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 an as needed 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.
- 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.

- Math teachers K-8th grade are involved in a math program named PROM/SE. The goal of the project is to collect information on how teachers teach math and that data can be used to create Professional Development needs. Each teacher has been given an iPad for data collection. Pennfield is also providing teachers with training on how to use the devices as tools for teaching and learning.
- Pre-Kindergarten is using funds to create a one to one iPad program in the PREP classrooms. Each student will have an assigned iPad during the day. The instructional technology coordinator is working with them on the purchase, set up, training and use of the iPads to increase student learning.
- The district has been upgrading the technology tools available in the classrooms on a building basis. Each building is being equipped with multimedia tools to improve teaching and learning. Professional development is being provided to teachers on a group and individual basis for the purpose of learning how to effectively use the equipment in delivering instruction and assessing student learning.

- 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 the Curriculum Director and Core Curriculum teams to make sure the school improvement process has technology related strategies to support teaching and learning.
    - support district initiatives such as the PUL one to one laptop program, Prom/se iPad program and the use of Data to drive instruction by being a part of the leadership teams as well as providing training and support.
    - ensure the preparation and implementation of technology equipment into the classrooms. (i.e. setting up iPads for use in the PREP program)

- work with all technology teachers to develop and implement a district Technology Education Plan,
- 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
- Research and implement communication tools for connecting with parents, staff, and students in Pennfield Schools as well as outside of Pennfield Schools
- Represent Pennfield schools at county and state level organizations such as the Regional Instructional Technology Committee and MACUL (Michigan Association of Computer Users for Learning)

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	39	22	87	175	139	462
Laptop	21	32	105	212	825	1503
Printer	24	20	40	66	59	209
Projector	15	12	52	54	37	170

Camera	4	7	18	13	41	83
TV	10	15	23	31	14	103
Sound Systems	12	12	0	1	29	54
Tablets	1	1	5	7	44	58
Phones	7	6	13	59	72	157
Servers					15	15
Switches	9	4	9	18	32	72
Surveillance Cameras	3	5	9	27	68	112
Storage Devices	1	1			2	4
Wireless Access Points	10	10	20	20	48	108

- Other items
- Transportation: phones, computers, wireless, switches
- Wireless Controllers – 3
- Miscellaneous cabling throughout the District
- Administrator Cell Phones
- Miscellaneous software (Microsoft, PowerSchool, Curriculum Related Software, etc…)

- All Pennfield classrooms are connected to the District network.

- All Pennfield staff has a Google Apps for Education which includes email, calendar, documents, sites and more.

- Over 50 staff members have created a Moodle site (http://moodle.pennfield.net/) to communicate with other staff, students, parents and other community members. All staff has access to Moodle.

- All high school students have a laptop to use at school and home.

- All staff has a technology devise (tablet, laptop, ipad, etc…) to use both at and outside of school.

- Students have access to a web-based application that accesses the PowerSchool Public Portal that provides them with a way to view school data over the Internet.

- PowerSchool Public Portal 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.

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 Student Information Systems 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 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 and outside of the school buildings.

- 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. 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, and students have been adopted.
- The District has inserted Internet Safety and Cyberbullying into the curriculum.
- 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 Promise.
- State programs and grants such as the Title II, Part D—Enhancing Education Through Technology grant.
- Community fund raisers and donations
- Technology money secured through the District a Bond Proposal