

Manoeuvring CPCO's New Website

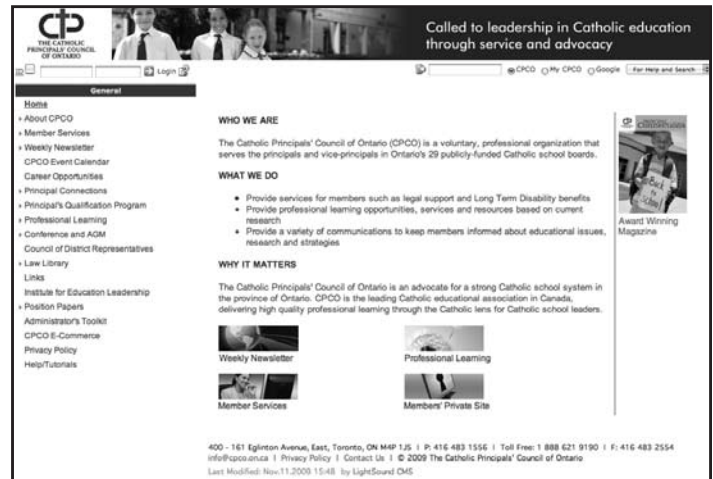
In the spring of 2008, CPCO began the process of re-evaluating its website. Through many discussions, it became obvious that what was needed was a website that is interactive, more engaging and useful. The information on the website needed to be better organized and intuitive. The staff needed to be able to update data in a timely fashion, without having to rely on a few people to make the changes. They wanted the banners updated to reflect the different sections of the website, so users always know where they are in the website.

LightSound Solution Inc. were contracted to create and build the program needed to launch this ambitious project. The founder of this company Chris Jung has a great deal of expertise in this area, along with a wealth of knowledge in computer programming. His assistant, Jay Jung (yes they are father and son) has recently graduated from the University of Toronto in Computer Science. The company provides many services including: systems integration and application development; content management on the internet/intranet; unbreakable encryption, security and privacy software; database and networking customization; infrastructure and systems management; and outsourcing / hosting and technical support.

Inherent in reaching CPCO's goals for this new and improved website was the development of a content management system (CMS). LightSound Solution Inc. recognized the needs of the association and understood the complexity of CPCO's website. After much discussion with all staff regarding their hopes and needs for the website, the goals were set:

- increase flexibility of the site;
- improve information accuracy;
- reduce duplication of knowledge;
- improve user experience;
- support website growth;
- improve the publishing process; and
- improve staff efficiency.

Development of the website took a great deal of time, effort and collaboration. While Chris was developing the CMS, Senior Graphic Designer Ania Czupajlo was busy discussing and collaborating with the professional staff to determine the graphics needed for the various web pages. It was important that the graphics related to the topics they represented. The graphics also helped to keep the information organized and in the proper location. Professional Learning Director Barbara McMorro and Program Director Patty Orecchio reviewed all the professional learning and Principal's Qualification Program material to update any web pages that were



out-of-date or no longer relevant to members. Member Services Director Nelly Kelders did the same with all other sections of the website. Hundreds of pages of material and web links were reviewed to determine their relevance and practicality.

The CMS allows the professional staff to upload content to their respective web pages as required. They do not have to wait for the information technology (IT) staff or the senior graphic designer to do the work for them. It can be done at any time of day or night and from any location. In other words, it is a much more efficient system. Nelly also acts as the super administrator for the site. She has access to all pages on the site and can edit any page as needed. Support staff has draft privileges to web pages. They can make changes to pages but the changes are approved by their immediate supervisor before being published. This is a check and balance system to ensure accuracy of information.

When the general public logs into the CPCO website they can only access the section of the website known as *General*. This section has information that CPCO is happy to share with anyone who is interested in the professional learning and member benefits provided by the association. Members are invited to login to the CPCO website to access further services. Once they have logged into the site they are able to review the *Private* website that contains information that is specific to members, such as a more detailed description of legal services, the member data base, executive council minutes and Contract Manager.

The third area to be viewed is *MYCPCO*. This page is labelled using the member's name. Members can actually manipulate this page to customize it to their needs. In the navigation bar on the left, they can re-arrange the order of the pages listed so the most frequently visited are at the top of the list. Favourite links from other sites can

be downloaded and added to the navigation bar as well so the user has the most important links in one area. There will not be any need to move back and forth between different sites to get the links desired. They will all be on the *MYCPCO* page.

Not everyone has the same comfort level navigating websites and especially customizing their own pages. Help is available in the form of tutorials. The tutorials are short and explain the different features available to the user. Users can access as many or as few of the features as they wish. Technical support is also available. IT staff may be contacted to assist any members who need help to set up their webpage. Contact Jay Jung at jjung@cpco.on.ca or 1-888-621-9190.

E-commerce is now available for a variety of events sponsored by CPCO. This secure page will allow the user to pay for services by credit card. This process has been very successful with the Principal's Qualification Program as well as the Speaker Series. Participants to the *Embracing Our Catholic Vocation*, CPCO's annual conference and AGM will also be able to pay online in the spring 2010.

The final piece in the new website is still to be added: social networking tools. Through social networking applications individuals will be able to comment on and share knowledge, research, initiatives, templates, resources and more. Having an interactive and engaging website will help members to communicate with colleagues from across the province at times convenient to the participants and from the comfort of their own home or office.

Take some time to browse the website and share your comments with the CPCO staff.

CONTRIBUTE TO *PRINCIPAL CONNECTIONS*

Share your experiences, strategies and celebrations with colleagues across the province.

Submissions should be 800-1600 words. Images should be 300dpi minimum and in jpg, tif, or png formats. **Please do not reduce the size of digital images.**

All contributions by our members are truly appreciated. CPCO reserves the right to edit all materials. Please understand that a submission does not automatically guarantee publication.

Deadlines for articles:

Spring 2010 - January 18 • Summer 2010 - May 10

For more information contact the editor Marisa Celenza or the managing editor Nelly Kelders at the CPCO office.

P: 416-483-1556 | 1-888-621-9190

Email: editor@cpco.on.ca | nkelders@cpco.on.ca



CALLING ALL CPCO MEMBERS

NEW MEMBERS

Welcome to our new members. We look forward to assisting you in your new role as a school administrator and answering any questions you may have about the privileges of membership in CPCO.

Long Term Disability Plan (LTD)

If you are a member of the following school boards, you need to apply for the CPCO Benefits Plan within 90 days of your appointment:

Algonquin & Lakeshore, Durham, Catholic District School Board of Eastern Ontario, Halton, Huron-Perth, Niagara, Nipissing-Parry Sound, Northeastern Ontario, Ottawa, Peterborough/Victoria/Northumberland and Clarington, Simcoe Muskoka, St. Clair, Thunder Bay, Toronto, Waterloo, Windsor-Essex, York

For more information about the Plan and its enhancements:

- visit the CPCO website at www.cpco.on.ca under the Member Services link;
- contact the Member Services Director at 1-888-621-9190 ext. 38; or
- contact Johnson Inc., the Plan Administrator at 1-800-461-4155.

The CPCO Benefits Plan is a voluntary program and members must apply for coverage.

www.cpco.on.ca

MEMBERSHIP INFORMATION

Communicating with our members is important to us. Up-to-date information is essential to ensure that we can provide you with uninterrupted services.

Make any changes online or contact Gaby Aloi, Office Supervisor at galoi@cpco.on.ca.

- » Moved schools
- » Moved boards*
- » Moved to a new home
- » Going on leave or have been seconded
- » Received a promotion or change in your position

** If you have moved boards, check to see if the association is a member of the CPCO Benefits Plan for LTD.*

Considering retirement this year?

Contact CPCO if you have questions regarding the cancellation of your LTD Plan.

Need legal advice?

Do not hesitate to contact STERLON, the administrators of CPCO's legal benefits plan at 1-888-783-7566.