape, Atlas Rubicon, staff meetings, guest speakers, PTO meetings, BOE meetings, live broadcasts, band concerts, talent shows, drama events, and numerous sessions around the district during professional development days.