

Introduction

B. Introductory Material—Section 2

District Location

Pennfield Schools is an urban school district located in Calhoun and Barry counties serving Pennfield, Bedford, Convis, Assyria, and Johnstown Townships. The Pennfield School District covers an area of approximately thirty-six square miles.

Number of students and staff

The staff of 248 individuals employed full and part-time serve over 2000 students.

Pennfield School District Profile

Pennfield Schools consists of Pennfield High School (grades 9-12), Pennfield Middle School (grades 6-8), Dunlap Elementary School (grades 4-5), North Pennfield Elementary (Young 5s -3rd grade), and Purdy Elementary School (Young 5s-3rd grade). The North Central Association of Colleges and Secondary Schools accredit both the High School and Middle School. The district meets the State of Michigan P.A. 25 requirements for school improvement. Students who are physically handicapped receive instruction at the Ann J. Kellogg School in Battle Creek at the expense of the Pennfield School District. Other students in Special Education are provided for through the cooperative program of the Calhoun Intermediate School District. Students desiring specialized vocational training attend the Calhoun Area Technology Center for half of their school day. Those students that excel in the area of math and science may apply to attend the Battle Creek Area Math and Science Center for one half of their school day.

School Building Information

Building Name	Address	Phone Numbers	Principal
Pennfield High School	8299 Pennfield Road	269-961-9770 269-961-9799 (fax)	Barry Duckham

	Battle Creek, MI 49017		
Pennfield Middle School	8587 Pennfield Road Battle Creek, MI 49017	269-961-9784 269-441-5535 (fax)	Christina Feneley
Dunlap Elementary	8455 Pennfield Road Battle Creek, MI 49017	269-961-9789 269-961-9756 (fax)	Catherine LaValley
North Pennfield Elementary	7422 V Drive North Battle Creek, MI 49017	269-961-9797 269-961-9765 (fax)	Mary Ann DeVries
Purdy Elementary	6510 Purdy Drive Battle Creek, MI 49017	269-961-9795 269-961-9764 (fax)	Jane Haudek

**Pennfield Schools Technology School Improvement Committee
June 2012**

Tammy Maginity	Instructional Technology Coordinator and Chairperson of Committee	District
Tim Everett	District Technology Director and Secretary of Committee	District
Jeff Berg	Business Education and Career Planning Coordinator	Pennfield High School
Jim Boehmer	Mathematics Teacher	Pennfield High School
Cresta Wright	Math, Technology Teacher	Pennfield High School
Elaine Drury	Media Specialist	District

Chris Garzelloni	Art Teacher	Pennfield Middle School
Susan Wood	Technology Teacher	Pennfield Middle School
Mitch Fowler	Social Studies Teacher	Pennfield Middle School
Catherine LaValley	Principal	Dunlap Elementary
Julie Stover	Technology teacher	Dunlap Elementary
Kim Coleman	Kindergarten/Young 5's teacher	Dunlap Elementary
Marian Shafer	Third grade teacher	Purdy Elementary
Cheryl Frey	Kindergarten teacher	North Pennfield Elementary
Krista Bierbaum	Counselor	North Pennfield/Purdy Elementary
Kelly Royer	Media Tech, Journalism, Yearbook	Pennfield High School
Karla Hammond	Science, Technology teacher	Pennfield High School

Pennfield School District Mission Statement

The mission of Pennfield Schools is to ensure all students are successful learners and become outstanding citizens.

Pennfield School District School Improvement Goal

- To improve MEAP English Language Arts proficient scores by the percent improvement determined to annually meet NCLB requirements and/or to achieve adequate yearly progress in order to receive an A or B grade on Education YES!
- To improve MEAP Mathematics proficient scores by the percent improvement determined to annually meet NCLB requirements and/or to achieve adequate yearly progress in order to receive an A or B grade on Education YES!
- To improve MEAP Science proficient scores by the percent improvement determined to annually meet NCLB requirements and/or to achieve adequate yearly progress in order to receive an A or B grade on Education YES!
- To improve MEAP Social Studies proficient scores by the percent improvement determined to annually meet NCLB requirements and/or to

achieve adequate yearly progress in order to receive an A or B grade on Education YES!

Pennfield School District Belief Statements

- Students are our future.
- Learning is a life-long process for students, staff, and parents.
- Students learn best in a safe, secure, and orderly environment.
- Students should be involved in the community.
- Clear expectations in an atmosphere of mutual respect, dignity, and trust promote success.
- Our students are entitled to curriculum that integrates current technology in a meaningful way.
- Community involvement makes for better schools.
- Public education is for everyone.

Pennfield School District Values

We take pride in our success and are committed to the following values that will continue to distinguish us:

- Responsibility
- Caring
- Respect
- Honesty

Pennfield School District Strategies

- Help people to learn and grow.
- Involve all those who care about the Pennfield Schools in the decision-making process.
- Create programs necessary to meet the challenges and opportunities of the 21st Century.
- Monitor and report student success.
- Celebrate student achievement.
- Base decisions on current research and the documented needs of the students and community.
- Utilize and build upon our existing knowledge and expertise through effective communications and technology.
- Establish and maintain high standards and expectations.
- Build partnerships with parents, community, business, and area schools.
- Diligently execute responsible and appropriate financial decision-making.

- Provide a vision and quality leadership.
- EducationYES, NCLB, and NCA will be the primary drivers in the school improvement process.

Decision-Making Process

DAC: The District Advisory Committee met six times during the 2007-2008 school year; September 12, October 10, November 14, January 9, February 13, and March 12. The meetings were held from 12:00 to 3:30 at the Calhoun Area Career Center. Bethany Bailey, First Chair Elect was responsible for publishing and distributing the minutes of each meeting via e-mail to all district employees and Board of Education members. Printed minutes were mailed to the parents, community members, senior citizens, and students. Additionally, a monthly report was made to the Board of Education regarding DAC progress and action to date. We are using a link on the district website to distribute the DAC meeting minutes to the community at large.

NCA: Pennfield is committed to meeting an established standard of excellence and maintaining its accreditation status. Currently, Pennfield High School and Dunlap Middle School are involved with the NCA process for accreditation and school improvement process. The feeling is that with EducationYES and MI-PLan the elementary schools are being graded and the NCA is no longer necessary. Building principals and teaching staff are part of the DAC and are engaged in district goal setting. The DAC supports the NCA process and acknowledges individual building plans to improve student achievement through data collection and target goal setting. All five schools actively participated in the Education YES accreditation process and in 2004 received a B grade. The 2005-2006 grades indicated four schools receiving a B grade and the high school received a C grade. The 2006-2007 Michigan School Report Card indicated all K-8 buildings received AYP and three received a B grade and 1 received an A grade. The 2007-2008 report card indicated all buildings in the district received a B grade; in fact each was 1 point from receiving an A.

Title I: Each building is required to conduct a needs assessment to determine children who are failing or most at-risk of failing to meet the district's core curriculum standards in Language Arts, (Reading and Writing), Mathematics, Science, and Social Studies. In May, Title 1 and 31-A service providers gathered student achievement data to determine individual student growth. In addition, they in conjunction with the building administrators and Title 1 Coordinator reviewed MEAP performance and other assessment data to identify potential program needs for the upcoming school year. They also conducted a parent survey to gather information regarding perceived program effectiveness and suggestion for program improvement

Service providers and their respective building principals then determine service priorities and developed a plan for review and consideration by the Title 1 Coordinator. The following are included in the written plan: program description, program goals, program connection to building and district school improvement goals, student eligibility criteria and placement options, parent involvement, assessment models, staff development, and budget allocation and service priority.

CPS: The Education Advisory Group (EAG) has school, business, and community membership from Branch, Barry, and Calhoun counties. Eighteen school districts including Pennfield has representation and is involved in the decision making process. The EAG is responsible for planning and approving appropriate educational activities that support the career development, preparation, and awareness goals of local districts. They supervise and approve over one million dollars of Michigan Career Preparation, Federal CTE Perkins, and Federal Tech Prep funds that are designed to support career development in the public schools.

C. *Vision and Goals*—Section 3

Pennfield Technology Mission Statement

The Pennfield mission of Technology Education is to prepare all students to comprehend, contribute, and function within a technologically based society.

Definition of Technology

Technology is the application of knowledge to extend human capabilities.

Pennfield Technology Vision Statement

As Pennfield students graduate and are faced with the challenges and changes of the 21st century, we realize that as educators we must prepare them to meet those demands. The Information Age we now live in offers many new and developing technologies. We can no longer ignore those valuable technological tools for learning. Instead, we must supply and make use of those tools, so that both students and teachers can meet those impending challenges and changes. It is our vision, therefore, to:

- provide technology awareness and literacy to all students, staff, office personnel, and administration on an on-going basis.
- purchase necessary technology equipment so that all students, staff, office personnel, and administrators have direct access to the technologies required to meet their needs.
- construct the necessary infrastructure to support new technologies.
- maintain and upgrade those technologies as needed.
- ensure that money spent on software is spent wisely with continued use of the software policy, evaluation rubric, and purchase procedure that links the software with managerial tasks or curriculum benchmarks.
- support the transformation of the classroom model and use technology to accelerate that change
- maintain a Voice over Internet Protocol (VoIP) system throughout the district.
- continue to provide and support a staff email system.
- provide web space (Moodle, MLToolbox, etc...) for staff to share information and develop online learning opportunities to the students.
- provide staff and students access to the network from the Internet.
- provide and support a student email/imap system.
- work cooperatively with local colleges, universities, and other school districts.
- develop partnerships with West Michigan businesses, organizations, and government agencies.
- provide computer network connectivity throughout the district.
- provide a wireless computer network connectivity throughout the district
- provide online retrieval capabilities to access college information, including financial aid.
- provide an on-line data systems that allows for data driven decision making.
- provide a system to share library media center resources among schools in the district and community.
- provide “take home” technology for students and staff.

- devise a way that community members have access to school technology equipment.
- provide students with an opportunity to remediate using technology tools (Moodle, online courses, etc...)

Pennfield Technology Belief Statements

We at Pennfield believe that through the equal use of technology **all student learners** can:

- think, understand, construct knowledge, and communicate results in new ways.
- become well-rounded individuals, effective communicators, complex thinkers, quality producers, and community contributors.
- acquire the basic skills with more depth and understanding.
- engage in relevant and meaningful real-world applications.
- be motivated in new, interesting, and exciting ways to learn.
- become committed to making use of technology.
- exhibit proper ethical use of technology

We at Pennfield believe that the **technological learning environment** can:

- support a meaningful classroom learning environment.
- enable students and teachers to research issues, solve problems, and communicate with others.
- give students and staff sufficient access to the appropriate tools to increase knowledge and organize, manage, and produce information.
- assist in the diagnosis and remediation of student learning and help teachers devise individualized instructional objectives for students.
- provide ways for teachers to strengthen instructional practices.
- provide students the skills to be successful after graduation
- model and provide an ethical learning environment

We at Pennfield believe that through **technology professional development** teachers and staff will:

- become more comfortable, proficient, and knowledgeable with basic technological skills.
- begin to use technology to impact student learning in a meaningful way.
- advance their professional practice through research, management, and communication skills.
- achieve ways to increase student learning.

- become committed to making use of technology.

We at Pennfield believe that the installation of its **technology infrastructure** must be:

- designed with a vision that engages all stakeholders.
- constructed with adherence to existing rules, policies, regulations, and practices of the district.
- a system that ensures the capacity to compel meaningful learning.
- visionary in its scope.

We at Pennfield believe that **community connections** can:

- provide ways for school personnel to communicate and interact more effectively with students, other staff members, parents, and the community at-large.
- serve as a means to communicate the needs of the schools.
- increase the use of the technology investment.

We at Pennfield believe that the **technology capacity** needs to be:

- modern technology equipment that supports learning, communicating, and administrative functions.
- supported by adequate and timely technical support.
- upgraded and maintained on a regular basis.
- standardized so that its use and maintenance is cost effective.

We at Pennfield believe that **assessment** is a key in:

- making further decisions in technology improvements or advancements.
- tracking progress of its stakeholders.
- providing evidence as to whether or not technology goals have been met.
- supporting the implementation of the Michigan's K-12 Curriculum and Standards, Michigan Educational Technology Standards, Michigan's State Technology Plan, and the National Educational Technology Plan.

Pennfield Technology Goals

1. Design, build, and maintain a safe, reliable district-wide fully integrated network system
2. Support curriculum and instructional improvement through the use of technology

3. Support management proficiency using technology
4. Deliver appropriate educational technology tools to all Pennfield staff and students
5. Deliver high-quality technology instruction to all Pennfield staff and students
6. Promote a school, business, industry, governmental, and community working partnership
7. Communicate to the public the District Technology Plan

Major Technology Projects

Teaching American History

The Battle Creek Area Schools (Battle Creek, Harper Creek, Lakeview, Pennfield, Battle Creek Area Christian Schools) were awarded a Teaching American History (TAH) Grant in 2003. TAH is funded under Title II-C to support programs that raise student achievement by improving teachers' knowledge, understanding, and appreciation of American history. This grant is a partnership with Michigan State University College of Arts and Letters and College of Education with Battle Creek area school to provide teachers of grades 4-12 with professional development that focuses on using technology to support research-based organizing ideas and classroom instruction. The Grant was renewed and funding increased in June of 2007.

ML Toolbox

The Meaningful Learning Toolbox (MLToolbox) is a collection of tools, model curriculum units and lessons that are the result of the Project TIME Grant (see above) to develop technology that fully supports meaningful learning in the classroom. This web based tool provides a complement of meaningful learning tools which include an internal mail system (iMail), an online student journal (iJournal), student website creator (Inquiry Station) and web quest creator (Source Explorer). MLToolbox also provides a place for teachers to create and share units and lesson with their students and colleagues. All teachers will be trained and

given access to these tools. The unit and lesson creator in the Toolbox has been designated as the standard for all grade levels.

Pennfield Technology Staff Development Projects

Pennfield Schools continues to provide a number of professional development opportunities for staff. All opportunities include technology integration strategies. In 2001 the District added an Instructional Technology Coordinator position. The duties of this person included planning, providing and supporting staff development.

Professional Development Opportunities

- Summer Training
- After School Training
- Support in the Classroom
- Online resources including
 - Pennfield Moodle <http://moodle.pennfield.net/course/category.php?id=3>
 - Data Director Data Warehouse <https://www2.achievedata.com/calhoun/>
 - Atomic Learning <http://atomiclearning.com>
 - Learnport.org <http://learnport.org>

In the 2007/08 school year a plan was developed to meet the state 5 day requirement for professional development.

- 2 days a year will be under the direction of the **district** and established as part of the yearly calendar
- 1 day (6 hours) will be under the direction of the **building**
- 1 day (6 hours) will be **chosen from an approved professional development opportunity**
- 1 day (6 hours) will be **chosen by the teacher**

Teachers will document all professional development opportunities (PD and PDU) they attend at the online location accessible from the district website.

<https://secure.resa.net/pd/>

A website was developed for staff to register for professional development activities offered by the District and the Intermediate School District.

<http://pdreg.ils-bc.com/>

Data Director

The Calhoun Intermediate School District (CISD) in cooperation with local districts developed a data warehouse called Data Director. The data warehouse

enables the district to store all types of data in one location. Pennfield Schools can store student assessment data, student demographic data and class exam data all in one location. In addition, all of this data can now relate to each other, which enables users to create very powerful reports.

Pennfield Schools has designated the Curriculum Director and Instructional Technology Coordinator as leaders to integrate this product.

Building principals and staff have been trained on how to extract and enter data.

The District will continue to work with the CISD and staff to update data, increase use and use data to make instructional decisions.

Moodle Server

The district set up a server for the open source software, Moodle. The server was developed using an existing machine (1.8 ghz Pentium 4, 256MB ram, 40GB hard drive) and took approximately 14 hours to set up. Moodle is a course management system (CMS) to help educators create effective online learning communities.

Pennfield will use Moodle for teachers to develop a web portal for their classroom. This can include pictures, documents, a calendar as well as interactive activities such as forums, wikis and assignments for parents and students.

The district presently has over fifty active moodle sites in all grade and curriculum areas. These sites have been used by administrators for staff meeting, curriculum team meetings, and other activities. The District established a criteria for the 2007/08 school year for staff to use moodle as an instructional tool. All high school staff will have established a moodle site that will be used regularly by students by the end of the school year. The site will include paperless assignments and technology projects. The goal is to increase the use of this online tool throughout the district.

Cell Phones

Pennfield Schools supplied all administrators, technology staff, business office personnel, transportation and grounds, maintenance and other District personnel. These 22 phone lines were joined into a group coverage plan and qualify for e-rate reimbursement.

The phone plans and technology will continue to be evaluated to fit the District needs.

Applied Technology Lab

Pennfield Middle School implemented the Applied Technology curriculum during the 2002-2003 school year. After researching several programs it was decided that

the Paxton-Patterson modules best met the instructional needs of our students. Thirteen Action Lab modules were purchased. The modules include audio communications, computer graphics, electricity, environment and ecology, health and fitness, mechanisms, virtual architecture, CAD, digital music, energy and power, flight technology, laser technology, and robotics. The instructor participated in a week long professional development training session. Two more Action Lab modules, a new management system, and a student assessment system were added to the program during the 2008-2009 school year. Equipment has been updated as needed. New equipment and materials will be added when necessary.

All Pennfield Middle School students have the opportunity to complete all modules during sixth, seventh, and eighth grade.

Pennfield High School implemented an Applied Technology curriculum during the 2007-2008 school year. The District requested proposals and awarded Paxton/Patterson with the contract. Paxton/Patterson installed all the equipment including computers and monitors.

Discovery Video Streaming

A yearly subscription to United Video Streaming has been purchased for each building. Every teacher and support staff were trained in its use and given an account. A server to store downloaded clips was setup so that maximum use and minimum time enables staff to effectively integrate its use in student instruction. Video can be saved to our network or streamed to the classrooms. New staff are trained and given an account.

Michigan Merit Curriculum Key Concepts

The Michigan Merit Curriculum requirements dramatically change the face of education in Michigan, parent involvement remains critical to a student's success. The failure of even one semester of a required course could result in your son or daughter being in danger of not graduating with his/her class. While local school district (**Pennfield Schools**) will continue to determine the total number of credits needed to graduate, the state has now set the number of credits in each subject area and, in many cases, specified the courses that must be taken in English, mathematics, science, social studies, health/physical education, the arts (visual, performing or applied), world languages, and online learning experiences.

Listed below are nine key concepts to help you understand the new high school graduation requirements. This is the lens through which to focus on the new requirements and understand how to help your child succeed in school.

- These graduation requirements apply to all students in public schools. Special education students must satisfy these same standards to receive a high school diploma with the **Individualized Education Plan (IEP)** determining the appropriate course or courses of study.
- Local boards of education may add to the requirements, but cannot reduce them. Local boards determine the total number of requirements.
- While in very limited cases modifications can be made to some class selections, there is no “opt out” provision.
- Students can meet the requirements in any type of school schedule set by the district.
- There is room left in your child’s high school schedule for electives.
- Accelerated, honors, and advanced placement classes will count toward meeting the graduation requirements if the content matches the MMC course expectations.
- Students struggling with or failing required classes get help to succeed. Parents are encouraged to check with the school about support opportunities available for students.
- After all other options have been earnestly attempted; parents may request a **Personal Curriculum** that modifies certain of the standard requirements. However, Personal Curriculums have very strict guidelines and all other options must be exhausted before a Personal Curriculum will be considered for a student. It is expected that Personal Curriculum will be very rare.
- Your child should be prepared to take the classes for these new requirements. All districts have a comprehensive plan for K-12 curriculum that is based on grade level content expectations (K-8) and **subject area content expectations (9-12)**.

Collaborations

Pennfield Schools works in collaboration with the following groups and agencies:

- Association of Branch and Calhoun Superintendents (ABCs)
- (Calhoun) Instructional Coordinating Council (ICC)
- Calhoun Department of Technology (CDOT)
- Calhoun Intermediate School District (CISD)
- REMC-12

- Wayne RESA and KRESA
- Kellogg Community College (KCC)
- Regional Technology Leadership Council (TLC)
- Battle Creek Area Schools Technology Leadership Council
- Career Pathways Work-Study Program
- Willard Public Library/Kellogg Community College online catalog and database system
- W.K. Kellogg Foundation
- Michigan State University
- Battle Creek Area Public and Private Schools Consortium
- Calhoun Area Technology Center (CATC)
- Battle Creek Area Math and Science Center (BCAMS)
- Pennfield Education Association (PEA)
- Pennfield Parent Teacher Student Organization (PPTSO)
- Pennfield Township
- Battle Creek Area Early Childhood Collaborative Committee
- Teaching American History (TAH) stakeholders and employees
- Regional Instructional Technology Committee (RITC)
- Zangle Planning Group
- Principal's D.A.T.A
- DataDirector District Key Contacts
- Access Vision
- MACUL