

# MONROE 1 BOARD OF COOPERATIVE EDUCATIONAL SERVICES

**Daniel T. White**  
*District Superintendent*



**Michelle Ryan, Ed.D.**  
*Assistant Superintendent*

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## Technology Plan Survey Submission Requirement

June 1, 2015

As part of a memo sent to the field in mid-April, the NYS Education Department is adding an accountability measure to existing Regulations. The requirement for districts to have a Technology Plan is not a new one (Regulation 100.12). However, this year there is a new required process for having State Ed approve these plans. Districts must submit a **3 year Technology Plan** by **October 16, 2015** that covers **July 1, 2015-June 30, 2018**. A certified plan must be submitted for both CoSer aid through BOCES on technology purchases AND the application for the SmartBond Act funding. This new process will be an annual requirement starting this year (2015-16). More information can be found at the [Ed Tech website at State Ed](#). \*

The survey is submitted through SED Mentoring and Vendor Performance System by the Superintendent by October 16, 2015. As part of the submittal process, the Regional Information Center is to review each survey prior to submissions to SED and certify that it is complete and logical. This is to be done PRIOR to the superintendent submitting the plan to the state. Districts within the Monroe RIC are asked to submit their survey plan as a Word or PDF document by August 26, 2015.

The survey consists of 11 sections. The questions relate to all aspects of the technology plan including statistical and technical information, such as enrollment information, network structures, and current hardware, and the instructional planning aspects of the plan, such as the vision statement, plan for professional development, and plan for integration.

There are two types of support that have been developed.

*Level 1 support:* Each BOCES's Model Schools program has had staff trained as facilitators of this process. District personnel may contact the Model Schools representative to help them work through both 1) the process of developing a comprehensive technology plan, if that has not already been done, and 2) the necessary components of the technology plan survey. Monroe 1: Jeremiah Okal-Frink; [jeremiah\\_frink@boces.monroe.edu](mailto:jeremiah_frink@boces.monroe.edu) | Monroe 2-Orleans BOCES: Ray Miller; [rmiller@monroe2boces.org](mailto:rmiller@monroe2boces.org)

*Level 2 support:* The Monroe RIC presented the information about the survey at the regional meeting on May 8, 2015. The RIC has three certified reviewers. These reviewers have been trained on the review and questions related to the survey. Please contact them through the following website: <http://www.monroe.edu/RIC/techplan> . The process for submission of the Technology Plan Survey for review can be found on the back of this document.

### **Steps for submitting your survey for review**

1. Work with local Model Schools personnel to put together the survey from your Technology Plan.  
Monroe 1: Jeremiah Okal-Frink; [jeremiah\\_frink@boces.monroe.edu](mailto:jeremiah_frink@boces.monroe.edu)  
Monroe 2-Orleans BOCES: Ray Miller; [rmiller@monroe2boces.org](mailto:rmiller@monroe2boces.org)
2. Have your Superintendent provide you with access to this form on the SED Mentoring and Vendor Performance System. Complete the survey (but do not submit it). It is recommended that you develop the plan using the Word Template from State Ed. so that you can have an archive of this moving forward. Due to the technical issues of submitting on the website, tables will have to be recreated however.
3. Once completed, save the Survey as a PDF and submit to :  
<http://www.monroe.edu/ric/techplan> by **August 26, 2015**. (Reviewers do not have access to your survey on the SED portal.)
4. Your plan will be assigned to a certified RIC reviewer who will be in contact with you within 7 days.  
Michelle Ryan: [mryan@bocesmaars.org](mailto:mryan@bocesmaars.org)  
John Poland: [john\\_poland@boces.monroe.edu](mailto:john_poland@boces.monroe.edu)  
Jeremiah Okal-Frink: [jeremiah\\_frink@boces.monroe.edu](mailto:jeremiah_frink@boces.monroe.edu)
5. Your reviewer will either
  - a) send you a signed checklist. This means it has been certified and can be submitted for approval to state ed.
  - b) send you a checklist that is not signed but has notes on it for you to address. You will need to address these and then RESUBMIT at the <http://www.monroe.edu/ric/techplan> site.
6. Ensure that the copy of the survey in the portal has been updated with any changes.
7. Your Survey must be certified prior to your **Superintendent submitting on October 16, 2015**.

\* Resources at State Ed Website: <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/home.html>  
RIC Resource Page: <http://www.monroe.edu/RIC/techplan>