

Element II—Professional Development

F. Professional Development—Section 9

The Pennfield School District is committed to providing its staff with professional development opportunities to better meet the needs of a rapidly changing society. This commitment is shown in the following ways:

- Each year Pennfield administrators, teachers, and staff spend many hours in professional development programs that include a variety of technology related professional development opportunities.
- A full time Instructional Technology Coordinator was hired in January 2001. Her responsibilities include developing and delivering technology professional development opportunities for Pennfield staff.
- The current teachers' contract provides every teacher the opportunity to earn Professional Development Units (PDU) outside of the regular contractual hours of work. For each hour spent in Professional Development activities one (1) PDU will be credited to the teacher. PDUs will be paid at \$20 per PDU for the duration of the contract. Maximum earned PDUs per year will be fifty (50).
- The Pennfield Technology School Improvement Committee was created in 1991. Although its membership has changed periodically, it has included representatives from various curriculum areas including elementary grades, Special Education, science, math, social studies, computer science, language arts, band, industrial arts, and Title One. Its membership has also included representatives from the district's libraries, counseling departments, administrators, members of the Pennfield Board of Education, and the Pennfield community. The committee meets on a monthly basis and forms subcommittees to complete specific tasks. Committee members attend technology conferences, workshops, and make school visitations to research and gather information before any technology decisions are made.
- The District Technology Director and Instructional Technology Coordinator meet with the district's Core Curriculum chairs and Curriculum Director to promote interdisciplinary programs.
- The Instructional Technology Coordinator meets with all other Core Curriculum committees to serve as a technology advisor.
- In the spring of 1998 a Pilot Group of 35 teachers became members of the Pennfield Technology Staff Development Program. Each teacher received a computer and printer for his/her classroom after agreeing to participate in at least five technology professional development activities and create and

implement a project that integrated technology into another curriculum. Three years later 100% of the teachers including new teachers along the way have now joined this program. The Program is supported in the following ways:

- Professional Development Units
 - Durant Funds
 - Support of the Instructional Technology Coordinator and District Technology Director
 - Project TIME/TAH
 - Volunteer Technology Contact teachers in each building
 - Support of media specialists and Technology teachers
 - A full and part time technician
 - Network Administrator
- A Handheld Computer Project was initiated in the summer of 2003 to continue the Pennfield Technology Staff Development Program. Over 50 teachers have been given a handheld computer to professional use. Each teacher received a handheld computer, educational software, management software, professional development in using the handheld computer in their classrooms, instructional support, and technical support. Some of those teachers will also implement the use of a classroom set of Palms to begin integrating its use in the classroom with students. Teachers must commit at least fifteen hours of professional development related to using the handhelds for educational purposes. Some teachers also have keyboards, other software, and/or expansion cards. Each building was given a keyboard and expansion card for users to share. The number of teachers taking part in the project will be expanded until there is 100% participation.
 - Pennfield Schools works with the Battle Creek Area Schools Staff Development Task Force and the Battle Creek Area Schools Technology Leadership Council in offering technology related workshops to all staff throughout the school year and during the summer months.
 - Twenty-eight teachers have received the Inspiring Innovative Integration (i3) training so far. The i3 training includes 50-hours of hands-on training that models successful curriculum and technology integration. One driving force is for teachers to gain technology skills needed to deliver meaningful learning lessons. The i3 Professional Development will impact Pennfield educators in three areas:
 - Standards-based education
 - Classroom technology integration strategies
 - Technology skills

- With the implementation of Power Up Learning (one to one laptop program) in the fall of 2007, each High School teacher has been provided with a tablet laptop that can be used in class or outside of class. This concept is moving to other buildings as well.

G. Supporting Resources—Section 10

Technology Supporting Resources

The Pennfield School District is committed to providing resources to support teaching and learning with technology.

Information Resources

- Students, teachers, administrators, and staff have access to a number of technologies throughout the district with direct connection to the Internet.

	DUNLA						
	PU	NP	P	MS	HS	Total	
CPU	47	49	82	158	164	500	
Laptop	22	21	66	134	460	703	
Printer	21	21	37	56	46	181	
Projector	3	2	7	33	33	78	
Camera	5	6	13	13	35	72	
TV	13	15	22	44	9	103	
Sound Systems	12	12	0	1	29	54	
Tablets	1	1	5	7	44	58	
Phones	5	7	9	18	28	67	
Servers	2	2			21	25	
Switches	9	4	9	18	28	68	
Surveillance							
Cameras			7	16	53	76	
Storage Devices	1	1			2	4	
Wireless Access							
Points	2	2	15	17	81	117	

- Other items
 - Transportation: phones, computers, wireless, switches
 - Wireless Controllers – 3
 - Miscellaneous cabling throughout the District
 - Miscellaneous software (Microsoft, Zangle, Curriculum Related Software, etc...)
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- All Pennfield classrooms are connected to the District network.
 - All Pennfield staff has a GroupWise e-mail account that includes web access capabilities.
 - Over 50 staff members have created a Moodle site (<http://moodle.pennfield.net/>) to communicate with other staff, students, parents and other community members.
 - Sophomore and freshman students have a laptop they use both at school and home. All high school students will have a laptop in the 2009/10 school year.
 - All high school staff have a tablet pc to use both at and outside of school.
 - Students have access to a web-based application that accesses the Zangle Student Information database and provides students with a way to view school data over the Internet.
 - Zangle ParentConnection application provides parents secured Internet access to a wide array of their children's school data, such as district, school, and classroom news; student demographics; student schedules; attendance activity; class assignments; report cards & progress reports; health & immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; and e-mail links to teachers, counselors, and school administrators.
 - A technology teacher resource section is maintained on the Pennfield website at <http://www.pennfield.net/staff/resources.htm>.

- Every building has at least one cart laptops for use in classroom.
- Select teachers are creating a school related website.

Human Resources

- A full time District Technology Director has been hired. His duties include but are not limited to supervising all other Technology Department staff, managing all technology budgets, overseeing the planning, designing, and purchasing of all technologies to be used in the district, , serving as project manager of all network, infrastructure, and technology equipment implementations, working directly with all other administrators, system administrator of student service system, managing phone system including repairs, reporting to Pennfield Board of Education and superintendent, acting as district representative on Regional Technology Council and Zangle Planning Group, developing and implementing such things as the Technology Plan, technology policies, AUPs, and technology procedures, and technology grant writing including USF applications.
- A full time Instructional Technology Coordinator has been hired. Her duties include but are not limited to:
 - providing technology professional development activities to all staff.
 - model teaching using technology in classrooms
 - serve as a resource for teachers
 - work with the Curriculum Director and Core Curriculum teams to make sure the integration of technology is used when developing curriculum.
 - work with all technology teachers to develop and implement a district Technology Education Plan,
 - be a working member of the ML Toolbox Implementation Team, Regional Technology Council,
 - maintain the Pennfield website to include student and teacher resources.
 - Seek out and evaluate new technologies and their effect on student learning for possible implementation
- Professional development opportunities are available to all staff to take advantage of technology trainings offered by but not limited to the local

district, the Battle Creek Area Staff Development Task Force, the Calhoun Intermediate School District, CDOT, and other technology training agencies.

- The District Technology Director, Building Technology Contact teachers, and technology teaching staff lend technology support and training where necessary.
- Professional Development Units (PDUs) are earned by teaching staff for attending technology trainings outside of the regular school hours.
- One full technician has been hired.
- A full time network administrator has been hired.
- One part-time technician has been hired

Time as a Resource

- Technology equipment is available to students, teachers, administrators, and staff throughout the school day as well as before and after the school day.
- The five Professional Development days scheduled throughout the school year are often used for technology professional development activities.
- Professional development resources are available to staff after the fact via Moodle. They include handouts and video tutorials
- A District Technology Committee meets on a monthly basis.
- The Technology Department staff is available before, during, and after school hours.
- An online HelpDesk has been implemented for “just in time” support

- Surveys are taken to assess the technology access, knowledge and support.

Policies and Agreements as a Resource

- The Pennfield Board of Education has adopted a *Pennfield Schools Network and Internet Use by Students, Staff, and Pennfield Board of Education Policy*.
- The district has a software purchase procedure that includes a software rubric written by members of Project TIME. The software rubric is being used to assist staff in evaluating software before it is purchased.
- The District Technology Director, the Superintendent of Pennfield Schools, and the building principal must approve all technology related purchases.
- Acceptable Use Policies for Employees, the Pennfield Board of Education, 9th-12th grade students, 4th-8th grade students, and K-3rd students have been adopted.
- The District has inserted Internet Safety and Cyberbullying into the 4th – 8th grade computer curriculum. At the high school level it will be a part of the PUL training for students and parents.
- Equipment use and loan forms have been created for staff and students to use technology equipment after school hours and/or outside school properties.
- Parent handbook has been developed for the Power Up Learning Program (PUL).

- District and building policies and agreements have been posted online for parents to review.
- A software component was added to the Textbook Adoption Policy.

Coordination of Funding Resources

The cost of technology training, hardware, software, maintenance, and necessary infrastructure comes in a variety of ways. Some sources are:

- Operational budget of the district
- Professional Development funds allocated to individual buildings and to all curriculum committees including the Technology Committee
- District money allocated for Professional Development Units (PDU) teachers can earn for participating in Professional Development activities outside of their contractual work hours
- Building capital outlay
- Federal programs and grants such as Title One, the Universal Service Fund, and the Federal Technology Innovative Challenge Grant (Project TIME and TAH)
- State programs and grants such as the Eisenhower Grant, the Goals 2000 grant, the Teacher Technology Initiative, and the Title II, Part D—Enhancing Education Through Technology grant.
- Community fund raisers and donations
- Technology money secured through the District a Bond Proposal