

# Handheld Technology for School Leaders: "Connected, informed, and caring leaders"

take your life  
with  
you.



Presented by  
**The Massachusetts  
Computer Using Educators**

**Friday, March 21, 2003  
Holiday Inn Worcester**



## Time is \$\$\$\$

The one common thing I hear from teachers and administrators alike as I travel the schools in my district is: "If I only had more time to . . . ." There never seems to be enough time to do all we know needs to be done or would like to do. The most significant way I know how to save time is by having all the information I need at my side 24/7 via my handheld computer. Can you imagine the possibilities if you had ALL the information and data you need for the job with you at all times? *How much time would this save? How would this translate into \$\$\$\$?*

Let's do a cost analysis for a director/coordinator position at \$70,000 per year. Let's say this position has a 200 day work year at 7 hours a day. This translates into \$350 a day or \$50 per hour. If

**Can you "Imagine the Possibilities" if you had ALL the information and data you need for the job with you at all times?**

just 15 minutes were saved each day, this translates into a weekly savings of \$62.50 and a yearly total of \$2,500 per director/coordinator. Multiply this by the number of directors in your district and just look at the savings. And this is only looking at a 15 minute savings; in many cases it could be more.

What would a cost analysis look like if teachers could save just 15 minutes per day with a handheld computer? The average teacher salary\* in Worcester for 2001 was \$42,315. Teachers work 180 days a year for an average of 6.5 hours per day. This translates into \$235 a day or about \$36 per hour. If just 15 minutes were saved per day @ \$9.00, \$1620 per year could be saved for each teacher. In 2001 there were 2,326 teachers in Worcester. This would translate into a savings of \$ 3,768,120!

(\*[http://finance1.doe.mass.edu/school\\_finance/other/salary.cfm](http://finance1.doe.mass.edu/school_finance/other/salary.cfm))

One area we have not concentrated on enough in our schools is how we can save time. The simple cost analysis above shows saving TIME IS \$\$\$\$ . Therefore, if for no other reason, I encourage you to attend this workshop to find out how you can save time and money for your district.

*Kathleen M. Pelogian*  
MassCUE President

# Handheld Technology for School Leaders: "Connected, informed, and caring leaders"

This one day workshop will guide school administrators through the stages of technology usage in professional and personal practice. Areas of professional practice include: access to student data management, faculty interaction, instructional leadership, community and parent relationships, finances, facilities, school safety, and professional learning. Areas of personal practices include: time management, health, and career management. This workshop focuses on the skills and knowledge for administrators to use handheld technology to be efficient and effective and school leaders.

Guest speakers and trainers will be Mark Standley, consultant and faculty, University of Alaska, Education Leadership, and Norma Jean Loftus, Palm, Inc. trainer. Instructors will be MassCUE PETC Certified Trainers.

Participants will apply leadership standards to professional and personal tasks to become more effective as school leaders. This includes using handheld technology to become more informed and connected to information, interactions and achievement within the community of learners. Research used from Michael Fullan and others include acting upon "moral purpose" of visionary caring, creating a culture of learning, and positive relationships.

***Each participant will receive a color Palm handheld computer with 8 MB of memory, a rechargeable battery, and a memory expansion slot.***

This workshop consists of a series of activities designed to apply TSSA standards to the use of handheld technology for administrators. The activities include leadership readings, use of handheld technology, reflections, and projects tied to professional and personal goals.

Follow-up activities beyond the workshop will include a listserv and web-based resources provided by the instructors and MassCUE.

**Date: March 21, 2003**

**Location:** Holiday Inn Worcester

**Time:** Breakfast 8 AM — Program 8:30-4

**Audience:** School Administrators and Tech Coordinators

**Facilitator:** Mark Standley, University of Alaska

**Fee:** \$350 (Includes breakfast and lunch, Palm Handheld)

### **New/Novice Palm Users:**

Will be introduced to all the basics (Data input, setting preferences, calendar, address book, memo, to do list, beaming files and programs). Will leave with a new Palm Handheld Computer and project ideas.

### **Palm Users:**

Must know the basics (Data input, setting preferences, calendar, address book, memo, to do list, beaming files and programs) and be ready to begin a project. Will leave with a new Palm Handheld Computer, a completed project, and project ideas.

### **Facilitator**



Mark Standley is a faculty member of the University of Alaska Education Leadership Program and former Executive Director of the Alaska Center for Excellence in Schools. He has been a professional educator, research archeologist and executive in the computer industry

for over 20 years in Alaska. Mr. Standley is co-author of the books: The Technology Advisory Council (ISTE, 1993), School/Business Partnerships (Visions, 2000) and Global Project-based Learning with Technology (Visions, 2000), Technology Standards (Visions, 2001), Future Courses (TECHNOS, 2001), Teaching Powerful Storytelling: Book of Questions (Standby, 2002), and Handheld Leader: Book of Questions (Standby, 2002).

Mr. Standley has presented extensively in America, United Kingdom, and Japan on subjects including the art of digital presentations, teaching powerful storytelling, global project-based learning, handheld technology for leaders, and school/business partnerships.

Enroll in an online course on Handheld Technology for School Leaders at: [http://www.asdn.org/distance\\_education/ed\\_593/](http://www.asdn.org/distance_education/ed_593/) For more information about Mr. Standley's projects and publications, visit: [www.mstandley.com](http://www.mstandley.com).

## Handheld Technology for School Leaders

**March 21, 2003**

### **Registration**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

School System: \_\_\_\_\_

School: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ New Palm User      \_\_\_\_ Experienced Palm User

### **Fee:**

\$350 (Includes breakfast and lunch, Palm Handheld)

Fax purchase orders to 781-235-5332 or mail check or purchase order to:

MassCUE, Inc.

P.O. Box 812188, Wellesley, MA 02482

(Federal EIN Number 22-2831177)

**Registrations with check or purchase order for \$350 must be in by March 7, 2003.**



Space Limited to 200 School Administrators  
and Tech Coordinators