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# Pennsylvania Department of Education

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Commonwealth of Pennsylvania  
**Department of Education**  
333 Market Street  
Harrisburg, PA 17126-0333

**Educational Technology Report**  
**Thursday, February 23, 2012**  
**(Last Approved: Friday, February 17, 2012)**  
**Entity:** East Penn SD  
**Address:** 800 Pine Street  
Emmaus, PA 18049-0000  
**Phone:** (610) 966-8300  
**Contact Name:** Thomas Seidenberger

## **Mission**

The East Penn School District will provide a learning environment in which students become problem solvers, collaborators, and critical thinkers.

## **Vision**

The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

## **Shared Values**

1. We believe education is an ever-changing lifelong process and people need to view themselves as life-long learners.
2. We believe students have a shared responsibility for their own learning.
3. We believe students of today will live in a different future and we must prepare them to confront new challenges.
4. We believe the East Penn School District must continue to provide an excellent program that addresses the educational needs of all students in a safe and supportive environment.
5. We believe a commitment to continuous improvement is essential to achieve the mission of the East Penn School District.
6. We believe the collaboration between the home, the school district, and the community has a direct correlation to the quality of the educational system and the experience of each student.
7. We believe a strong foundation of experiences leads to constructively contributing citizens who understand the effects of their actions.
8. We believe that a strong and effective education system is essential to both the survival and prosperity of a democratic society.
9. We believe that the East Penn School District must manage financial assets in an efficient manner that is fiscally responsible to all members of the community.

## **Needs Assessment**

### **Reflections**

There are currently no reflections selected for this section.

PSSA data for 11th grade students with IEPs is reviewed annually. Students scoring below basic participate in a remedial reading program. This course is offered to any student scoring in the below basic range. 4Sight Benchmark testing is completed three times a year to assess student progress in grades 9 through 12. Monthly progress monitoring of each student occurs via AIMSWeb to ensure students are making progress with their IEP goals.

At Lower Macungie Middle School and Eyer Middle School the plan for the 2009-2010 and 2010-11 school years is to support students with the use of laptops in reading and math skills activities. The district goal is to use a reading program with a strong comprehension component to assist students in reading across the curriculum. Data supports that students at the middle level require a strong comprehension component to improve the deficiencies in reading.

In math, the middle school students require a curriculum that is focused on algebraic and geometric concepts that align with state standards.

Teachers attend workshops and conferences to enhance and hone their teaching strategies and skills. At the middle level, there is daily team planning that gives teachers the opportunity to discuss student progress. Review of student data as well as IEP goals occur through teacher, student and parent collaboration. Teacher collaboration also occurs to discuss data results of 4Sight Benchmark testing in reading and math.

Portable laptops and carts are part of the technology budget so that special education students have access to computers in their rooms. Teacher surveys coordinated through the Office of Curriculum and Instruction are conducted annually. All teachers have professional development days planned by the principal or by the district to improve teaching and learning. Through all of these collaborative activities, teachers understand and interpret data while adjusting classroom instruction to improve student learning.

## **Goals and Strategies**

## **Goal: 2. Community Involvement and Partnerships**

**Description:** The East Penn School District will encourage and promote community involvement and collaborative partnerships.

**Strategy: Continue to maintain and expand contact with parents throughout the district using various forums.**

**Description:**

**Activity: Maintain and evaluate using survey tools and other technology resources to collect and analyze data, interpret results and communicate findings to improve instructional practice and maximize student learning.**

**Description:** EPSD subscribes to Zoomerang.com. This is a web-based survey tool that can be used by all administrators in the district. This allows for aggregation and export of data from surveys.

Next 3 years:

Continue to expand the use of Moodle 2.0. This new upgrade has survey tools built into the operating system. Will be able to use the district's virtual learning environment for staff and student surveys.

### **Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 10/19/2009 Finish: 12/1/2009	\$1,000.00
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**Status:** Complete

**Strategy: Create and support collaborative relationships with community groups and individuals.**

**Description:**

**Activity: Collaborate with Office of Curriculum and Instruction in order to facilitate, support and use technology to engage in ongoing adult education, online learning opportunities, collaborative tools and distance conferencing.**

**Description:** The Office of Technology meets formally and informally with the Community Liaison, as well as the teachers, administrators, and staff.

Next 3 years:

Continue the further development of Moodle so teachers can deliver instruction online in a hybrid or fully online capacity.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
   Finish: Ongoing

**Status:** In Progress — Upcoming

**Strategy: Develop, update, maintain and expand our existing school district website.**

**Description:** All websites have been updated and have a uniform look and navigation.

**Activity: Collaborate with all schools in order to make school building sites uniform, content specific areas in the same locations. Make navigation uniform.**

**Description:** All school websites were standardized. Each school website uses the same basic template for teacher webpage design. This eases navigation for parents. It allows parents to be familiar with the website design and layout no matter what school website is visited.

Next 3 years:

Be diligent in the rollout of any and all additional website features and services. Share proposed updates with principal and other administrators during cabinet meetings in order to align new projects.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2008            \$5,528.00  
   Finish: 6/30/2009

**Status:** Complete

**Activity: Make all teacher websites uniform.**

**Description:** All teacher websites are uniform. They all use the same basic template as a foundation. This template was created by the Office of Technology. Teachers are able to modify their own site. This has created a common look, theme and navigation path.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 9/17/2009            -  
   Finish: 9/17/2009

**Status:** Complete

**Activity: Make forms and information easily accessible in order to communicate with students and parents.**

**Description:** The website has been modified through a unified template for all pages. Dead or inactive links have been removed. Word documents have been converted to PDF files. Each building has a webmaster who makes changes to the school site. Any new links that need repair are reported to the Help Desk located in the Office of Technology.

Next 3 years:

Create digital blackboards for all buildings that will eliminate the dissemination of paper. The previous paper trail was digital documents printed and placed into student folders to take home. The new process will be digital documents posted to websites for parent download.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	-
	Finish: 6/30/2009	

**Status:** Complete

## **Goal: 3. Professional Education**

**Description:** The East Penn School District will foster professional growth and provide opportunities to enhance the performance of the entire employee team, to be consistent with student, educator, building and district needs.

**Strategy: Create a technology training center available to the East Penn School District and stakeholders in the community.**

**Description:** The district's technology center is located at Eyer Middle School.

**Activity: Create online resources for technology integration, training, instructions and resources.**

**Description:** The integration, training and instruction resources were converted into our Virtual Learning Environment Moodle. Resources are located in Moodle under the Technology block. This is the repository for materials. Previously created materials were gathered from other sites and combined into one site for ease of use and navigation.

Next 3 years:

Provide repository of professional development how-to video modules for all aspects of district technology.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Hold one-on-one and small group training.**

**Description:** One-on-one and small group trainings are scheduled and facilitated by one of the district's three technology resource integration teachers. The small group trainings occur in the district training center located at Eyer Middle School, building based computer labs, and in small group sessions in individual classrooms.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Increase ability to host conferences (local, regional and national), professional groups and associations.**

**Description:** Presently the district does not have a site to host outside conferences.

Next 3 year:

Investigate a physical renovation to the existing Office of Technology that would move the training lab, currently located at Eyer, to the same location as the Office of Technology. This will dramatically increase the ability to host conferences.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Offer video and podcasting, instruction, testing and development.**

**Description:** The district uses a Virtual Learning Environment called Moodle to host videos, podcasts, materials and technology project exemplars. All hosted files are secured via EPSD logins. Materials are available 24 hours a day 7 days a week to all EPSD employees and students.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	\$5,528.00
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Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity:** Provide access to all district owned technology resources available throughout the district in order to evaluate them for accuracy and suitability.

**Description:** The training lab at Eyer Middle School is fully loaded with district software and available hardware. This central location acts as our testing ground for all software settings and interactions with hardware. Technology assets are assigned and signed-out of the district-wide Destiny database. This database is located and managed by the EPSD librarians. Technology can be scanned, borrowed and returned there.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008 Finish: 11/25/2008	\$50,000.00
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**Status:** Complete

**Activity:** Provide training for troubleshooting, technical training, software training, confidentiality, etiquette and proper use in order to enhance instruction.

**Description:** All district-owned software is installed in the training lab at Eyer. Our three technology integration resource teachers use the location to host trainings on software, data, databases, confidentiality etc. Troubleshooting tips and trainings are embedded and reviewed during some sessions. An online work order system has been implemented that is available on all district computers. All trainings and orders are tracked electronically.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009 Finish: Ongoing	-
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**Status:** In Progress — Upcoming

**Activity:** Teach appropriate levels / skills (pioneers, advanced, basic and remediation) as related to the National Educational Technology Standards for Students (ISTE).

**Description:** The district employs three technology integration resource teachers that act as the

liaisons between the Office of Technology and the Office of Curriculum. Their job is to create connections and alignment in classrooms K-12.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
   Finish: Ongoing

**Status:** In Progress — Upcoming

**Strategy: Support building-based technology development.**

**Description:** Utilize the district technology integration resource teachers as job-embedded professional developers within the classrooms.

**Activity: Create opportunities for individualized technology development and help plan strategies to manage student learning in a technology-enhanced environment.**

**Description:** Professional development is now customized to building level needs and developed at the building level by the local administrator. Building level goals are developed and supported with the help from the Office of Technology. Technology sessions, created by the Office of Technology, are focused on broad based K-12 goals and initiatives.

Next 3 years:

Develop a process to use Moodle as an online tool for professional development. Begin with a hybrid approach with the goal of posting entire courses online.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
   Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity: Explore opportunities to create and maintain a collaborative technology program that promotes the continual growth in technology skills that will keep us abreast of current and emerging technologies.**

**Description:** Emerging technologies are investigated and reviewed for possible integration into the schools in EPSD. The Office of Technology and the Eyer training lab are two locations for research and testing. State and national technology conferences are attended as well as professional literature reviewed. Product testing is pursued with new vendor releases.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            \$10,000.00



Finish: Ongoing

**Status:** In Progress — Upcoming

## **Goal: 4. Healthy, Safe, Secure, and Supportive Environment**

**Description:** The East Penn School District will maintain a healthy, safe, secure, and supportive environment in all facilities to accommodate and enhance the learning process.

**Strategy: Collaborate with Office of Curriculum and Instruction to support training for Electronic Communication safety.**

**Description:**

**Activity: Maintain compliance and enforcement of the AUP.**

**Description:** The EPSD Internet filtering software controls access to websites that are or are not accessible inside the district. This software is housed at IU#21. The Office of Technology can add, delete or modify settings in the database via email contact with IU#21. The network is routinely scanned for inappropriate files. AUP violations are shared with building-level administrators for enforcement of the policy.

Next 3 years:

Investigate student hand-held devices as acceptable digital devices for student use inside schools. Investigate and potentially pilot the student use of eSchool, Moodle and Google Docs on handheld devices.

### **Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Model and teach legal and ethical practice related to technology use.**

**Description:** Ethical and legal clarifications and trainings are delivered by the Office of Technology or Office of Student Services. The sessions are often integrated into existing training sessions available at the Eyer training lab.

### **Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
                                 Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity: Support training for parents on Internet safety issues.**

**Description:** The Office of Technology website hosts a section on Internet Safety available to parents and students via a portal. The section offers hints, tips and Internet safety tips as well as many links to free resources.

**Person Responsible    Timeline for Implementation    Resources**

Mohn, Michael            Start: 1/1/2009            -  
                                 Finish: Ongoing

**Status:** In Progress — Upcoming

**Strategy: Examine classrooms and assess physical safety needs.**

**Description:** Classrooms with loose wires were remediated. Any rooms in need of new cable had data cable installed. All video projectors in the district have been mounted in the ceiling. This prevents the possibility of students tripping over cables on the floor.

**Activity: Evaluate classrooms to ensure safe classrooms for students.**

**Description:** Classrooms with loose wires were remediated. Any rooms in need of new cable had data cable installed. All video projectors in the district have been mounted in the ceiling. This prevents the possibility of students tripping over cables on the floor.

**Person Responsible    Timeline for Implementation    Resources**

Mohn, Michael            Start: 7/1/2008            -  
                                 Finish: 7/31/2009

**Status:** Complete

**Activity: Evaluate power consumption to meet code regulations.**

**Description:** Developed a plan, with the maintenance office, to ensure proper power was provided to the data center and to support equipment that is needed to run file servers.

Next 3 years:

Develop a plan with the Maintenance Office to provide generator powered backup AC to the data center in case of emergency, brown outs or temporary outages.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008 Finish: 6/30/2009	\$5,000.00
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**Status:** Complete

## **Goal: 5. Comprehensive Annual Student Assessment Program**

**Description:** 5. The East Penn School District administrative team and teachers will regularly evaluate and enhance the comprehensive annual student assessment program.

**Strategy: Develop, evaluate and expand our student information system (eSchool Plus).**

**Description:** Continue to review and expand the use of the student information system.

**Activity: Continue to develop our existing student information system and apply technology to increase productivity.**

**Description:** The EPSD opened Home Access Center for parents in 2008. Additional features were added in 2011. Subsequent modules and customizations are reviewed and/or purchased based on feedback from training sessions. eSchool Plus data exports are used to populate additional EPSD databases.

Next 3 years:

Continue to research and implement SIF compliant capabilities for Performance Tracker, Destiny and the next generation of databases the EPSD might use.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009 Finish: Ongoing	-
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**Status:** In Progress — Upcoming

**Activity: Investigate the application of technology in assessing student learning of subject matter using a variety of assessment techniques.**

**Description:** With the integration of the PDE SAS tool and the continuing use of Performance Tracker, the district continues to assess student learning as well as track student performance.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008 Finish: 6/30/2009	\$7,500.00
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**Status:** Complete

**Activity: Use existing software for data export to a data management system.**

**Description:** Performance Tracker was purchased as the EPSD data management system. This system is a web-based database that is hosted outside the district. Account usage and rights are controlled by the Office of the Assistant Superintendent. Data is exported from the student information system into Performance Tracker twice monthly by a member of the Office of Technology.

Next 3 years:

Research and if possible, make a SIF compliant connection between Pentamation eSchool Plus and Performance Tracker. Both software packages are now owned by the same parent company. This relationship could develop a SIF compliant package.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 6/30/2010 Finish: 6/30/2010	\$25,000.00
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**Status:** Complete

## **Goal: 6. Leader in Education**

**Description:** 6. The East Penn School District will set and achieve standards to establish our school district as a leader in education.

**Strategy: Reestablish a District Technology Committee.**

**Description:**

**Activity: Appoint and maintain a district technology team that will monitor, review and develop standards for teachers and students based on ISTE standards and 21st Century Skills.**

**Description:** There are several internal technology committees that meet and monitor technology integration into curriculum. The projects reviewed are but not limited to inter-technology and curriculum projects such as portfolios, cyber schooling and Internet safety.

## Person Responsible Timeline for Implementation Resources

Mohn, Michael            Start: 7/1/2008            -  
                                 Finish: 6/30/2009

**Status:** No Longer Occurring

### Date            Comment

10/17/2011 The Director of Technology works directly with central office and building administrators, technology resource integration teachers and teachers to provide options for technology that improve teaching and learning.

## **Goal: 7. Technology**

**Description:** The East Penn School District will continue to research, develop, and implement its current and future technology plan to enhance student learning and foster new opportunities.

**Strategy: Collaborate with the Office of Curriculum and Instruction in order to help support student learning goals.**

**Description:** Weekly collaboration time is dedicated to this collaboration.

**Activity: Accelerate technology adoption.**

**Description:** The district-wide training center was built at Eyer Middle School. This center provides the programs for hardware and software training necessary for adoption and integration. Research and development of applications and possible integration are done at this center. Instructional sets are created for all staff members and posted to Moodle.

Next 3 years:

Create design plans to move the Eyer training lab to the Office of Technology. The goal is to combine the Office of Technology, trainers and training facility into one location for the administration of more control over the integration, training and adoption of technology.

## Person Responsible Timeline for Implementation Resources

Mohn, Michael            Start: 1/1/2009            -  
                                 Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity: Support the integration of technology into the curriculum.**

**Description:** Work with the Office of Curriculum and Instruction to close the gaps between

technology and curriculum. This is done via the three district technology resource integration teachers that act as the liaisons between offices. These two offices work together during budget, revision and planning meetings.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
   Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity: Support the training of professional staff.**

**Description:** Develop relationships and integrate work among the Office of Curriculum, Eyer training lab and New Teacher Induction. Provide documentation and support for teachers. Resources are available in Moodle.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
   Finish: Ongoing

**Status:** In Progress — Upcoming

**Strategy: Improve the efficiency of the Office of Technology.**

**Description:** Improve the efficiency of the Office of Technology.

**Activity: Create a hardware refresh cycle**

**Description:** A district-wide inventory and asset system was implemented during the 2008-2009 school year. A four to five year refresh cycle for desktop and laptop computers was developed (understanding budget restrictions). As a result of principal's meetings, surveys and needs assessments, desktop computers are being removed in elementary schools in favor of laptops. Desktops and laptops are upgraded cyclically.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 7/1/2008            -  
   Finish: 6/30/2009

**Status:** Complete

**Activity: Deploy technology in an equitable manner using a unified approach.**

**Description:** The Office of Technology develops the technology budget based on results of meetings and evaluations in key areas of the district. There are curriculum revision and department leader meetings that result in recommendations. The completed district hardware refresh cycle and grade-level appropriate equity of technology also supports the budget.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	-
	Finish: 6/30/2009	

**Status:** Complete

**Activity: Emphasis customer service.**

**Description:** The lines of communication and transparency were increased throughout the district. The Office of Technology created an in-house online work order system to document activity and timely responses. All staff have been trained in the use of this system. This system is usable and traceable by all employees in the district.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	\$1,000.00
	Finish: 6/30/2009	

**Status:** Complete

**Activity: Evaluate existing services.**

**Description:** The Office of Technology process and protocols for all team members were reviewed. Job descriptions were rewritten upon evaluation of assigned duties. The Office of Technology was centralized into one team and one location.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	-
	Finish: 6/30/2009	

**Status:** Complete

**Activity: Facilitate equitable access to technology resources for all students.**

**Description:** The Office of Technology has centralized the building repositories for technology

available in each of the ten buildings. Devices can be signed-out from the Library or Media Center in each school. Electronic devices are bar coded for asset management, reserved, used and returned. Google Docs houses the online calendars for laptop sign-out.

Next 3 years:

Plan for equitable distribution by removing barriers and preconceived notions of grade level or department technology ownership versus building and district-wide ownership and availability.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Identify network utilities needed to manage student learning activities (monitoring, filtering, virus and spyware protection etc.)**

**Description:** Keep abreast of upcoming technologies as they relate to security through national and local conferences. Test and evaluate securities via test groups. Continually monitor and report activity and data. Security recommendations are translated into the budget of the Office of Technology. Security issues are prioritized over refresh and other equipment requests.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	\$5,000.00
	Finish: 6/30/2009	

**Status:** Complete

**Activity: Investigate software compatibility and licenses.**

**Description:** The Office of Technology developed an electronic district-wide inventory of software titles. All paper documents were converted to digital. All software titles were reviewed and independent titles and building titles were combined into a group or district-wide license.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	\$5,000.00
	Finish: 6/30/2009	

**Status:** Complete



**Activity: Research and identify tools and emerging technology and funding sources.**

**Description:** Research and development of hardware and software are done in the Office of Technology or Eyer training lab. Additional software and services come from inter-district collaboration, conferences, webinars and research and development.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

## **Goal: 8. Decision-making**

**Description:** The East Penn School District, in an effort to improve the overall vitality of the school district, will develop and implement a consistent approach to decision-making at all levels in the organization with an emphasis on internal communications.

**Strategy: Create a process that fosters innovation across the district.**

**Description:** Conduct brainstorming sessions with administrators and staff to identify key components of a process that fosters innovation.

**Activity: Align curriculum cycle and hardware and software needs.**

**Description:** The curriculum cycle is one of the key drivers for the development of the Office of Technology's annual budget. Priority is given to curriculum development needs. The Director of Technology works directly with the Office of Curriculum and Instruction.

Next 3 years:

The budget for the Office of Technology reflects curriculum revision needs as a first priority. The department leader and refresh cycle needs are prioritized as two and three respectively.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** Complete

**Activity: Communicate budget process and project updates.**

**Description:** The EPSD Intranet and Virtual Learning Environment Moodle is used as

repositories for projects and source of information. Virtual projects are posted in a section for technology exemplars. Projects can be browsed and searched.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
                                  Finish: Ongoing

**Status:** Complete

**Activity: Communicate equitable deployment of digital classrooms.**

**Description:** The Office of Technology projects and documentation are posted online. The technology blog and communication channels are communicated via Moodle. The Intranet is maintained as a repository of information.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 7/1/2008            -  
                                  Finish: 6/30/2009

**Status:** Complete

**Activity: Communicate shared decision-making.**

**Description:** The Office of Technology has a process for posting materials on the technology website, online in Moodle, Google Docs and on the Intranet. Internal EPSD documents are posted on the Intranet. The migration from paper to digital has begun.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael            Start: 1/1/2009            -  
                                  Finish: Ongoing

**Status:** In Progress — Upcoming

**Activity: Create a process and tool for internal posting of district information and forms.**

**Description:** The Office of Technology trains all office personnel in the converting of Word documents to PDF format. Documents and artifacts are posted to online to Google Docs and share appropriately. Documents and forms are share via Moodle. This process is reviewed during principal and cabinet meetings.

Next 3 years:

Act as a change agent to create an environment where documents are posted directly to cloud based applications rather than creating documents that will require conversion. This will be accomplished through demonstrations, trainings and professional development.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008 Finish: 6/30/2009	\$2,500.00
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**Status:** Complete

**Strategy: Improve internal communication**

**Description:** Use district intranet to distribute key information

**Activity: Use district intranet to distribute key information**

**Description:** District technology staff will keep internal messages current

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009 Finish: Ongoing	\$1,000.00
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**Status:** In Progress — Upcoming

## **Goal: 9. Master Plan**

**Description:** The East Penn School District will develop, routinely monitor, and review a district-wide Master Plan based on demographic trends, regulations, and the overall quality of existing buildings and facilities. The plan will include a set of prioritized short and long term facility enhancement projects.

**Strategy: Contribute technology specific recommendations based on need and usage.**

**Description:**

**Activity: Investigate and determine location for technology training center.**

**Description:** The district-wide training center was constructed at Eyer Middle School. This center houses all software available and has been installed on 30 iMac desktop computers. It is used for trainings K-12.

Next 3 years:

Investigate a physical renovation to the existing Office of Technology that would move the training lab, currently located at Eyer, to the same location as the Office of Technology. This will

dramatically increase the ability to host conferences once the entire Office of Technology is located in the same location.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Investigate, design and install wireless solutions for all buildings.**

**Description:** All ten EPSD buildings are wired with wireless access points in all instructional areas.

Next 3 years:

Continue to identify gaps in wireless signal in all ancillary areas of the buildings. Install access points to create an entire blanket of wireless signal in all instructional areas, not just classrooms.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 7/1/2008	\$380,000.00
	Finish: 6/30/2009	

**Status:** Complete

**Activity: Monitor infrastructure requirements in order to maintain classroom instructional design based on curriculum needs.**

**Description:** Utilization of the network is monitored daily. Daily meetings produce instant feedback to monitor the success or failure of the instructional design goals. Activities and resources are modified as a result of these meetings.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Provide means for mobile computing devices (safer school environment -no wires).**

**Description:** Elementary desktop computers (and wires) are being removed and replaced with

laptops and netbooks. All buildings are wireless. The infrastructure supports the new model of mobility and flexibility.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Activity: Provide scalable infrastructure driven by application requirements needed to support teaching and learning with technology when planning learning environments and experiences.**

**Description:** Network bandwidth is constantly monitored and reviewed. Infrastructure is updated as needed when projects push bandwidth limits. Reports are produced and reviewed during budget preparation.

Next 3 years:

Separate the network into student and faculty sections. Two networks will allow more flexibility and customization of controls for both groups.

**Person Responsible Timeline for Implementation Resources**

Mohn, Michael	Start: 1/1/2009	-
	Finish: Ongoing	

**Status:** In Progress — Upcoming

**Budget**

**Potential Budget for an AMENDMENT to the currently approved plan report that spans 7/1/2012 to 6/30/2015.**

There is currently no budget created for these years.

**Staff Development**

The East Penn School District constructed a Technology Training Center at Eyer Middle School. This Training Center is open to all K-12 personnel as well as the community. It is outfitted with current technology available in all buildings, in order to facilitate the integration of the technology into all district classrooms. Three full-time technology integration resource teachers are employed by the district, and they facilitate the majority of the training sessions hosted in the center. In addition, outside facilitators will be employed. Through the district's Professional Development Program, teachers are required to complete a dedicated amount of professional development hours. Incorporated into these hours are technology required trainings. Currently, the Professional Development Program (PDP) provides technology workshops focused on developing PowerPoints, utilization of whiteboards, development of web pages, podcasting, integration of videostreaming and other workshops that reflect the technology available to our staff in the district. PDP provides opportunities for collaboration between departments, grade levels, subject areas, and schools in the use of technology.

The East Penn School District has partnerships with technology vendors, who provide additional

training through our PDP. In addition, trainings are made available to the staff at the Intermediate Unit, attendance at conferences and workshops, courses delivered via distance learning, courses at institutions of higher education. These include ISTE webinars, PaTTAN workshops/training sessions, and PDE-sponsored webinars.

### **Monitoring**

Professional development for technology is monitored by the Director of Technology, the Office of Curriculum and Instruction, and the building principals. The utilization of the technology is monitored by building and district administrators on a continuous basis. The integration of technology will be monitored to ensure alignment with the District's Strategic Plan.

### **Evaluation**

All professional development activities are evaluated by participants utilizing a form that is aligned to the PDE Act 48 template for evaluation. These evaluations are carefully reviewed by the Director of Technology and Office of Curriculum and Instruction, as well as the facilitators of each session. In addition, an annual survey is conducted to elicit needs and interests of the entire staff that guides the district in creating offerings for technology.