



**Bishop Fenwick High School, Inc.**  
**2005-2006 Budget**

**Account** \_\_\_\_\_ **Network** \_\_\_\_\_

Quantity	Description	Cost/per	Total Cost
12	Network Maintenance	1,600.00	19,200.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

<b>Total</b>	<b>19,200.00</b>
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Bishop Fenwick High School, Inc.  
2005-2006 Budget

Account \_\_\_\_\_ Curriculum \_\_\_\_\_

Quantity	Description	Cost/per	Total Cost
1	Virtual High School	6,000.00	6,000.00
1	Turnitin.com - funded through Peabody Tech grant	1,000.00	1,000.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

<b>Total</b>	<b>7,000.00</b>
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**Bishop Fenwick Proposed Technology Budget 2006-2007**

Category	Qty	Item	Cost	Total	Possible Sld/Grant Funding	Net	Actual Amt	Invoice #	Comment
<b>SOFTWARE:</b>									
	1	Norton AntiVirus	3600	3600			3520	14349	
	1	Surf Control - Internet Filter	1975	1975			1235	14349	
	1	GFI Spam Filter	425	425			670	14349	
	1	Micrososft Office, XP etc	12400	12400			12400	13857	
	1	Administration Software	22000	22000					On hold for new Principal
<b>HARDWARE:</b>									
<b>Zampell Room</b>									
	30	Computers- Optical Mouse	800	24000			24300	13735	includes 2 for extra stds in Photo
	30	Monitors	150	4500			5080	13854	
<b>Interactive White Boards</b>									
	1	Renee Jenson	10000	10000					On Hold for New Principal
	1	Julie Hart	10000	10000					
	1	Colleen Depew	10000	10000					
	1	Annmarie Misuraca	10000	10000					
	1	Client Server	7500	7500			7500	13735	
	15	Replacement Monitors	150	2250					
	60	Memory Upgrades	80	4800			2810	13565	
							1095	14167	
<b>NETWORK :</b>									
	12	Internet & Web Access	2695	32340	12936				invoiced ea month
<b>Web Sites</b>	1	Hosting	11400	11400	4560				invoiced each month
<b>CURRICULUM:</b>									
	1	Virtual High School	6000	6000					
	1	Turnitin.com	1000	1000			920	PO # 06370	
<b>POSTAGE:</b>									
	40	VHS - Music	1.3	52					
	20	Vhs other	5	100					
<b>OTHER MISC:</b>									
	1	Parts & Misc	5000	5000					
	80	Summer Hours - Server upgrad	90	7200			7200	13746	
		Installations & Maintenance							
<b>TOTAL:</b>									
				186542	17496				



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ASSOCIATION

*Since 1904*

December 28, 2007

Ms. Linda Kuzara  
Director of Technology  
Bishop Fenwick High School  
99 Margin St.  
Peabody, MA 01960

Dear Ms. Kuzara:

I am pleased to inform you that we have reviewed your technology plan for 2007 to 2010, and that it satisfactorily meets all five criteria established by the Schools and Libraries Corporation for participation in the Schools and Libraries Universal Service Program. Your plan is approved.

In order to receive program services, please note that you must indicate on FCC Form 486 that your plan has been approved by the National Catholic Educational Association.

Sincerely,

Timothy W. Dwyer  
Associate Executive Director  
Department of Chief Administrators of Catholic Education

*A Clear Voice for Catholic Education*



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ASSOCIATION

*Since 1904*

## NCEA School/Diocesan Technology Plan Approval

**School:** Bishop Fenwick High School      **Date Received:** December 12, 2007

**Contact:** Ms. Linda Kuzara  
Director of Technology

**Address:** 99 Margin Street  
Peabody, MA 01960

**Phone:** 978-587-8339      **Fax:**

**E-Mail:** [LMK@fenwick.org](mailto:LMK@fenwick.org)      **Plan Duration:** 2007-08 to 2009-10

**Plan Approved:** XXX      **Plan Returned with explanation:** \_\_\_\_\_

### Review Criteria:

- The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.
- The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- The plan provides a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
- The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make the mid-course corrections in response to new developments and opportunities as they arise.

  
Timothy W. Dwyer  
Associate Executive Director, CACE

*A Clear Voice for Catholic Education*



**Bishop Fenwick High School  
Technology Plan for Educational Excellence  
2007 – 2010  
Contact: Linda Kuzara**

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- Introduction
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**Introduction**

Bishop Fenwick High School is the largest Catholic coeducational high school in the Archdiocese of Boston. In 2004 it was incorporated as Bishop Fenwick High School, Inc., an independent Catholic high school.

Bishop Fenwick has had a long history of using technology to achieve academic excellence. Its first five year technology plan was written in 1992 and there has always been a plan in place since then. Since its incorporation, Fenwick has had a resurgence of commitment to using new technologies to stimulate and engage its students in the learning process. The entire Fenwick community has enthusiastically embraced all aspects of this task from planning and developing this document, to fundraising, training, and implementation.

## **Technology Planning Committee**

This committee consists of at least one member from each of the constituent groups of Bishop Fenwick High School. Members and their positions are listed below.

**Sr. Geraldine Burns – Administration**  
**Ms Audrey Sullivan – Board of Trustees, President**  
**Mrs. Linda Kuzara – Director of Technology**  
**Mr. Bruce Gordon - Director of Finance**  
**Mrs. Pattianne Folta – Treasurer**  
**Mrs. Diane Eromin – Foreign Language Department Chairperson**  
**Mrs. Lisa Estabrook – Librarian & Curriculum Coordinator**  
**Mr. Thomas Gawrys – Mathematics Department Chairperson**  
**Mr. Joseph Elmi – Computer Teacher**  
**Ms. Melissa Menard – Office of Institutional Advancement**  
**Ms. Celeste Trifero – Guidance Counselor**  
**Dr. Michael Weiss – Science & Mathematics Teacher**  
**Mr. Ronald Zabilski – Parent**  
**Mr. Greg Ahmed – Alumni**

## Current Technology Assessment – Sept -2007

### Current Hardware Resources:

#### Network:

- The entire building is wired with a fiber optic backbone. All classrooms and offices in the building connect into this network.
- All classrooms have at least two live connections, although they have been wired for and can easily be expanded to four.
- The science wing has a wireless network to facilitate the use of laptops during class and labs. The auditorium and the library also have wireless access points. This is a closed and protected network which authenticates the machine and user before allowing access.
- The entire network is connected to the Internet by a T1 line.
- There are four servers which manage various functions of the network. The Client Server manages all of the school files. The Mailserver manages all of the email accounts as well as the backups and virus detection and also has a RAID drive for storing large student projects. The Internet server manages all of the Internet traffic as well as the Internet blocking software. The Phone server manages the VOIP phone system.

#### Instructional Resources:

- There are five computer labs in the building. Three of these are used to hold classes while the other two are resource rooms. The Zampell Resource Room has 25 machines and a laser printer. PC Room 1 has 18 machines and a laser printer. PC Room 2 has 15 computers and a laser printer. PC Room 3 has 22 computers and a laser printer. The Art Lab has 22 computers, 22 scanners, 22 digital card readers, a wall mounted large screen, and three color laser printers and a color poster printer. Art Students are granted special access to a RAID drive where they can store their large projects.
- The library has 14 computers, 3 laser printers and a color laser printer. Four of the computers and two of the laser printers are reserved for faculty.
- Every classroom has either a desktop or the teacher has a laptop. Several classrooms are equipped with both. Students may use any of the desktops but the laptops are assigned to an individual faculty member. All classroom and teacher laptops are set to print to a designated printer on each floor. The computers on the third floor print to the printer in the faculty room at the back of the library. The computers on the second floor print to the Mail Room at the back of the Main Office. The computers on the bottom floor print to the printer in Faculty 3 and to the wireless printer in Bio 2.
- The Science Department has 16 laptops in a movable recharging cart and a variety of data collection probes. All of the science classrooms except the physics lab also have TV's and DVD players
- The Learning Center has one computer and a laser printer
- The faculty offices known as Faculty 3 has one computer and a laser printer

- The Guidance Resource room has two computers for students' use.
- The Yearbook Room has three computers and a printer/scanner.
- The Mathematics Department has six TI 84 Silver graphing calculators with overhead projector adapters.
- There are six classrooms equipped as Technology Learning Centers. Each has an adjustable Promethean electronic white board and a remote active slate. There is a set of 30 student response devices and two document readers that can be shared among the rooms.

#### Administration Resources:

- The Main Office has three computers and a color laser printer.
- The Mail Office has one computer and a laser printer.
- The Scheduling office has one computer and a wide carriage printer.
- The Clinic has one computer and prints to the Main Office.
- The Athletic Office has one computer and one laser printer.
- The Attendance Office has one computer and a wide carriage printer.
- The Vice Principal's Office houses the Client server, and has an additional computer, a color laser printer and a scanner.
- The Campus Ministry Office has two computers and two ink jet printers.
- The Guidance office has 6 computers, a laser printer, and a copier/printer.
- The Office of Institutional Advancement has 4 computers, a laser printer, a color laser printer and a copier/printer.
- The Finance Department has three computers and three laser printers and has access to the Office of Institutional Advancement's copier/printer.
- The Admissions Office has two computers, a laser printer and a copier/printer.
- The Boys & Girls Phys Ed Office each have one computer and they print to the printer in the Athletic Office.

#### Current Software Resources:

##### Network & System:

- All servers are currently running *Windows Server 2003*
- All clients are running *Windows XP 2002 SP2*
- All clients are running *MS Office Professional 2003 SP2*
- All Clients have *Adobe Reader 8.0* and *Internet Explorer 7.0*
- We use *Symantec Anti Virus – Corporate Edition- Version 10.1*
- We use *Surf Control Web Filter Version 5.5*
- For backing up the network we use *Veritas Backup Exec. Version 9.1*
- For spam control, we use *GFI Mail Essentials Version 12*
- For email we use *Microsoft Exchange 2003 SP2*
- For Proxy Server we use *ISA 2000 FP2*
- The Phone system uses *Cisco Call Manager 4.0(2a)*
- Voice mail is *Unity Unified Messaging Version 4.0(5)*

### **Administration Software & Services**

- We currently use *MMS (Modular Management System)* to record and track all student information.
- The Office of Institutional Advancement uses *Sage* to maintain all of its donor information.
- The Alumni Office has a gated online community <http://alumni-ae.fenwick.org> to facilitate communication between its office and the alumni.
- The Finance Office uses *Quick Books* to maintain all financial information. It uses *FACTS* to provide financial aid information.
- The Admissions Department has a website <http://admissions.fenwick.org> which it uses to facilitate communication between parents of prospective students and the admissions department. It uses a separate database in *MMS* to track students' paperwork during the admission process.

### **Instructional Software and Services:**

- Each department is responsible for researching and requesting any software necessary for instruction in its curriculum area. Most software is installed system wide if possible depending upon license limitations. Many departments make use of test and worksheet generating software, which is limited to teacher accessible units.
- The library resources are available throughout the system. *Follett* is the software used to maintain the electronic card catalog. Other scholarly research database services may be accessed by students through the library's page on the school's website, [www.fenwick.org](http://www.fenwick.org).
- The Mathematics Department uses *Derive* and *Geometer's Sketchpad* as instructional Tools.
- The Science Department uses simulation software from *Logal* for Biology, Chemistry and Physics. These are the Cardiovascular System, The Atom, and Gravity. They use the software that came with their probes, *Data Studio* to collect and analyze lab data.
- The Foreign Language Department uses *MS WORD 2003* with its French and Spanish components and dictionaries.
- Departments that assign research papers use the on-line plagiarism detection service [www.turnitin.com](http://www.turnitin.com).
- We belong to Virtual High School which is a consortium of schools throughout the world which teach online courses. We teach Music Composition and Arranging that entitles 50 of our students each year to take on-line electives that are not offered at Bishop Fenwick.
- The Art Department uses Adobe Photoshop and Google Sketch-Up in its courses.
- The Promethean boards in both Math & Science use the TI-84 software for electronic boards.

## Focus Areas

This three year plan will focus on six specific issues.

- ✓ **Infrastructure & Network** – We need to maintain the current facilities by performing regular machine replacements and expand the network facilities to provide the school with needed functionality.
- ✓ **School Management** – We want to use technology to make the school management of information more efficient, easier to access, and available in a more timely fashion so we can use it to make more informed decisions.
- ✓ **Communication** – There has been enormous changes in the way we communicate over the past few years. We want to take advantage of these innovations to improve communications with all of our constituent groups.
- ✓ **Curriculum** – We want to use technology to enhance the curriculum and engage students in active learning across the curriculum. We also want to make sure that there is consistency within departments and courses.
- ✓ **Teacher Skills** – It is critical that teachers receive proper and continuous training in order to reach the school's goals.
- ✓ **Student Skills** – We want to be sure that all students are meeting the Massachusetts Technology Literacy Standards when they graduate.

## **Proposed Three Year Time Line for Technology Improvements**

**School Year 07 – 08 (July 1, 2007 – June 30, 2008)**

### ✓ **Infrastructure & Network:**

1. **Replace 30 computers in the classrooms.** We have a five year replacement program for all client machines. This year the computers in the classrooms are due to be replaced. Survey teachers to determine if a teacher prefers a laptop or a desk top. Use the survey to determine if a teacher needs both a laptop for teacher use and a desktop for student use.
2. **Laptops for Teachers –** Purchase 30 laptops for teachers who would like the convenience of a laptop to take home to help with their lesson planning & development. These laptops should be equipped with both wireless and wired network cards. Teachers should be set up as local administrators so they can set up these laptops to work on their home networks.
3. **Wireless Network –** Extend the wireless network to the student dining room. This will enable teachers who have duty periods in the dining room to use their laptops and access the network.
4. **Wired Network –** Extend the wired network to the Student Dining Room and to the new Food Manager's office. Purchase a new computer, printer and phone for his office. Add six additional drops to the library along with new computers.
5. **Internet Server –** Replace the Internet Server which is responsible for managing all Internet traffic and filtering web access. This is the normal schedule for replacement of this server.
6. **Tape Backup System –** The system has outgrown the current tape backup system. We also will purchase enough tapes so that we can perform a daily backup of the full system and allow for the Friday backups to be kept off site for a month before the tapes are reused.

### ✓ **School Management:**

1. **Student Information System –** Update the current student information system Modular Management System ( MMS )to the new version MMS Generations. This update will add such capabilities as electronic homeroom and class

attendance, online electronic grading, parental access of online warnings and report cards, and online course selection.

- The installation of this system can be accomplished over the summer of 2007. Training for key users ( Vice Principal, Tech Director, Treasurer, Director of Guidance, Scheduler) will also start during the summer.
  - The implementation will be done gradually during the school year. We will start with attendance, followed by grading. We will open the system up to parents in the second semester in order to give teachers a chance to become comfortable with the process.
  - In the spring, use the online course selection feature to have parents make course selections for the following year.
2. **Electronic Food Services** – Purchase hardware and software that integrates with MMS to provide electronic payments in the student dining room using a student ID card. The software will also provide reports for managing the finances, inventory and include individual student report capabilities.
  3. **Outside Access to Network** – Currently, faculty members have access to their email and voice mail from outside the building. This year we will set up remote access to the client server. This will give faculty and staff access to files stored in their private drives as well as any shared drives that they have permissions to access. We will evaluate this process and determine if we should grant the same access to students the following year.
  4. **Training for Office of Institutional Advancement** – Research the training needs of the members of the Office of Institutional Advancement regarding using the data base management system, SAGE. Evaluate the online training courses offered by the current vendor and set up appropriate training for department members.
  5. **Secure Entry and Building Security** – Currently there are locks and buzzer entry systems at main entrances to the building. However, additional surveillance systems are necessary to strengthen campus security.
    - Investigate installation of surveillance cameras for the back side of the building which would cover the fields and the parking lot. Consider installing cameras and wireless access points on the new light towers.

✓ **Communication:**

Communication between and among all of the Fenwick constituencies have become a concern of top priority over the last few years. We include all forms of communication, including written forms, voice, and electronic transmission of data

1. **Website** – The school currently has three websites, <http://www.fenwick.org> which is the schools main site for disseminating information to the public, parents and students; <http://admissions.fenwick.org> which is a mechanism where prospective parents and students can communicate with and submit information to the admissions office; and <http://alumni-ae.fenwick.org> is a gated online community where our alumni can maintain contact with the school and each other in a secure environment. The school will review the current sites and develop a solution that contains current, pertinent information, projects a professional image, is easy to use and administer and contains secure pages for faculty, parents, students and alumni.

- Each teacher will be required to post their syllabus, classroom procedures, and grading rubric on their web page. Moderators of student activities will also be required to update their activity page.
- Give administrative privileges for the whole site to an additional person on staff to facilitate updating the information in a more timely manner.
- Establish a Web Site Committee which will be composed of members from each of the affected constituent groups and departments. The committee will complete a requirements definition process with all constituent groups and highlight and determine overlapping areas; create a process for updates so that information can be easily maintained; investigate adding secure locations for posting parent communication, alumni newsletters and internal shared school projects. This committee will also review vendors to explore alternatives to the current hosting service with the goal of adding needed functionality and components. Recommendations will be submitted to the Principal by the end of the year.

2. **Emergency Calling System** – There is a need to implement a rapid communication system for the purpose of mass distribution of emergency announcements. It is anticipated that this system would be used in serious emergencies, inclement weather school cancellations, and depending on cost, other time critical announcements.

- Determine the needs of each department who might use such a communication system and prepare a request for proposal.
- Gather preliminary information regarding vendors used by other schools in the surrounding areas.
- Interview vendors and make recommendation to Principal. (Note – These services are not fundable through the e-rate.)

3. **Student Information System - (Modular Management System, MMS)** MMS is the central repository of student data. When MMS was selected, there were several modules included in the purchase to provide additional information about each student. We need to implement all the modules and optimize the use of MMS in order to insure that quality data is available to the entire community.
  - Set up an admissions data base of prospective students on MMS as a separate data base from the current data base. Use this data base to collect all information about prospective students. Then when the final decisions are made about admissions, we can easily import the data into the current student data base.
  - Update the current student data base to include parents email addresses. This will enable us to send mass notifications when warnings/report cards are available on line or in case of emergencies.
  - Review other data requirements throughout the school. Document the requirements, complete a process flow and communicate this throughout all school departments, especially Admissions, Guidance, Finance, Institutional Advancement, and Athletics.
  - Review MMS capabilities and available user defined fields. Based upon the requirements outlined in the step above, populate the information in MMS.
4. **Document Management and Imaging Systems** – Parents are often filling out the same information on multiple forms to the point of being bothersome. Better communication of information pertaining to shared administrative projects and completed student forms would be very beneficial. Some of the synergy can come from a more robust use of MMS; however, a document imaging system can be of further use.
  - Review Document requirements throughout the school. Collect a copy of each document used and determine any overlap.
  - Research vendors and make recommendations to the Principal
5. **Electronic Newsletter** – Communicating information to students, parents and alumni in electronic form will ensure timely, accurate dissemination of information.
  - Determine which departments would benefit from electronic communication and determine their requirements.
  - Research vendors/software and make necessary purchases and installations.
  - If beneficial, install Outlook in place of Exchange on client machines where newsletters will be generated. We may need to install outlook on all of the machines in offices.

✓ **Curriculum:**

1. **Technology Integration** - Because our students come from over 40 different schools their technology skills vary greatly. Since our Basic Computer Applications course is not taken until sophomore year we have incorporated technology rich projects into the freshmen courses in order to introduce technology to those students whose skills may be lacking. However, we need to determine which technology standards are addressed and which ones need to be addressed in these courses. There is also a concern that courses and projects may not be consistent within departments and therefore not all students are receiving the instruction they need.
  - Starting with the freshmen curriculum, we will determine which technology standards (2007 Massachusetts Technology Literacy Standards) are being met through the integrated curriculum. Then evaluate all technology units in all other courses to determine which standards are met and which need to be addressed.
  - Require that courses be consistent within departments.
2. **Technology Learning Centers** – In order to promote a more interactive learning environment, and engage students actively in the learning process, we will convert six classrooms to “Technology Learning Centers”; These classrooms will be equipped with Promethean Electronic Interactive White Boards, remote ActiveSlates, student response devices, document readers, and printers and a teacher cart to manage and store the equipment. (These rooms will also receive new student furniture, a regular white board and be painted. The funding for this is part of a different budget.) Each department except the Fine Arts Department will have a Technology Learning Center.
3. **Curriculum Software** - In anticipation of moving to MS Vista next year, each department will analyze current software packages for Vista compatibility and be prepared to discontinue or update as necessary.
4. **Internet Safety Instruction** - Solicit a core group of teachers to take the i-Safe program and become i-Safe certified. This group will then evaluate the program and determine if it should be presented to the faculty, parents, and students. Parental participation could be initiated by presentations to guidance parent meetings and parent guild meetings. Student Participation could be initiated as part of the peer leadership program and/or as part of the freshman computer ethics unit that is taught before students sign their Acceptable Use Policy and receive their account names and passwords.

✓ **Teacher Skills:**

1. **New Teacher Training** – The existing new teacher training sessions include basic network use, VOIP phone and email system, updating your web page, plagiarism and turnitin.com. Add a new session to be conducted by the librarians on the online library facilities and services.
2. **Faculty Training on MMS** – This system will affect virtually every aspect of the information handling at Bishop Fenwick. Therefore training will need to be ongoing and in multiple years in order to take advantage of all of the capabilities of the system.
  - Conduct training sessions for the full faculty on the new MMS Student Information System. Use the key users as trainers and conduct training on the attendance module before school starts.
  - After the first few weeks of school, when everyone is comfortable with that process, schedule training by department on the grading module. Use the warnings due date as a target for completion.
  - Schedule help sessions for those who need them. Require all first quarter grades to be submitted online.
3. **Promethean Electronic White Boards** – These interactive boards provide an opportunity and means for teachers to make their classes more interactive and actively engage students in the learning process. However, they require a great deal of time and work to create or find interesting, meaningful and productive lessons.
  - Start training during the summer for those teachers whose classrooms will become the Technology Learning Centers. This will give these teachers time to start planning their lessons and/or convert them to a more interactive format.
  - Conduct two training sessions during the first semester on how to use the remote devices called “activslates” and student response systems.
  - Set up sharing opportunities during the year for these users to help each other.
4. **Plagiarism** – The Librarians will conduct a workshop for the faculty on plagiarism in combination with a review of turnitin.com. This will be held on one of the faculty days during the year.
5. **Teacher Skills Survey** – In an effort to develop more targeted and meaningful professional development, we will develop a survey that will assess the technology skills and needs of the faculty and staff.

- The Curriculum Director/Librarian and the Technology Director will use the 2007 Massachusetts Department of Education's Technology Literacy Standards for Teachers to develop the survey.
- Then we will post it online and require all faculty and staff to take it during the second semester.
- By the end of the year we will compile the data and propose to the Principal and Curriculum Committee the professional development needs for the following year.

✓ **Student Skills:**

1. **Evaluating Websites** - The librarians will teach freshmen how to evaluate websites and determine if they are a resource to be used in their research process. This will be done within the English classes.
2. **Using Research Databases** - The librarians will teach a lesson on using the research data bases to which we subscribe. These are posted on the library's webpage. The lessons will be conducted in the subject classes when a research paper is assigned.
3. **Student Skills Survey** - Develop a survey to assess students' technology literacy skills. This will use the 2007 Massachusetts Literacy Standards and will be similar in form to the Teacher Skills Survey.

**School Year 08 – 09 (July 1, 2008 – June 30, 2009)**

✓ **Infrastructure & Network:**

1. **Operating Systems** – Convert all client machines to MS Vista and MS Office 2007. Upgrade and install all curriculum software as selected by the academic departments.
2. **Replace Computers in PC Rooms 1 & 2** – (40 computers) This is the regular rotation in our five year replacement schedule.
3. **Replace the Mailserver** - This is the server that manages all of the email functions, the library system and has extra storage for the Art Department students' projects. This also is a replacement in the regular rotation schedule. Since this server is in good condition we will evaluate the possibility of using it as a remote access server if we decide to give students remote access.
4. **Update the Wireless Network** - The science rooms on the first floor are currently wireless and have been since 2002. We need to upgrade the antennas in these rooms to take advantage of the new generation of antennas that are faster.
5. **Expand the wireless network throughout the building** - There seems to be some bleeding from the signals on the bottom floor to the rooms on the main floor. We would like to take advantage of this if we can to reduce the overall costs of converting the whole building to wireless. We therefore will convert the third floor to wireless this year to see if the signals from the first and third floors are enough to cover the main floor. Then if necessary, we will wire the main floor in 09-10. We will also need to extend the wireless network on the bottom floor to the guidance offices, the Vice Principal's office and the Attendance Secretary's office.
6. **Laptops for teachers** - Continue to offer teachers a laptop for their professional use. (Estimate 10 laptops)

✓ **School Management:**

1. **Student Information System** – Evaluate use from the previous year and make corrections and adjustments to facilitate the use and streamline the procedures.
  - Expand the use of MMS to include health information.
  - Now that teachers are comfortable with taking homeroom attendance, expand the practice to include attendance for all classes.