

**Mission Statement:**

The Villa Madonna Academy Technology Department aims to transform teaching and learning in all classrooms through the use of technology. Transformation means improved student learning environments, improved teaching environments, improved school administration processes, and improved relationships between administration, staff, teachers, students and parents through the use of technology enablers.

**Key Performance Areas:**

Since the implementation of our first formal technology plan in 2001, our goals have been to:

- improve the integration of technology into the school's overall curriculum,
- implement training programs and workshops aimed at improving the level of technology skills for teachers and staff members,
- implement strategies to sustain and replace technology products,
- provide ongoing training and technical assistance,
- expand & improve access to personal computers, the Internet, and other technology enablers in all areas of the school.

**Executive Summary:**

During the 2006-2007 Academic Year, we have continued to focus our efforts on these goals. Below are the high-level statistics of the Technology Department. Following these statistics is a summary of the major accomplishments made this year and a brief summary of our plans for next year.

**June of 2006 to March of 2007, the technology department has:**

- Responded to over 445 Help Desk calls from teachers and administrators for assistance with technologies (software, hardware, networking)
- Logged over 650 hours of time against support tasks which include Help Desk calls, system down situations, and loss or interruption of technology services across multiple platforms and technology devices
- Logged over 1000 hours of time against technology projects which include PC replacements, introduction of new technologies into the classrooms, introduction of new technologies to administer day-to-day operations of the school, technology professional development, mission critical system replacements and conversions

**Major Accomplishments and Future Plans:****Curriculum Enhancements & Technology Enablers:****New Digital Language Lab:**

- In May of 2006 we received funding approval from the Diocesan Secondary Funding Committee to purchase a computerized language lab system for our teachers and students to use.
- In June of 2006, we received the equipment and set up the hardware and software needed to make this system ready for August of 2006.
- In August, we scheduled training for the teachers and finalized the installation of the system with the Sanako vendor. After training sessions were completed, we worked with teachers to set up seating charts and establish locations to save files on the system's hard drives.

**Foreign Language – NOELLA Assessment System:**

- This year, with the upgrade of our High School PCs to the Windows XP operating system, we were able to support pilot testing of new websites designed to assess students' skills in various foreign languages. We participated in the NOELLA pilot this year for the Elementary School.
- During the month of October the Spanish and French language teachers conducted testing with students in grades 3 – 6 using the NOELLA online testing program. They were able to bring 92

students through the Spanish portion of the test and 51 students through the French portion of the test. All tests were conducted in the High School Computer lab using PCs, Internet access and high quality headphones for listening.

#### **New SMART Boards for High School Classes:**

- In May of 2006 we received funding approval from the Diocesan Secondary Funding Committee to purchase 3 new SMART boards and 4 projectors for use in high school classrooms.
- The following departments received new SMART boards: English - Room 306 (P. Fitzpatrick), Foreign Language - Room 310 (D. Furnish), Religion - Room 313 (E. O'Connell)
- The Science department received an additional projector for use with the teacher's laptop – Sr. Nancy Kordenbrock - Room 105

#### **New Projectors for High School and Elementary School:**

- In January of 2007 we purchased 3 projectors and new screens for use in the Elementary/ Jr. High School class rooms. The following classes received new projectors and screens: 3<sup>rd</sup> Grade – Main School Building, 6<sup>th</sup> Grade – Center Building, Jr. High Math/Science – Main Building.
- In March of 2007 we received funding approval from the PTAO to purchase 3 new projectors for use in High School and Elementary classrooms. The following departments/classes received new projectors: High School Math - Room 307 (S. Rodenkirchen), Elementary Foreign Language – Center Building, 5<sup>th</sup> Grade – Center Building

#### **Professional Development:**

In September 2001, the High School and Elementary School Principals required that each teacher include in his/her performance goals at least one goal aimed at improving the teacher's individual technology skills and use of technology in the curriculum. This continues to be part of the goal requirements for both High School and Elementary School teachers.

This school year, the technology department offered the following Technology Professional Development opportunities to the faculty and staff.

- The Elementary Teachers participated in 4 technology professional development opportunities during the second half of the school year
- The High School Teachers participated in 3 technology professional development opportunities during the second half of the school year
- In June of 2006, several teachers participated in the Technology Professional Development Day sponsored by the Diocesan Technology Coordinators Forum.

All new teachers are required to attend a 3-hour Technology Training session upon joining the faculty. In this session, the teacher receives his/her laptop and is shown how to use it in the classroom. Additionally, teachers are briefed on the VMA e-mail system, grading system, daily attendance system and other internal systems.

**Technology Infrastructure Enhancements:** Since 2001, the technology hardware, software and networking environment at VMA have grown significantly. In 2006, we focused our efforts on replacing aging PCs (laptops and desktops) for our teachers as well as introducing upgrades and new technologies into the existing technology environment. Some of the newer technologies are listed in the above Curriculum Enhancements & Technology Enablers section. Below are additional replacements, upgrades and enhancements made to the technology environment to support both instructional and operational needs.

In 2006, we:

- **Upgraded the 25 PCs in the high school lab to Windows XP.** This upgrade enabled us to use newer technologies available under the Windows XP operating system and to support pilot testing of the Noella foreign language (Spanish and French) Internet-based learning assessment tools.
- **Replaced 47 laptops/desktops for teachers and administrators.** With this replacement effort, we began moving toward an alternate solution for teacher laptops – Tablet PCs.
  - Tablet PCs were purchased for 5 teachers in the Elementary and Jr. High Schools. These PCs allow teachers to use an LED pen to write on the Tablet screen. The writings can be digitally saved for future use and can be projected via an LCD projector in the classroom.
  - At the close of the replacement efforts, we assessed the older machines for future use within specific areas of the school and identified 14 laptops to be used in designated areas of the school (including theatre, high school art room, high school library, elementary library, and high school counselor’s office).
- **Replaced the High School Tone System.** The High School class change Tone System, originally installed in 2002, failed late in the month of May of 2006. We implemented an alternative PC-based solution with improved flexibility and feature/functionality.
- **Upgraded network communications equipment** that connects all laptops, desktops, and printers to our server computer. This upgrade increased the speed of our network from 100 megabits per second to 1,000 megabits per second (A.K.A Gigabit speed). This has improved data communications speed across the network and has improved print processing speeds for our network printers. We have also replaced hardware on ½ of our network printers to improve their processing speed and reliability.
- **Planned, Managed, and Executed the Development Office Software Conversion.** In the summer of 2006, Blackbaud purchased Campaign and notified all users of GiftMaker Pro that they needed to convert to the Raiser's Edge software system for Development Activity Management as soon as possible. As a result of this notification, we purchased software licenses to Raiser's Edge and kicked off a project to convert our current system to this new system.
  - In October of 2006, we developed a project plan for this conversion and installed the Raiser's Edge software on our Network Server and on 3 PCs.
  - In November of 2006, we ran the conversion programs to migrate the data from Giftmaker Pro to Raiser's Edge. The conversion software successfully added 6,368 constituent records and 13,798 gift records to Raiser’s Edge with only 1 exception reported out of the conversion program.
- **Upgraded the Daily Lunch/Attendance System.** Donna Crisler asked for an enhancement to the Daily Lunch and Attendance system to allow for a Word document to be created with labels for specific lunch selections made by students and teachers. We updated the software to allow for special lunch selections to be printed by the cafeteria manager. This eliminates the need for cafeteria workers to hand write names on the labels affixed to the sandwiches or special lunch orders.
  - It is estimated that this saves approximately 20 minutes of work effort per day - which translates into approximately 60 hours of work effort per year.
- **Lead the Technical Analysis and Vendor Selection Process for the School Systems Safety Project.** Given the recent increase in school safety issues in the nation, VMA has decided to pursue proposals and pricing for the implementation of building security systems for our school buildings, gym and the Villa Hills Day Care entrance. The types of systems offered in today’s market all require significant technology setup, configuration, maintenance and support. Therefore, we have been participating in the vendor walkthroughs and demonstrations for the various system types and have:
  - developed the Request for Proposal;
  - participated in the final decision making for the types of systems to be installed;
  - participated in the choice of vendor to be contracted with to do the work;

- worked with the vendor to support the implementation and training efforts for the new security systems.
- **Upgraded the VMA Website.** Over the course of the year, we have added new sections to the VMA website to facilitate communications amongst students, teachers, administrators and parents. These sections have included:
  - Links to e-commerce buying of tickets to Villa-rama
  - Links to e-commerce buying of tickets to the High School Play
  - New webpage for High School Intramurals
  - New webpage for Elementary Drama Club
  - New webpage for Blue Lightning Apparel
  - New webpage for Spirit Shop
  - Updated webpage for Parents Club – PTAO
  - Correction to program logic for file deletion process

**Next School Year we plan to:**

- implement 46 installations of a new electronic grade book software program for use by teachers in grades 4 – 12,
- implement 40 installations of a new online grades web-based software program for use by teachers in grades 7 – 12,
- replace the aging PCs in our Elementary Lab and Libraries (replacing 34 PCs and adding 7 new PCs),
- add new media center capabilities to our Elementary Lab and High School Library to provide for video creation and editing technologies,
- invest in additional technology training for our teachers,
- invest in additional SMART boards,
- invest in additional In-Focus Projectors,
- improve our school website through significant upgrades to newer technologies