

**K-12 LIBRARY MEDIA/TECHNOLOGY PROGRAM  
2007-2008 ANNUAL REPORT**

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## **K-12 LIBRARY MEDIA/TECHNOLOGY PROGRAM 2007 - 2008 ANNUAL REPORT**

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### **GENERAL OVERVIEW OF THE MEDIA PROGRAM**

This was a very busy and exciting year for the Media Program! The media specialists spent time this past summer reviewing curriculum and making sure to align all media curriculum with the Michigan Educational Technology Standards (where applicable) and also Super 3 and Big 6 problem solving methods. Along with reviewing curriculum, the professional staff along with the director reviewed/created procedures for the smooth operation of the media and technology programs as well as redesigned the monthly K-12 media meetings to make them professional development opportunities for the staff.

Jennifer DeGroat and Jim Stewart spent many hours diligently working on re-writing curriculum with the integration of the media and technology program. Along with re-writing the curriculum they also worked on preparing common assessments with students across the district. Many activities were implemented this year in order to achieve media goals that were established and to make sure that K-4 students are provided with an optimal technology experience.

In preparing these documents, Jennifer and Jim created monthly themes for media and incorporated these themes into the technology lessons as well. Charlotte elementary students were given multiple opportunities to learn about Smartboards, digital visualizers, Internet safety, atlases, dictionaries, thesauri, bibliographies and different genre's of books.

Materials and monthly lessons were built around the media theme for 2007-08 *Free to Learn*. With a successful kick off of March is Reading month, students in all of the buildings were given incentives to read more. All of the elementary buildings had great leadership from the committees and tried to tie in our *Free to Read* March is Reading month theme with the anticipation of the *Wall that Heals* being brought to Charlotte with the superb coordination efforts of John Moran, Social Studies teacher at the high school.

With condensing the media and technology programs, not only was the curriculum re-designed, but procedures in the buildings had to be evaluated in order to provide optimal support for teachers and students when a media professional staff member was potentially not in the building or in the media center. Our paraprofessional staff, once again showed their dedication, attention to detail, true caring for the staff and students that they help each and every day, and desire to help everyone become better users and managers of information. Donna Sebrell, Mary Moran and Pam Kane continue to provide support to Parkview, the Middle School and High School each week along with assisting in their own Media Centers.

Teri Terry and Karen Anderson also worked on curriculum over the summer. Their charge was to align media curriculum, *Big 6* and the technology standards in order to assure successful implementation of academic support for all students.

Teri worked diligently this year to support staff members with the math initiatives by purchasing support materials and assisting with technology tools to improve academic achievement. Along with the math support, Teri collaborated with the majority of staff members to incorporate the *Super 3* and/or *Big 6*. She has taken the lead in working with teacher's to assist students in finding validated resources and produce research documents that are properly cited and contain quality information.

Teri is also a member of the school improvement team and works closely with administration to focus on building and district goals. She volunteers her time often in order to find ways to improve overall academic achievement within the building.

Teri is the lead organizer for our Blackboard participation at the Middle School. She has found several ways to make that a part of her method of instruction and worked with many teachers to assist as well. Proudly; all fifth-eighth grade students have Blackboard accounts and they are utilized in a variety of ways.

As a member of the District Technology Committee; Teri has shared many reliable pieces of information as she does in our K-12 media meetings. She is also a member of MAME (former president) and MACUL as well as attending Region 13 media meetings.

Karen Anderson has had a busy year at the high school. Along with participating in school improvement meetings, department chair meetings, district technology committee meetings, REMC 13 meetings; she is a member of MAME and MACUL.

Karen has taken a strong volunteer leadership role at the high school this year. Along with her regular duties of media specialist and collaborating and supporting hundreds of students each month with research skills and information, Karen has taken the charge of designing and organizing the ZAP program, testing center, and is in the process of designing a writing center for next year.

The ZAP program at the high school has helped assist many students in completing homework and regain credit opportunities that might otherwise been lost. Karen has developed many positive relationships with students with this program. Not only has Karen organized this program, but she has listened to her colleagues and students to evaluate the needs for next year and is working with administration to “tweak” this program to better meet the needs of the mission of the program.

Along with these time consuming duties; Karen had the opportunity to shared integral resource support to her staff and find materials or equipment to enhance lessons.

Christine Halsey and Deb Wrubel provide a level of support to the Media Specialists that really makes a difference in the time that is available to work with students and staff. These positions help tie all programming together and allow opportunities for professional staff and paraprofessional staff to do the routine business of the day-to-day mechanics working with staff and students.

Karen, Teri, Jennifer and Jim have done a wonderful job this year in supporting and moving the district forward in the goals for the K-12 Media Program, the District Technology Long-Range Plan, building goals, as well as district goals.

With the difficult budget times in our state, the media and technology department align our program goals each year in order to provide the best support to our staff and student's. We look forward to the exciting opportunities for the upcoming school year!

#### **MEDIA PROGRAM HIGHLIGHTS FOR THE 2007-08 YEAR INCLUDE:**

1. Elementary media and technology common curriculum and assessments
2. Book clubs
3. Increased use of Media Center materials, equipment, and services at all levels.
4. Support for the K-12 curriculum including media literacy lessons, technology integrations, and reading and writing initiatives.

5. Development of a Monthly Activities list using *Super 3* at the Elementary Level; and Big 6 at the Secondary level.
6. Support for and use of the Accelerated Reader Program in the Middle, Parkview, Washington, and Weymouth schools.
7. Development of instructional units (teaming with teachers) that provided students with successful learning experiences.
8. Helping teachers integrate the use of data bases and websites as curricular resources.
9. Teaching students the 3rd<sup>th</sup>- 12<sup>th</sup> grade Media Curriculum, this is aligned with the Michigan Curriculum Standards and Benchmarks and incorporating *Super 3*, *Big 6* and Technology Standards
10. Daily video announcements in the high, middle, and elementary schools.
11. "March is Reading Month" activities in all buildings.
12. Regular publications of Tech Talk, Media Matters, bi-monthly reports, fliers, newsletters, and brochures advertising media center activities.
13. Contests, luncheons, speakers, displays, reading promotions, and special activities in all Media Centers.
14. Co-teaching of several classes at the secondary level.

K-12 Media staff continue to be valued members of each building. The level of support and services they provide are integral to the successes of both staff and students. We are fortunate to have the opportunities to provide everyone in becoming better users and managers of information and media resources.

As my second year draws to an end, I am proud to be a member of the Technology and Media department. This department is a collaborative group of people that truly work hard for the successful integration of resources for staff and student's. I have been a first hand witness to several of these employee's that continue to go above and beyond in order to do what is best for students. It is truly a privilege to be closely associated with them.

Our challenges next year include: helping all staff integrate the use of technology and resources in daily activities and lessons; supporting the district data warehousing; supporting district goals; and continuous updating of the K-12 Media Curriculum.

### **GENERAL OVERVIEW OF THE TECHNOLOGY PROGRAM**

Charlotte Public Schools continues to be very fortunate with great technology support staff and the resources needed to sustain access to technology that positively impacts teaching and learning. Technology literacy skills for both staff and students continue to improve each year as training, access, opportunity, and desire grow. The resources at the fingertips for both staff and students continue to be only visions to many other school districts in the area.

We are fortunate to have technology staff available, at least part-time, in every school building. Working as a team, media and tech staff have provided great service and support to students and staff in all buildings for both media and technology. These staff members are truly appreciated for all the support that they provide.

Ida, Sue, and Gloria have been outstanding as they support hardware, software, the phone system, and other technologies that were used by staff this year. Their responsibilities are critical to the operation of our school district and their resourcefulness, dedication, and professionalism are second to none. Technology support staff remained consistent this year with Jeff Bennett at the High School, John Budd at the Middle School, Kim Telfor at Parkview, Kim Brown at Galewood/Weymouth, along with Josh Dies supporting Washington part-time. They all did a fabulous job this year.

With Ida supporting and leading the way, tech staff has worked hard and has been very successful in their respective buildings. They are appreciated and valued by everyone in the district.

### **TECHNOLOGY HIGHLIGHTS FOR THE 2006-2007 YEAR INCLUDE:**

1. Support of outside technology trainings; such as Data Director, Career Preparation and Olivet College assistive technology all with the EISD
2. Continued support by Julie Smith of Convergent Technologies, Inc. for district servers and infrastructure.
3. Reviewing of district technology goals within the technology plan.
4. Jeff Haston's continuous development and management of the district web presence.
5. Use of video bulletins and "Points of Pride" broadcasts in buildings.
6. Work with the Eaton County Technology Directors to implement and support the Achieve Datawarehousing Software
7. Implementation of a tech literacy test for 8<sup>th</sup> grade students for compliance with "No Child Left Behind" requirements utilizing Blackboard and Data Director.
8. Planned replacement lab computers and teacher stations.
9. Review of the Teacher Technology Initiative (TTI) program and DTC recommendation to extend the long-term loan program through June 30, 2009.
10. Continued technology training opportunities for staff and participation in the Regional Technology Academy as a host site.
11. Continued use of Inspiration and Kidspiration K-12 for graphic organizers.
12. Worked with Mary Taylor in supporting Study Island at the elementary buildings and the Math portion at the Middle School.
13. Worked with Alternative education staff to implement Plato.
14. Updated Spam software – GWAVA
15. Designed and published Internet safety tips in Tech Talk, elementary parent newsletters and High school and Middle school bulletins.
16. Piloted use of MP3 players with balanced literacy class at middle school.
17. Worked with Central Office staff to investigate upgrading SDS financial package.
18. Worked with Marketing committee to design RFP for website redesign.
19. Investigated email archiving and video archiving options for the district.
20. Worked with Alternative Ed staff and operations to plan for lease and relocation of alternative education plans.
21. Trained balanced literacy staff and paraprofessionals on Audacity software.
22. Trained technology staff on imaging and viruses.
23. Purchase of equipment (digital visualizers, projectors) to assist with math and writing initiatives.
24. Purchase of administrative laptops.
25. High School Police Officer Liason, Fred Koenig and Director of Media and Technology, Jennifer Varney were guests speakers at the elementary buildings. They both met with K-4 classes to share how they utilize technology in their jobs.

With the technology staff we have, our response time to issues, problems, "down times", updates, upgrades, lock-ups, compatibility requirements, and requests for service is very good by most school district standards, and when necessary, our users have been patient and understanding. Charlotte Public Schools continues to be "ear-marked" as a leading district in technology. This has a lot to do with the great staff and the ability to have someone at each level available to troubleshoot.

With the exciting opportunities available for our students, we continue to investigate those in a safe and educational environment. As most people are aware, nothing is ever 100% guaranteed in reliability, but

we do the best we can to make sure that students are accessing appropriate resources to assist in academic achievement.

Our challenges next year include continued support for the increased equipment purchases with less finances; continuation of technology skills and integration training for staff; and keeping qualified and trained technology staff, assessing the impact of not having a computer requirement for graduation at the High School.

## **K-12 MEDIA/TECHNOLOGY STAFF FOR THE 2007-2008 SCHOOL YEAR**

### **K-12**

- Jennifer Varney, Director of Media/Technology Services
- Ida Balko, Technology Services Coordinator
- Sue Braden (current) Computer Software Workleader
- Gloria Wilson, Technology Office Secretary/Child Care Secretary
- VACANT, Technical Support

### **High School**

- Karen Anderson, Media Specialist
- Christine Halsey, Media Secretary
- Jeff Bennett, Building Tech Support/Lab Manager

### **Middle School**

- Teri Terry, Media Specialist
- Deb Wrubel, Media Secretary
- John Budd, Building Tech Support/Lab Manager

### **Elementary Media**

- Jim Stewart, Media/Technology Specialist for Weymouth, Washington and St. Mary's.
- Pam Kane, Galewood Media Para-Professional and Middle School support
- Donna Sebrell, Washington Media Para-Professional and Parkview support
- Mary Moran, Weymouth Media Para-Professional and Parkview/High School support
- Jennifer DeGroat, Media/Technology Specialist for Parkview/Galewood

### **Elementary Technology**

- Kim Brown, Galewood and Weymouth Building Tech Support/Lab Manager
- Kim Telfor, Parkview Building Tech Support/Lab Manager
- Josh Dies, Washington, Part time Building Tech Support/Lab Manager

**MEDIA / TECHNOLOGY GOALS**  
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**MEDIA**

- 1. Maintain Media Specialist staffing in the all schools since research indicates that professional staff, financial support for materials, and a vibrant media program can positively impact student achievement.**
- 2. Implement the Curriculum Council approved K-12 Media Curriculum that supports GLCE'S and MI Merit Core Curriculum and includes specific lessons that develop a continuum of skills.**
- 3. Elementary, middle and high school media staff will collaborate with teachers to plan lessons using the Big6/Super3 Skills to develop critical thinking and problem solving skills.**
- 4. Support use of United Streaming/Blackboard on-demand curriculum resources through training and support.**
- 5. Continue support and training the use of Graphic Organizers K-12 to support district writing initiatives and North Central Goals.**
- 6. Support district initiatives to improve literacy, MEAP/ACT performance, and provide resources, training, and programming to support the NCA goals for each building.**
- 7. Collaborate with staff to provide curriculum integrated learning experiences that encourage students and staff to become skilled information managers and help all students improve MEAP/ACT performance.**
- 8. Continue to update and revise the K-12 Media program web pages for staff, students, and community use.**
- 9. To assist students in becoming information literate, develop and implement the use of a website evaluation form for both staff and students-K-12.**
- 10. Assist in the implementation and funding of the District Technology Committee recommendations and purchases.**
- 11. Provide resources and activities that contribute to lifelong reading while accommodating a wide range in levels and interests for all students' pre-school through 12<sup>th</sup> grade.**
- 12. Collaborate with committees and PTO's to provide activities that promote literacy during March is Reading Month.**
- 13. Provide professional development training and conference attendance opportunities for all Media Staff.**

14. Provide physical access to current and accurate print and non-print materials (including books, periodicals, CD ROMS, databases, Internet, etc.) for curricular and recreational needs.
15. Provide equipment and supplies needed for educational applications.
16. Provide maintenance and repair on all instructional equipment as needed.
17. Provide funding for REMC services
18. Support use, training, and integration of the broadcasting equipment to produce student directed activities; announcements K-12.
19. Continue to work with elementary principals and PTOs to purchase pre-processed library books
20. Maintain and update as needed the K-12 computer/equipment database for circulation and inventory purposes.

### TECHNOLOGY

21. Continue to assist teachers in opportunities to integrate technology into instruction (trainings, tech coaching, etc.).
22. Assist teachers with integrating technology hardware and software.
23. Successfully accomplish implementation of the District Technology Committee recommendations.
24. Provide maintenance and repair on all computers and other technologies as needed.
25. Provide training and conference attendance opportunities for all technology staff.
26. Continue a consulting contract with Convergent Technologies.
27. Purchase of software to support all levels K-12 (including Alternative Education) in implementing transitional changes for MI Merit Core Curriculum.
28. Support Skyward, Follett, Synervoice, our internal phone system, and other administrative software and technology infrastructure with necessary annual fees, service agreements, maintenance contracts, upgrades, training, and technical assistance.
29. Provide Internet filtering software to comply with mandates.
30. Provide funding for Microsoft Office Suite software licenses, including Word, Excel, PowerPoint, Access, Publisher, and FrontPage in each building.
31. Work with K-12 staff to achieve proficiency for state required 8<sup>th</sup> grade tech literacy assessment and on-line learning requirement.

- 32. Support district initiative of data warehousing to evaluate instructional practices.**
- 33. Assist in achieving the district's plan for improvement in core academic areas.**
- 34. Align 9-12 curriculum with METS**

**HIGH SCHOOL MEDIA CENTER  
K-12 LIBRARY MEDIA/TECHNOLOGY PROGRAM  
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**GENERAL OVERVIEW OF THE YEAR**

*"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy." ~Martin Luther King*

The initiation of two new programs, Oriole Time and the ZAP program, created extra time and energy put forth by the media staff, as well as the entire school staff. Both programs have proven to be successful with the ZAP program requiring the most commitment. Each Tuesday and Thursday during Oriole Time the media center houses Ms. Disler's Oriole Time students, while providing lab space and media space for students. During ZAP the media center plays host to 40-100 students. The media staff checks them all in, collects homework, monitors student behavior, and encourages students to succeed by getting homework completed. These activities have created many hours of extra responsibility for all media center staff.

The media theme for this year was "Free to Learn." In recognition of March Is Reading Month, Rick Jones, State Representative, visited the library where he was photographed with the Jr./Sr. Student Council Representatives. The book, "*Heart of the Nation*" was donated by Mr. Jones to the library collection. To further celebrate the month, John Moran's Vietnam class decorated the outside display case with Vietnam memorabilia. A "*Get Caught Reading*" contest was held with student, Rick Moore, winning a \$30 gift certificate.

The high school media center played a role in the "green" movement by recycling old computers through Great Lakes Electronics Corporation in Detroit. During the months of March and April the media center held a computer sale selling 30+ computers. On May 23<sup>rd</sup>, the media center was used to house the 20<sup>th</sup> Annual Vietnam Round Table. Classes continued to be held in the media lab and video lab. The day was very lively as well as eventful.

In bringing the school year to completion, many year end duties were finalized. Year end inventory on the materials collection (i.e. books, videos, teacher materials), cleaning and imaging of lab computers, weeding the book collection, along with preparing the media center for the installation of new carpeting were some of the duties accomplished.

Overall, this year was a very enlightening year in the sense of learning to think outside the box in fulfilling requirements by both students and staff. Each staff member has grown in their abilities and is ready to embark upon the upcoming journey for 2008-2009. "*Let the games begin!*"

**LIBRARY MEDIA CENTER PROJECTS**

- Provided Orientation, Library Skills, and Website Evaluation Basics to all Freshman Connections classes.
- Collaborated with 10<sup>th</sup> grade English teachers to provide research skills instruction to all 10<sup>th</sup> grade classes.
- Assisted teachers as they integrated Internet resources in instructional units, shared resources and lesson ideas on a regular basis.
- Provided resources for NCA school reform initiatives.
- Analyzed and linked K-12 Media curriculum to Michigan Core Curriculum in English, Social Studies, Math, and Science.

- Helped staff with the use of the Web/Max on-line booking system for REMC materials.
- Assisted staff and students with using the scanner and digital camera for classroom projects.
- Completed bibliographies and research topic lists for staff as requested.
- Provided technical support for teaching staff and placed additional student stations in every classroom.
- Expanded student and staff access to computers and other technology as well as provided in-service training and other learning opportunities as needed.
- Involved teachers in the ordering and previewing of materials.
- Provided teacher consultation and assistance for instructional units.
- Assisted and trained staff with the use of United Streaming.
- Worked with students on assignments and research activities, and assisted in the use of multi-media, computer software and other non-print options for presentations.
- Kept staff informed of articles, issues and materials of interest to their curricular area.
- Provided a monthly newsletter to staff.
- Scheduled and delivered AV equipment and computers for High School staff as well as CPAC, Community Education, LCC classes, Central Office, and special events in the CPAC and Lecture Room.
- Implemented a centralized database for equipment inventory and checkout.
- Organized the computer/technology work area and discarded equipment that was no longer serviceable.
- Updated the K-12 Media Web Page.
- Provided K-12 laminating and tape duplication services.
- Promoted the Media Program and services to staff, students and administration.
- Provided a bimonthly newsletter to administrators.
- Continued evaluation, weeding and updating of all resources.
- Continued adding resources to the circulation/card catalog automation system.
- Implemented Technology Action Plans 2007/2008.
- Directed technology co-op students.
- Provided centralized processing for all equipment repairs.

### **INSTRUCTIONAL PROGRAMS**

All 9<sup>th</sup> graders participated in a Media Center Orientation program during their Oriole Time on various days during a 4 week period. This switch from Freshmen Connection to Oriole Time limits the amount of information given to 9<sup>th</sup> graders. Most 9<sup>th</sup> grade English teachers bring their freshman to the Media Center for book talks and to reinforce their media literacy skills. All 10<sup>th</sup> graders completed a written research project during the course of the year in their English class. Many mini-lessons on specialized collections, computer use, etc. are taught throughout the school year. The speech classed taught by Dawn Reed effectively incorporated Podcasting into class.

The research package continues to be revised for each school year. Basic computer instruction for accessing computerized indexes, databases, Internet, and other resources was provided to teachers and students upon request. The REMC database requires ongoing training for both new staff members and students each year.

### **MEDIA CENTER USAGE**

The Media Center was available for use from 7:15 to 3:45, Monday thru Friday during the school year. Individual and small groups of students from various classes had access every hour throughout the day. Lunchtime access for students, as well as before and after school, was rarely limited.

All labs, along with the computers located in the Media Center, are busy nearly every block of each day. It is difficult to maintain an accurate log on the number of students using these computers. (*See Vital Statistics*)

Oriole Time was initiated this year, while eliminating tutorial classes. This proved a successful way for Media staff to keep track of students using the Media Center and lab on Tuesdays and Thursdays of each week. The ZAP program was also instituted and carried out each week in the media center.

Students used the computer labs for:

- Word Processing and Power Point presentations
- REMC 13 and Access Michigan provided databases
- Card Catalog
- Internet access
- Career Cruising
- Brochure making with Microsoft Publisher
- Creating Videos
- Podcasting
- Oriole Time
- ZAP Time

### INVENTORY

The Media Center materials collection (including books, AV software and computer software) base count is 10,346 items. This includes new purchases for this school year as well as lost or discarded items. A total of 22 copies have been marked missing.

### CIRCULATION

The number of circulations for this school year was 3,758. The automated circulation system records a “circulation” as a single entry for checkout. This does not include materials that are photocopied instead of checked out, or periodicals. The heaviest months for circulation were September and October. Both months combined averaged 1,000 books.

With students having more and more access to computer databases, and the increased use of copy machines, the need to “check out” materials is often decreased. Though less time is spent with Media Center staff handling check-outs, more time is used helping students learn how to get the most out of the computerized indexes, periodicals and other non-print items as well as returning used resources to their proper location.

Equipment is checked-out by the hour, day, or multiple day use. This does not include equipment such as overheads, video cassettes, DVD players, or cassette players that are checked-out for extended use or placed yearly in a specific classroom. We additionally serve the needs of CPAC, Community Education, lecture room events, and evening LCC classes by placing equipment in the area for the entire year where a specific curriculum demands use of that equipment on a daily basis. Many of the VCR’s have been replaced with dual platform machines that run videocassette tapes and DVD’s.

**VITAL STATISTICS (September 2007 – June 2008)**

<b>261</b>	<b>MEDIA CENTER CLASSES</b>
<b>2,788</b>	<b>COMPUTER LAB CLASSES</b>
<b>25-35</b>	<b>STUDENTS PER DAY <i>(during student lunch)</i></b>
<b>360 per month</b>	<b>STUDENTS ON PASSES</b>
<b>3,823</b>	<b>CIRCULATED MATERIAL <i>(not including magazines)</i></b>
<b>541</b>	<b>ELECTRONIC TECH REQUESTS</b>
<b>15 per day</b>	<b>PHONE REQUESTS <i>(includes equipment/technical requests)</i></b>
<b>388</b>	<b>EQUIPMENT REQUESTS</b>

**BUDGET**

- **PRINT:** Major purchases were made in the areas of current issues, reference materials, SIRS, fiction and periodicals.
- **NON-PRINT:** English, Science, updated Social Studies, and updated Math collection.
- **EQUIPMENT:** Digital Visualizer, SmartBoard, digital video camera, DVD/VCR players, mini cassette players, Classroom Performance System, handheld voice recorders, broadcasting and editing equipment

**COMMITTEE PARTICIPATION**

- REMC Advisory Committee
- District Technology Committee
- High School Department Chair
- Restructuring Task Force Co-Chair (NCA)
- K-12 Media Specialists Committee
- K-12 Media staff Meetings
- District School Improvement
- Student Book Club
- CEA (Charlotte Educational Association)

### **ADDITIONAL SERVICES PROVIDED**

- Video taping services to class/teacher upon request
- Off-air recording upon teacher request
- Inter-library loan
- After school technology in-service opportunities
- Video taping of daily student bulletins
- Channel One
- CPAC videotaping
- Lamination for all buildings
- Transparencies for staff class use

### **CONFERENCES / TRAININGS ATTENDED / ORGANIZATIONS**

- REMC
- MAME (Michigan Association of Media in Education) Fall
- MACUL
- MLC (Michigan Library Consortium)
- NCA Fall Meeting

### **ADMINISTRATIVE SUPPORT**

Mr. Wheaton continues to provide strong support for the Media Program and Media staff. He views media services as vital to the operation of the High School. Mr. Wheaton encourages staff to take advantage of the resources available in the Media Center. We are appreciative of his support, advice and respect.

### **PROJECTS FOR 2008/2007**

- Continue to integrate instructional process in all research instruction.
- Continue in-service training for staff on software and Internet access in the Media computer labs.
- Work with Jen Varney on the technology/media goals for the district.
- Participate on the District Technology Committee.
- Maintain and update a functional database for all materials.
- Revise the packet for teachers on services provided and step-by-step instructions for equipment.
- Develop programming for the "Media Gets Our Vote" media theme.
- Revise the 10<sup>th</sup> grade research packet.
- Update the K-12 Media curriculum.
- Update the K-12 Media web page.
- Train staff and students on new REMC database procedures
- Develop a writing center in the media center

**MIDDLE SCHOOL MEDIA CENTER**  
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**GENERAL OVERVIEW OF THE YEAR**

Where did the time go? With Super3/Big6 implemented across the curriculum, the instructional piece of the media program met with and instructed all but 50 middle school students on resources, essential questions, note taking, work cited, presentations, and written reports through this process. With the support of the media staff, we held two book fairs and provided book exchanges for all students. The day-to-day operations continue to expand as new materials are added which involves weeding, selection, processing and shelving. Lab support is also operating at a feverish pace due to the increased use and integration of technology.

**LIBRARY MEDIA CENTER PROJECTS**

- Provided orientations for all grade levels.
- Updated our media program web pages to reflect our theme for this year – “Free to Learn”.
- Presented the “Charlotte Public Schools Student Lab/Classroom Computers/Internet Use policy to all students and collected their signed forms.
- Administered STAR Test during fall and spring – A student reading diagnostic program for all students.
- Assisted students and staff in selecting reading materials for fun and research purposes.
- Worked with staff on the integration of the media center and technology into their regular curriculum.
- Hosted special reading promotions.
- Provided activities for March is Reading month, including ice cream sundae parties for the winning team in both 5<sup>th</sup> and 6<sup>th</sup> grade.
- 8<sup>th</sup> Grade Technology Assessment
- Included students and staff recommendations in the evaluating and purchasing of books and software.
- Created bibliographies and book collections as needed by staff.
- Held two book fairs.
- Taped and broadcasted educational programs requested by staff.
- Broadcasted morning announcements and Channel 1.
- Completed a media inventory.
- Supervised the scheduling, delivery, hook-up and retrieval of AV equipment for staff and special groups.
- Weeded and reorganized the periodical collection.
- Weeded and reorganized the Professional Library.
- Registering and maintaining student accounts on BlackBoard and NoodleTools.
- MEAP retakes

**INSTRUCTIONAL PROGRAMS**

The media curriculum was implemented into the regular classroom visits for book exchange, research and lab use. The media center continues to provide a display area for student work, i.e. 8<sup>th</sup> grade Civil War Expo, student art work, and 5<sup>th</sup> grade solar system models and biome dioramas.

This year began the implementation of Super3/Big6 problem solving process across the curriculum. The process was taught during instruction time devoted to research: 5<sup>th</sup> grade was in Science and 6<sup>th</sup> was in Social Studies, 7<sup>th</sup> grade was in Language Arts and 8<sup>th</sup> grade was Social Studies and Language Arts. The process includes instruction in reading for information, note taking, sources, citation, and presentation. During this time the students are also introduced or encouraged to utilize Blackboard as a storage device. In many grades Blackboard is being used as the online instruction tool for students which will address that component of the State of Michigan K-12 curriculum requirements.

**MEDIA CENTER USAGE**

Once again, we are amazed at the usage figures, although we know we are busy. With the inclusion of Super3/Big6 across the curriculum, many of our statistics are over whelming. We had well over 8,000 students in on passes during the day and close to 700 students who came in after school. This is a dramatic increase from last year. Approximately 42 book exchange classes visited the media center every two weeks. A total of 832 classes signed up to use the media center for research, and in addition 1409 classes signed in to use the two computer labs available. Beyond the instruction piece, the media center was used for Student of the Month, Olivet College classes, staff meetings, testing, professional development training, storytelling, and tutoring/mentoring activities to support students.

**INVENTORY**

We inventoried over 17074 items. This number is our base count and includes print and non-print materials, magazines and equipment that are checked out through the media center.

**CIRCULATION (September 2007 – June 2008)**

<b>CALL NUMBER</b>	<b>BASE COLLECTION</b>	<b>CURRENT YEAR CIRCULATION</b>	<b>LAST YEAR CIRCULATION</b>
001-099	64	328	288
100-199	55	170	159
200-299	42	103	79
300-399	723	1347	1459
400-499	42	38	44
500-599	823	1698	1749
600-699	488	1389	1593
700-799	562	2090	1881
800-899	204	242	239
900-999	2074	2126	2566
FIC	4285	180649	18605
REF	944	483	482
SC	152	187	211
Other (Includes magazines, equipment, and professional materials)	1308	3253	3491
<b>TOTAL</b>	<b>11766</b>	<b>28566</b>	<b>32846</b>

The circulation continues to indicate high usage of all materials in the media center by students and staff. With new purchases, the statistics reflect weeding as well as additions and the user satisfaction with the selections we have added.

**VITAL STATISTICS (September 2007 – June 2008)**

<b>832</b>	<b>MEDIA CENTER CLASSES</b>
<b>1409</b>	<b>COMPUTER LAB CLASSES</b>
<b>8287</b>	<b>STUDENTS ON PASSES</b>
<b>676</b>	<b>STUDENTS AFTER SCHOOL</b>
<b>33,743</b>	<b>CIRCULATED MATERIAL</b>
<b>1,174</b>	<b>NEW MATERIALS ADDED</b>
<b>20 (est. per day)</b>	<b>PHONE REQUESTS</b>
<b>600</b>	<b>EQUIPMENT REQUESTS (phone and email)</b>
<b>35(est. per day)</b>	<b>COPY ROOM REQUESTS</b>
<b>25 (est. per day)</b>	<b>SCHEDULING REQUESTS ( phone and email)</b>

**BUDGET**

As the curriculum changes and book costs increase, the budget is being stretched farther. Attempts to stretch the dollar have been used by going to book warehouses, advocating for book vendors in the media center copy room.

- **PRINT:** We continue to support all programs with a wide selection of reading levels in both fiction and nonfiction. Some special areas of interest were science, sports, math, and award winners, and new young adult literature.
- **NON-PRINT:** A number of teacher selected curriculum related videos were purchased. Selections to be purchased are based on the changes in the curriculum, as well as the advancements in technology, this will include support materials for the new Social Studies and Science curriculum.

**COMMITTEE PARTICIPATION**

- K-12 Media Specialist Committee
- K-12 Media Staff Meetings
- District Technology Committee
- Department Head
- Technology Coach
- Michigan Association for Media in Education Conference Committee
- Charlotte Education Association
- Interview team for Assistant Principal(s)
- MAME Conference Committee

- REMC Advisory

### **ADDITIONAL SERVICES PROVIDED**

- Video taping services
- Inter library loan services
- Hosted staff holiday get together
- Set up equipment for presentations
- Channel 1
- Set up for live broadcasting
- After school professional development
- REMC Video circulation

### **CONFERENCES/TRAINING ATTENDED/ORGANIZATIONS**

- REMC
- ASCD
- ALA
- MAME
- RTA
- Capital Area Literacy Council

### **ADMINISTRATIVE SUPPORT**

The administration in the building is very supportive of the media program and is always interested in the activities the media center provides. Several times, administrators have dropped in to experience some of the learning activities provided to the students and staff.

### **PROJECTS FOR 2008-2009**

Our theme for next year is “Media Gets Our Vote”. Our goal is to help students understand the decision making process in everything they do, from selecting what to read to which source to use for information. As the integration of the Super3/Big6 continues across the curriculum, the goal for next year is to train staff on what the actual process is and how it fits into all curricular areas.

The media staff will be integral in several of the changes in the building for the next year. The media staff will be working closely with several of the changes in the building for the next year. From developing a clear and concise handbook to the philosophical changes for each grade level, we will be the support piece that provides consistency.

**ELEMENTARY MEDIA CENTERS**  
**K-12 LIBRARY MEDIA/TECHNOLOGY PROGRAM**  
**2007-2008 ANNUAL REPORT**

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**GENERAL OVERVIEW OF THE YEAR**

**MEDIA SPECIALIST - JENNIFER DEGROAT**

This year was a very productive and busy year. Jim Stewart was moved into the position of Media and Technology Specialist. Time over the summer and during the school year was spent mentoring and working with Jim as he learned the profession of Library and Information Science. Though this brief training does not replace a MLIS, Jim has begun to find his comfort zone. We also worked over the summer on re-writing the elementary media and technology curriculums, re-writing and creating important media documents, creating new themes and brochures for the year, and making plans to adapt the changes to be made this school year.

The beginning of the year also brought the hire and training of a new paraprofessional, Pam Kane, to Galewood Elementary. Much time was spent in training Pam, and acquainting her with the people we work with in our program. She and our other paraprofessionals have done an outstanding job this year in keeping the buildings running smoothly in the absence of full-time media specialists and full-time media paraprofessionals. Though this has meant spending time in multiple buildings on multiple days, our paraprofessionals have tackled this challenge head on.

Throughout the school year, during our PLC meetings, Jim and I created common assessments, formed detailed lesson plans, created pathfinders and newsletters, and refined our plans and practices. Because time was short, we communicated through e-mail and phone calls, and worked on media duties like weeding, ordering, teacher curricular support, materials donations, and other requests on our lunch hours and after the school day.

I spent many administrative times directly working with our students. I trained 4<sup>th</sup> graders on how to use our broadcast equipment so that they could run morning news broadcasts. I ran two book clubs at Parkview Elementary. I also supervised volunteer students at both Parkview and Galewood Elementaries.

March is Reading Month was certainly a highlight in our buildings. Students at Weymouth, Galewood, and Parkview had an awesome time celebrating their “Freedom to Read”. Students learned much about our freedoms. Students at Parkview and Galewood enjoyed their gift of a free book at the end of the month. Many thanks go out to those staff members that served on the Parkview and Galewood committees—Tamara Weissenborn, Carolyn Shoaps, Therese Edwards, Pam Kane, Bob Schneider, Kim Caudell, Michelle Yoder, Jane Haga, and Lynda Emery.

I am also pleased to highlight the contributions we received this year to grow our media collections. Both Parkview and Galewood PTO’s contributed many dollars towards building our collections. Many parents and teachers also contributed materials for both our collections and our March is Reading Month giveaway. Without this generosity, our program could not function.

Many exciting events have taken place and challenges have been met. Though it is tough to perform the roles of technology teacher, media specialist, technology support, paraprofessional supervisor, and at times, even paraprofessional, Jim and I know that this is worth it because it is best for kids. Though our

paraprofessionals are challenged by time spent in other buildings and altered job roles, they know this is worth it because it is best for kids. We are proud to serve Charlotte Public Schools and will continue to provide quality service no matter what the cost.

### **MEDIA SPECIALIST - JIM STEWART**

This completes my first year in the newly created position of elementary Media and Technology Specialist. It was extremely busy at times and provided many new learning experiences. It allowed me to build upon technology curriculum by integrating media content into my instruction. Media lessons on using the Dewey Decimal System, OPAC, almanacs, atlases, encyclopedias, dictionaries, thesaurus, and Super3 research skills were created. Technology lessons on computer parts/care, Internet Safety, mouse/keyboard skills, drawing, word processing, creating databases, creating PowerPoint presentations, and using the Internet for research were also created. The time spent with students and teachers during book exchanges was very rewarding and enjoyable. It provided a great way to talk with teachers about what is taught in the classroom and provide them with materials to assist with their instruction.

### **ELEMENTARY PARAPROS OVERVIEW**

#### **Galewood - Pam Kane**

This was a year of learning for me as the “new kid on the block.” My thanks to everyone for their patience and willingness to answer all the questions I had during the year. It was a fun year at Galewood with monthly themes invoking the students to read a variety of books throughout the year. The Media Center Christmas program was an enjoyable time for the students giving them the opportunity to hear a holiday story and “cut out” snowflakes on the Smartboard. The March Is Reading Month program was successful with classes reading well over the goals they set for themselves. For many students the highlight was being able to choose a book to keep during the book giveaway finale.

#### **Parkview - Jennifer Degroat**

Donna, Mary, and Pam worked hard to maintain quality media service for our staff and students at Parkview. Working together and communicating very closely with one another, they were able to complete the book inventory, equipment cleaning and maintenance, database maintenance, overdues, book requests, Christmas programs, phone calls, e-mails, staff visiting and relationship maintenance, AR maintenance and student open book exchange. They did a fine job of supporting classroom book checkouts. Their contributions to this program are invaluable and much appreciated!

#### **Washington – Donna Sebrell**

This school year has been very different and challenging because of the changes to the Media Program. I was out of my building twice as much as last year, traveling to Parkview 4-half days, a total of 13 hours per the 6-day rotation. The Christmas Program using the smartboard was a big hit with the students and staff. They especially liked the “Elves.” The March Is Reading month theme at Washington was different than the other schools. With Jim and myself away from the building the teachers wanted to choose the theme and be the head of it. The theme that was chosen was “*Reading is a Treasure*” with many fun Pirate activities including a Treasure Hunt in the library, book swap, pirate hat day, black t-shirt day and book fair. The final reward ended with teachers walking the plank at the Charlotte Aquatic Center. It was a fun and entertaining year for students and staff alike. The media program continues to thrive and maintains a strong media presence within our building.

#### **Weymouth – Mary Moran**

The Media Center Christmas program was a huge highlight of the year. I was able to see students who I don't have much contact with because of the modifications made to book exchange this year. I read stories, and used the smart board with the students.

The theme for March is Reading Month was “*Free to Read.*” Participation was excellent and the students enjoyed all the activities during the month. The highlight was the author and illustrator, husband and wife, John Mooy and Wendy Halperin. Their presentation was focused on the upcoming visit of “The Wall That Heals,” which is a traveling replica of the Vietnam memorial in Washington DC. As part of their visit, the 3<sup>rd</sup> and 4<sup>th</sup> graders from each of the elementary schools was bussed to CPAC for a presentation. John Mooy spoke about a childhood friend who died in Vietnam, while Wendy Halperin used a visualizer and projector so the students could watch her draw pictures to illustrate John’s story.

As parapro in the media program, staff has come to consider me the “go to” person for photographing building events. I have created and continue to maintain a picture database for school projects such as PowerPoint projects. Additional responsibilities this year include the computer lab when the lab manager is not in the building. Staff has come to rely on me for helping them with certain technical issues that in turn offers a strong technical presence at Weymouth.

### **LIBRARY MEDIA CENTER PROJECTS**

#### **Media Specialist - Jennifer DeGroat - Galewood/Parkview**

- Arranged for Sally Seifert at the Charlotte Community Library to appear on morning news programs at all four elementary buildings
- Created new media/tech lessons and curriculum
- Assisted with 2<sup>nd</sup> grade landforms project
- Pulled information about landforms for staff
- Assisted teachers in using Google Earth
- Created common assessments
- Ordered new materials
- Weeded building collections
- Added materials to the collection
- Coordinated use of 4<sup>th</sup> grade students to broadcast morning news program at Galewood and Parkview
- Trained new 4<sup>th</sup> grade news broadcast teams
- Pulled various resources for staff as needed and requested
- Coordinated equipment requests for special events (PD times, parent nights, MEAP, etc.)
- Coordinated Student Volunteer Program
- Assisted staff with REMC questions
- Coordinated and delivered interlibrary loan services
- Filled in for Therese Edwards and Kim Caudell on respective building morning announcement programs in principal absences
- Opened/Closed labs and media centers in both buildings
- Coordinated/Chaired March is Reading Month committees at Galewood and Parkview
- Created and distributed elementary media program newsletters
- Created and distributed memos to staff
- Coordinated and wrote elementary bi-monthly reports
- Worked on new “Everybody Non-Fiction” section at Galewood with help from Pam Kane
- Provided grading and inputted assessment data
- Pulled and saved United Streaming videos for teachers
- March is Reading Month event coordination for GA and PA
- Asked for, stored and collected books for March is Reading Month finale book giveaway at PA and GA

- Decorated Parkview for reading month
- Set up media centers for finale events
- Wrote articles about March is Reading Month at PA and GA that appeared in local papers
- Provided information and curriculum for March is Reading Month activities
- Pulled information for staff curricular units about ants, animals, butterflies, giraffes, recycling, adventures, and landforms
- Created, coordinated, met with, and maintained books groups at Parkview
- Created bibliography and copyright presentation for Galewood 4<sup>th</sup> graders at teacher request
- Assisted students at Galewood in making bibliographies
- Created special March is Reading Month presentation/video for all classes
- Created new media/tech lessons and curriculum
- Instituted/coordinated use of 4<sup>th</sup> grade students to broadcast morning news program at Galewood
- Pulled various resources for staff as needed and requested
- Coordinated equipment requests for special events (PD times, parent nights, MEAP, etc.)
- Assisted staff with REMC questions
- Coordinated and delivered interlibrary loan services
- Pulled/assisted with parts of a magazine lesson plan for staff member
- Opened/Closed labs and media centers in both buildings in absence of lab techs
- Pulled books about dinosaurs for 2<sup>nd</sup> grade unit at Galewood
- Coordinated/Chaired March is Reading Month committees at Galewood and Parkview
- Created and distributed March is Reading Month packets at Parkview
- Created and distributed March is Reading Month calendar at Galewood
- Created and distributed curricular unit pathfinders
- Coordinated and wrote elementary bi-monthly reports
- Arranged for guest speakers to visit K-2 grade technology classes at both buildings to talk about uses of technology in the workplace and fulfill many METS standards for learning
- Attempted to hold live broadcast feed for classes at Parkview and Washington to learn together
- Created new “Everybody Non-Fiction” section at Galewood
- Assisted with Digital Story Projects at Parkview
- Provided grading and inputted assessment data
- Created new documents for new school year, including media brochure, pathfinders, etc.
- Trained new staff members
- Added materials to the collection
- Collaborated with Nina Whitehill to initiate visit from “Bucket Fillers”
- Attended Galewood PTO meeting and requested/received money for new materials
- Collaborated with Parkview PTO to order new materials from Scholastic
- Followed up summer reading program by handing out prizes to students turning in summer reading cards; handed out 20 prizes at Galewood and 47 prizes at Parkview
- Created and distributed visualizer use plan at Parkview and Galewood
- Instituted/coordinated use of 4<sup>th</sup> grade students to broadcast morning news program at Parkview
- Pulled various resources for staff as needed and requested
- Coordinated equipment requests for special events (PD times, parent nights, MEAP, etc.)
- Pulled United Streaming video about handwashing for all elementary building use
- Coordinated Student Volunteer Program
- Distributed Constitution Day Pathfinder
- Assisted staff with blackboard questions
- Pulled books about death for staff member

- Created new media/tech lessons and curriculum
- Created and distributed parent and staff newsletters
- Found and pulled handwashing video per Kim Caudell's request; used at all elementary buildings; arranged for use at Galewood
- Specially designed lessons regarding databases for 4<sup>th</sup> grade research at Galewood
- Pulled narratives for use at 4<sup>th</sup> grade at Galewood
- Created new documents for new school year
- Coordinated and created student volunteer schedule, Galewood 4<sup>th</sup> grade student news broadcast schedule, student book club schedule, etc.
- Pulled various resources for staff as needed and requested
- Pulled books about death for staff member
- Pulled "Gingerbread" books for staff members
- Pulled books about nightmares for staff member
- Worked with staff and students to create digital stories
- Worked with all students to create winter/Christmas projects
- Coordinated and delivered interlibrary loan services from both other CPS libraries and public library system
- Trained and supervised 4<sup>th</sup> graders for morning announcements broadcasts

**Media Specialist - Jim Stewart - Washington/Weymouth**

- Created new media/tech lessons and curriculum
- Created common assessments
- Trained new staff members
- Followed up summer reading program by handing out prizes to students turning in summer reading cards; handed out 18 prizes at Washington and 13 prizes at Weymouth
- Instituted/coordinated with Mrs. Sebrell the use of 4th grade students to broadcast morning news program at Washington
- Pulled various resources for staff as needed and requested
- Updated Elementary Media Web Page
- Trained 4th grade students to broadcast morning news program at Washington
- Assisted staff on REMC questions
- Worked together with Second grade teachers at Weymouth for Dinosaur PowerPoint.
- Created Voicethread projects with First and Second Graders
- Guest Speaker for Technology Uses K-2
- Open and close Labs and Media Centers
- Created and distributed newsletters for elementary media program
- Created and distributed bi-monthly reports
- Created and distributed Pathfinders for staff
- Attempted our first school to school live broadcast between Parkview and Washington
- March is Reading Month Committee for Washington and Weymouth
- Provided grading and assessment data for K-4 students
- Added new materials to the collection
- Created new media/tech lessons and curriculum
- Created common assessments
- Pulled video for elementary buildings for The Wall that Heals Memorial.
- Provided grading and assessment data for K-4 students
- Participated in March is Reading Month committees at Washington and Weymouth.

- Arranged for Sally Seibert from the Charlotte Public Library to speak on the Washington and Weymouth morning announcements in June.

### **INSTRUCTIONAL PROGRAMS**

Our technology curriculum received a boost this year, as Jim and Jennifer worked hard over the summer to re-write and re-design it. Our media curriculum was infused with the technology METS and NETS and the Super 3 to “beef” up the old curriculum. All lessons are aligned with these standards to meet the curricular mandates we have been given and prepare students for using technology in life. Technology and media classes at the elementary level have become especially important in light of the fact that technology is no longer a required credit for graduation from CHS. We are proud to say that these are aligned and strong.

However, media time was reduced to 25 minutes per class per week to accommodate the loss of a staff member and reduced media work time. Media instructional programs have suffered due to these factors. Many media lessons were not taught and many classes were not able to receive stories and genre lessons due to inadequate amounts of media time.

### **MEDIA CENTER USAGE**

The media center is still a very busy place. Students use this place to work, get library books, take AR tests, and meet with small groups. Staff uses it for assemblies, materials, book groups, meetings, work space, special programs, morning announcements, tutoring, make-up work, and much more. Usage has declined slightly, due to decreased media staffing.

### **INVENTORY**

Book inventory was started in February and finished by April. More books were missing than in previous years, as media centers were not staffed full time. However, much time and effort was spent trying to track down these missing materials. Media paraprofessionals, with help from substitute paraprofessional Krystal Bennett, completed the inventory process in all 4 buildings.

### **CIRCULATION**

Circulation has decreased again this year as media staffing has decreased. Students can no longer enter the library any time for open book exchange, as staff is not always available to check out books. Because of a lack of media staffing, many staff members are not borrowing library materials, but are instead purchasing these resources from other budgets.

<b>Type of Materials</b>	<b>Galewood</b>	<b>Parkview</b>	<b>Washington</b>	<b>Weymouth</b>
Everybody books	3441	6008	3634	4366
Fiction books	2375	4753	2386	1144
Nonfiction books	3116	5227	3669	2077
Reference books	276	100	322	148
Videos/Kits/CDs	79	345	165	45
Professional Materials	3	73	56	21
Magazines/Temp Misc.	522	843	480	454

Parent's Library (Washington only)	0	0	0	0
<b>TOTAL</b>	9812	17349	10724	8256

## **BUDGET**

We purchased normal supplies, paid for service agreements, and purchased some new equipment for our buildings. We did reduce the number of magazines purchased. Because our average collection age in our buildings is hovering just above 1980, we are using our book money to purchase new books. This year, we were able to purchase approximately 100 new books for each building with our budgeted allowance.

## **COMMITTEE PARTICIPATION**

- ***Jennifer DeGroat***
  - District Technology Committee
  - K-12 media meetings
  - Elementary Media Meetings
  - Media Specialist Meetings
  - District Level PD Meetings
  - Teacher Plan Meetings
  - Elementary Specialist Meetings
  - Galewood and Parkview Staff Meetings
  - Weekly Collaboration Meetings with Jim Stewart
  - March is Reading Month Committee at Galewood and Parkview
  - Parkview Snuggle Up and Read
  - PTO Meetings
  
- ***Jim Stewart***
  - K-12 media meetings
  - Parent/Teacher Conferences
  - Elementary Media Meetings
  - Media Specialist Meetings
  - District Level PD Meetings
  - District Technology Committee Meetings
  - Elementary Specialist Meetings
  - Washington and Weymouth Staff Meetings
  - Weekly Collaboration Meetings with Jennifer DeGroat
  
- ***Donna Sebrell***
  - March is Reading Month Committee
  - Remc Building Rep.
  - Washington Paraprofessional meetings
  - Washington Staff meetings
  - Elementary Media Staff Meetings
  - K-12 Media/Tech Staff
  - March is Reading Month
  
- ***Mary Moran***
  - March is Reading Month

- Charlotte Public Schools Wellness Committee
- Weymouth Social Committee
- ***Pam Kane***
  - Galewood Paraprofessional meetings
  - Galewood all-staff meetings
  - Elementary media staff
  - K-12 Media/Tech staff
  - March is Reading Month

### **ADDITIONAL SERVICES PROVIDED**

- **Media Specialist Services:**
  - Processed donated materials
  - Hand cataloged Materials
  - Orders were placed
  - Orders were in-processed
  - Books Were Purchased
  - AR Processing
- **Parapro Services:**
  - Typical additional services provided include:
  - Video taping morning announcements by the paraprofessionals at Galewood, Parkview, and Weymouth
  - Printing AR reports
  - Setting up equipment for staff meetings and other presentations
  - Checking-out, cleaning, and housing Media Center equipment
  - Act as REMC Building Coordinator (each building)
  - Adjust schedule for missed classes
  - Videotape/photograph special events
  - Afternoon recess - requires media parapro supervision
  - Act as reporting headquarters for Emergency Preparedness Plan
  - Troubleshoot broadcast equipment
  - Internet research for teachers
  - In the absence of computer lab manager, assist in management of equipment and classes
  - Author visits
  - Help to plan and implement March's Reading Month activities
  - Setup equipment for various events such as Arbor Day assembly, District PD, 5<sup>th</sup> Grade Orientation
  - Update Accelerated Reader database
  - Maintain database of pictures/teacher biographies for web page and PowerPoint (Weymouth only)

### **CONFERENCES/TRAINING ATTENDED/ORGANIZATIONS**

Both media specialists attended MACUL and MAME. Both attended district-provided trainings. Additionally, Jim is a member of ISTE

## **ADMINISTRATIVE SUPPORT**

We appreciate all that our administration does for us. However, we recognize that it is difficult to support media specialists when there are no full time media specialists on staff.

## **TRAININGS GIVEN**

- ***Jennifer DeGroat***
  - Informal One-on-One Trainings with Staff Members regarding databases like United Streaming, e-Library, etc.
  - Offered after-school trainings about Digital Storytelling and SIRS Discoverer
  - Trained 4<sup>th</sup> graders in running PVTV and Galewood Live at 8:55
  - Digital Storytelling Presentation on PD Day
  - Informal One-on-One Trainings with Staff Members regarding databases like United Streaming, e-Library, etc.
  - Offered after-school trainings about Google Earth and an Open Computer Lab time
  - Trained 4<sup>th</sup> graders in running PVTV and Galewood Live at 8:55
  - Demonstrated United Streaming for teachers
  - Trained staff member in use of World book encyclopedia
  - Trained staff members in use of Google Earth and Worldwind
  - Informal One-on-One Trainings with Staff Members regarding databases like United Streaming, e-Library, etc.
  - Offered Brown Bag Lunches regarding databases at Galewood and Parkview
  - Technology Camp
  - Informal One-on-One Trainings with Staff Members regarding databases like United Streaming, e-Library, etc.
  - Offered Brown Bag Lunches regarding OPAC, MELCAT at Galewood and Parkview
  - New Material Preview at Galewood and Parkview
  
- ***Jim Stewart***
  - REMC 13 Summer Tech Academy
  - Charlotte After School Technology Trainings

## **PROJECTS FOR 2008-2009**

- Next year's theme is "Media Gets Our Vote."
- Continue to create newsletters for staff and families.
- Create mini-themes for next year that coincide with the new theme.
- Update and revise curriculum.
- Update and revise policies and procedures.
- Continue and promote summer reading program at Charlotte Community Library.
- Continue support of March Is Reading month.

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**2008-2009 LOGO**

The media/technology theme for 2008-2009 school year will be “Media Gets Our Vote.” A different theme will be used each month incorporating the main theme (i.e. Vote for Poetry, Vote Almanacs, Vote for Reading). The themes will be used to tie the media/technology program together as we encourage students to read more books.

