Chapter 793 Plan Guide

Regional Plans
For
Genesee Valley / Wayne – Finger Lakes Educational Technology Service (EduTech)

For Filing Date March 1, 2015

The University of the State of New York
The State Education Department
Office of District Superintendents, BOCES
and School District Organization

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Section 1: Plan Summary

Section 1: Plan Summary -

The 793 Plan is a combination of the program services for multiple stakeholders that the Regional Information Center (RIC) serves – the NYSED, the region's 47 school districts, 2 BOCES and all cross contract entities. Therefore, the initiatives outlined in section 4, the Implementation Plan, can be divided into three main categories as outlined below.

Input to the regional initiatives comes from a variety of stakeholder groups – EduTech Steering Committee, regional Superintendents, Business Officials, joint regional Technology Coordinators groups, district staff, and EduTech teams. The plan is a combination of Instructional, Administrative Operations and the Telecommunications necessary to support them.

Below is a high level summary. Some items are ongoing initiatives and intentionally appear yearly on the plan to ensure that the organization stays continually focused on the objective.

High Level Priorities (Basis for 793 Plan) -

Input into Plan Development

- NYSED / Statewide / Region   State, Region
    - Support of Common Core initiative
    - Support For Assessment Testing, Reporting
        - Support of online testing, PARCC Field Testing
        - Support of test integrity
        - Telecommunications vision in support of online assessments
    - Support for Data Collection, Reporting, and Analysis, EngageNY
    - Support of APPR process, teacher, course data collection and reporting
    - Support of Online Learning, Virtual Advanced Placement grant
    - Support of Shared Regional Information Center goals
    - Support of Data and Identify Federation Contract
    - Support of Smart Schools Funding
    - Support of student data privacy

Section 1: Plan Summary -

<u>**High Level Priorities (Basis for 793 Plan)**</u> -

- Region
  - Support For Assessment Testing, Reporting
  - Data Collection, Reporting, and Analysis
  - Support for Data Readiness
  - Continue to enhance and support the Assessment Scoring and Analysis Program(ASAP) for districts / RICs throughout the state
  - Focus on security and audit reviews

- Support expanded use of LAKENet, wide area network redundancies, business continuity,
  - Support requirements for online testing

- Continue to Improve Communications Internally and Externally

- Support of Data and Identify Federation Contract

- Support of Smart Schools Funding

- Support of student data privacy

- Continue and R & D effort for new Instructional and Administrative

- Support Instructional software, emerging software, technology, service needs, and training in Support of instructional technology

- Support online based instruction for students and staff

<u>Input into Plan Development</u>

Districts, Technology
Coordinators, Steering
Committee, EduTech Teams

Section 1: Plan Summary –

High Level Priorities (Basis for 793 Plan) –

- Continue to Improve Customer Service
  - Focus on Response, Reaction Time, Problem resolution, Network
  - Focus on Administrative/Management, Student Finance Instructional software
  - Focus on technology procurement and implementation process

- Continue to expand administrative systems offerings to increase efficiencies for districts
  - Student systems, Finance, Administrative, Document management among others

- Cost Effective Services, Pricing, Maximize Vendor partnerships
  - Expansion of services and customers, maximize RIC services for districts
  - Awareness of grants available
  - Maximize E-rate and Medicaid filings, Erate Modernization
  - Evaluate potential for services to municipalities, libraries

EduTech Teams

- Departmental (RIC)

  - Review staff to workload, skillset; continuously review needs for staff training,
  - Maintain an awareness of technology in the marketplace and potential services
  - Assist districts with changes that technology creates.

Section 2: The Regional Planning Process

What is the process for involving all constituencies in the development of the regional plan?

The Planning Process:

The past year continued to see changes in the strategic planning and visioning process within the BOCES. A survey was conducted both internally and externally to create a baseline of strengths and growth areas.

The results of the survey demonstrated many positive areas. Internally there were many positives regarding the work environment, interaction with supervisors and coworkers. Externally, our districts feel that we provide quality, valuable services to our districts; that we meet the needs of our districts.

The survey also illustrated some areas for improvement such as defining a clear vision and improving communication.

From the findings, organizational vision and draft goals were developed. The goals are –

To share a prescriptive vision for the BOCES.

To increase the "agrees" and "totally agrees" by 20% in the areas of anticipating and meeting the needs of the component districts.

To increase the "agrees" and "totally agrees" by 30% in the area of Central Office communication with staff.

To improve the opportunities for students to enter STEM fields by increasing student proficiency in math throughout the region to at least equal the proficiency levels in English Language Arts.

Building on the BOCES planning process as its foundation is the extension, the Regional Information Center (RIC) planning process.

In addition to the goals set forth above (and the vision in the definition stage), the Regional Information Center relies on a number of stakeholders to establish their direction for the year(s) ahead.

Throughout the year, the Regional Information Center solicits input from a variety of stakeholders to develop its strategic and operational plans. Groups contributing input are – the regional Steering Committee, regional Technology Coordinators group, regional data and test scoring groups, Chief School Officers, Business officials, the State Education Department, the Board of Education, and RIC management and staff. The plan is a compilation of initiatives put forth by all the stakeholders.

Yearly Review, Update, Evaluation, and Assessment Process

Each year plans are reviewed, updated, and items, tasks prioritized. Input provided by districts, staff members, periodic customer surveys and action plans are reviewed alongside the current plans. Statewide initiatives are also included. All team department areas, in conjunction with plan participants, update the plan where appropriate. Status is indicated, dates are adjusted where necessary, items, and tasks are deleted, added, adjusted. Status for plan initiatives are provided to the stakeholders. EduTech management monitors the progress of implementation and the achievement of the plan's strategies.

Section 3: Current Context

What are the needs and priorities of districts within the region that the plan addresses? How were these needs identified and prioritized?

Yearly the Implementation Plans are updated taking into account the major stakeholders – The State Education Department, Regional Information Centers statewide initiatives, regional needs, initiatives set forth by the Regional Steering Committee, our districts, and their administration, staff and students, and the needs of the Regional Information Center and its staff.

As such, the plan is a combination of Statewide Initiatives, Regional district projects, and Information Center management and personnel needs.

Throughout the year, planning, input and status for plan initiatives are received from and provided to the Regional Steering Committee, Chief School Officer committees, the Board of Education, Regional District Technology Coordinator Groups and EduTech (RIC) management and staff.

Each year plans are reviewed, updated, reviewed and items prioritized. Input provided by districts, staff members, periodic customer surveys and action plans are reviewed alongside the current plans. Statewide initiatives are also included. All team department areas, in conjunction with plan participants, update the plan where appropriate. Status is indicated, dates are adjusted where necessary, items, and tasks are deleted, added, adjusted.

The regional Steering Committee, and EduTech management monitor the progress of implementation and the achievement of the plan's strategies.

High Level needs and priorities –

- NYSED / Statewide / Region
    - Support of Common Core initiative
    - Support For Assessment Testing, Reporting
        - PARCC online testing, support of test integrity
        - Telecommunications vision in support of online assessments
    - Support for Data Collection, Reporting, and Analysis, EngageNY Portal, Data and Identity Federation Contract
    - Support of APPR process, teacher, course data collection and reporting
    - Support of Online Learning, Virtual Advanced Placement grant
    - Support of Smart Schools Funding

- Region
    - Support For Assessment Testing, Reporting
    - Data Collection, Reporting, and Analysis, Data Readiness

    - Support expanded use of LAKENet, wide area network redundancies, business continuity,
        - Support requirements for online testing

    - Continue to Improve Communications

- Continue and R & D effort for new Instructional and Administrative technologies

- Support Instructional software, emerging software, technology, service needs, and training in support of instructional technology

- Support online based instruction for students and staff

- Continue to Improve Customer Service - focus on Response, Reaction Time, Problem resolution, Network

- Focus on Administrative/Management, Student Finance Instructional software

- Cost Effective Services, Pricing

- Support of Smart Schools Funding

- Departmental (RIC)
  - Review staffing, numbers, skillset, training needs

Technology needs assessment and findings:

Are reflected in the Section 4: Implementation Plans

Problems and proposed solutions:
Are reflected in the Section 4: Implementation Plans

Section 4: Implementation Plan

What are the regional activities that must be implemented for providing technology-based services consistent with the priority regional needs?

Goals and priorities:

Activities/changes proposed:

See pages that follow --

Communication - Internal

Review internal communication – among EduTech team leaders, within and among EduTech teams. Review communication methods, technology.

Support organizational goal to increase the "agrees" and "totally agrees" by 30% in the area of Central Office communication with staff.

Continually evaluate existing personnel, skillsets, training and compare to today's technology support needs. Evaluate gaps, establish plan if necessary.

	Responsibility	Planned Action	Time Line	Evidence	Status
1.	All EduTech, managers	Review internal communication – among team leaders, within teams, among teams. Review communication methods, technology. • Are we acknowledging their accomplishments, supporting what they are doing • Is our vision being effectively communicated	2015, 2016,	Communication is evident, projects are completed successfully	
2.	Organizational efforts	Participate in organizational process to improve communication, emails, Let's Talk, etc	2015	Increase the "agrees" and "totally agrees" by 30% in the area of Central Office communication with staff.	
3.	All EduTech, managers	Evaluate exiting personnel, skillsets, training and compare to today's technology support needs. Evaluate gaps, establish plan to reduce gaps through training, experience.	2015, 2016,	A highly trained, expert staff.	

Communications - External

Continuously review EduTech, District communication to all service areas and district administration – Superintendents, Business Officials, Technology Coordinators.

Support organizational goal to increase the "agrees" and "totally agrees" by 20% in the areas of anticipating and meetings the needs of component districts.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Evaluate existing external communication vehicles, determine their success, or lack thereof and recommend additions, deletions. Review by audience (Tech Coordinators, Superintendents, Data Administrators, etc) Review by subject (i.e. service area, R & D) Working within existing Committees – Steering Committee, Joint Technology Group, Data Admins Are we articulating our value clearly enough; especially in tight financial times Are we managing customer expectations; especially in heavy volume times	2015, 2016	Appropriate methods of communications are accessible	
2.	Organizational efforts	A large part of the - organizational goal to increase the "agrees" and "totally agrees" by 20% in the areas of anticipating and meetings the needs of component districts – is in communication. Ensure communication components accompany changes.	2015, 2016	Benchmarks met	
3.	EduTech Managers	Review EduTech Website, make changes where appropriate.	2015, 2016	Changes made	
4.	EduTech Director and managers	Visit districts – Director, new Superintendents; Finance Systems manager, new Business Officials; new Technology Coordinators	2015, 2016	Visits completed	

Communications - External

Continuously communicate new and current EduTech service offerings, value added services.

Educate our partners on EduTech technology guidelines.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech managers	Evaluate existing service description materials	2015, 2016,	Customer awareness of EduTech	
		Review Final Request for Services document		Documents created	
		Evaluate Written, Web vehicles			
2.	Ginsberg, Schwalb	Develop written Standards documents		Documents created	
3.	EduTech managers	Communicate R & D in process to districts	2015, 2016	Information communicated	
4.	EduTech managers	Develop individual district portfolios.	2016	Documents created	

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Establish and/or Improve Service Delivery Standards

Improve service delivery standards by fostering individual accountability for quality and timeliness of service

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Continue to monitor service delivery benchmarks making adjustments where appropriate.	Ongoing	Service delivery goals created and implemented	Various benchmark management reports have been developed and are communicated at staff meetings. Additional benchmarks are constantly under review.

1

Establish and/or Improve Service Delivery Standards

Continue to Review and improve Help Desk process; Continue to Review the problem resolution process making modifications where appropriate

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Continue to study Help Desk benchmarks; break down detail by call type; identify gaps in desired state; change policies accordingly; communicate to all staff.	2015, 2016	Calls successfully closed per established priority guidelines.	In process,
		Ensure that documentation is revised as necessary			New release of system was installed allowing for more functionality to tailor customer feedback.
		Conduct quarterly training meetings with staff and review meetings with management and staff. • Review items to be improved, • Central communications point • Survey customers on selected call types			Monthly EduTech meetings occur, improvements in Help desk implemented.
		Move location of Help Desk to allow more effective management, communication			Completed

2

Establish and/or Improve Service Delivery Standards

Continue to review installation process making modifications where appropriate, especially in light of anticipated volume associated with Smart Schools Funding

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Review, evaluate customer expectations, input. Review benchmark data	Ongoing	Customer expectations determined	.
2	EduTech Managers	Continuously review current installation process, establish acceptable procedures including the use of work orders, post implementation punch lists, log sheets, access to schedule of installs, and clear identification of customer responsibilities, management reports Establish multiple concurrent teams for in year and especially summer installations. Provide for peak time staff during summer and break weeks for optimum scheduling and throughput Evaluate staff needs associated with Smart Schools	2015 2016	Procedures established	Ongoing Completed Completed in MTS and Warehouse.
3	C. Sorenson G. Rosenthal Project Coordinators C.Saxby	Evaluate a database to automate the renewal process; consider renewal staffing	2015, 2016	Specifications complete System implemented	

Establish and/or Improve Service Delivery Standards

Continue to be responsive to new service needs initiated through EduTech or at the region's requests; Initiate these services in conjunction with NYSED CoSer guidelines; Instructional and Administrative

Evaluate opportunity, to offer technology services to regional municipalities, libraries.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Continue to be responsive to new service needs initiated through EduTech or at districts requests. Initiate these services in conjunction with NYSED CoSer guidelines	Ongoing	Customer / EduTech initiated services implemented	
2.	C. Sorenson	Explore the opportunities to offer economies of scale services to regional municipalities, libraries	2015, 2017	Findings of pros and cons.	

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Establish and/or Improve Service Delivery Standards

Review potential Audit risk areas for controls and policy needs

Special attention to student data security and privacy legislation

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Review all function areas for audit controls, risk, controls and policy needs. Implement changes where necessary.	Ongoing	Changes, controls, policies implemented.	This is a continual effort,
2	EduTech Managers	Work with districts, district auditors to answer technology questions, finance software questions related to district audits.	Ongoing	Questions answered, information provided.	This is a continual effort,
3.	EduTech Managers	Work with Comptrollers office, internal auditors, WFL external auditors and WFL risk auditors to answer questions, review and implement findings	Ongoing	Questions answered, information provided. Changes, controls, policies implemented.	This is a continual effort,
4.	EduTech Managers	Continue to implement student data privacy guidelines as the legislation is operationalized.	2015-Ongoing		

Establish and/or Improve Service Delivery Standards

Provide Cost Effective Services

Continually review EduTech's Pricing Structure

Maximize revenue / funding available for districts through E-rate and Medicaid

	Responsibility	Planned Action	Time Line	Evidence	Status
1	C Sorenson, EduTech Managers	Continue to evaluate current services, pricing, and service level delivery performance identifying potential opportunities. Utilize Statewide bidding and contracts were available to leverage volume. • Participate on other RIC bids where possible Utilize State and Federal OGS pricing where advantageous	Ongoing	Processes evaluated	Services, pricing, delivery are continuing being reviewed and adjusted. We continue to expand opportunities for sharing bids, resources from other RICs. We routinely use statewide options and on occasion use the Federal bid options.
2	All EduTech Managers	For new services, create a written Service Description for distribution	Ongoing	Descriptions created	
3	All EduTech Managers	Create multiple Pricing Models when rolling out new services for final determination	Ongoing	Pricing created	
4.	C. Sorenson M. Raes	Continue to file for all eligible e-rate services for all EduTech districts and Monroe #1 BOCES and their districts. Adjust filings based on the Erate Modernization guidelines and changes, remaining current in changing regulations and new opportunities. Respond to audit requests for information	Ongoing	Funding received	
5.	K. Simpson D. Murray	Continue to assist districts to maximize Medicaid filings Facilitate communication of regulatory changes and facilitate state training sessions Reapply for grant funding in 2015	Ongoing	Funding received, Training sessions conducted	

Establish and/or Improve Service Delivery Standards

Maximize vendor relationships

	Responsibility	Planned Action	Time Line	Evidence	Status
1	C Sorenson, K Jensen L Parkison	Evaluate current purchasing process, identifying opportunities.	Ongoing	Processes evaluated	We work with a variety of vendors and state bids to maximize our buying power. Participate on other BOCES RIC bids to maximize volume purchasing. We work with multiple suppliers to minimize vendor risks. We consistently compare pricing received.
2	C. Sorenson, K. Jensen L Parkison	Develop a plan / procedures to maximize vendor relationships including delivery benchmarks, routinely examine adherence to bid guidelines, leverage vendors with the use of volume purchases	Ongoing	Plan Developed	In process

Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Help School Districts prepare for changes in technology – Instructional, Administrative through various delivery mechanisms.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Share relevant information by EduTech staff at Technology Coordinator meetings, CSO meetings, Steering Committee meetings and Data Administrator meetings Continue Joint Technology Meeting for focus on Instructional, Administrative and Technical. Use the meetings to update districts on EduTech services, technology and instructional technology new in the marketplace, allow for a dialog of "best practices"	2015, 2016	Information shared by EduTech at Technology Coordinator meetings	In progress Joint Technology Coordinators meetings for the communication of EduTech information and Technology items

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Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Maintain an awareness of Technology available in the marketplace

Responsibility	Planned Action	Time Line	Evidence	Status
EduTech Managers	Provide education, technical materials, training to staff; research web based training. Use local vendor training when possible. Use periodicals, websites, peer networking.	Ongoing	All materials available for staff	This is a continual process which includes classes, conferences, and professional media. HP Roadmap sessions, Synergy lunch sessions. Use Group agreement for Gartner Group subscription.
EduTech Managers	Create opportunities for staff to participate in conferences, workshops, seminars, vendor presentations within allowable budgets. Expand through the use of webinars, and other electronic dissemination of information. Participate in function specific user groups.	Ongoing	Staff participate in conferences, seminars, workshops	This is a continual process which includes classes, conferences, and professional media. Conduct a series of trainings – administrative and technical
EduTech Managers	Create opportunities for staff to learn from other Regional Information Centers, BOCES, and districts regarding technology, services in use for instructional and administrative use.	Ongoing	Staff participate in conferences, seminars, workshops	This is a continual process which includes classes, conferences, and professional media. Staff participated on a number of RIC coordinated trainings and committees to leverage manpower

Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Maintain and improve knowledge of existing and emerging technologies by overseeing an effective R & D process.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech Managers	Maintain and improve knowledge of existing and emerging technologies by overseeing an effective R & D process. • Operations • Administrative applications • Instructional applications Improve the organizational documentation process, communicate to all in EduTech and districts, create a standard repository Review the communications process, internally and externally, making changes, if warranted Leverage the power of working within 12 RICs to borrow innovations from other RICs and share resources for implementation where possible	2015, 2016	Effective process in place, new services rolled out Standards in use	Items originate from districts and within EduTech, marketplace New service offerings process was defined and approved by the Steering Committee. Business services reviewed through EduTech manager.
2.	EduTech staff by specialty area	Review the following technologies for possible services – district interest, what support might look like, cost vs pricing One to one computing Managed Services – Central Servers – Private/Public Cloud Cloud wireless Mobile devices	2015 2017	Result dependent on research.	R & D is in progress, Service descriptions on draft stage

Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Continue to enhance LAKENet environment, capacity, reliability and redundancies.

Participate in the Statewide Telecommunications Initiative for a K-12 Broadband standard.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	C. Sorenson, J. Ginsberg	Evaluate technology opportunities for LAKENet evolution. Participate in the Statewide, Telecommunications Vision for K-12 broadband network	2015, 2017	Networks expanded	Continued to expand LAKENet capacity based on districts requiring increases.
		Evaluate current capacity and expected growth.	2015, 2018	Capacity monitored and upgraded in place	Internet and district fiber Lines will be increased In 2015
		Factor in possibility of • Central private cloud, managed services, • mobile learning devices proliferation (1 to 1 computing) • online testing, • online learning	2015,2016, 2017		
		Also, consider implications of municipal and library service offerings.	2015, 2016, 2017		

Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Continue to enhance LAKENet environment, capacity, reliability and redundancies.

Continue to improve, enhance disaster recovery, business continuity planning and testing.

Responsibility	Planned Action	Time Line	Evidence	Status
C. Sorenson, J. Ginsberg	Continue to expand the Business Continuity Plan for EduTech supported services –	Ongoing	Organization prepared in a disaster for business continuity	
G. Schwalb, T. Keller, K. Simpson, B. Phillips	2015-2016, 2016-2017 Targets – • Update all documentation. • Review and update the application testing process and continue the rotation schedule. Monitor progress. • Analyze and document the Communications and "Rebuild Plan". • Continue to review for gaps, and adjust accordingly	2015, 2016, 2017	Tasks completed	Documentation updated, tests conducted
	Evaluate moving LeRoy Network hub, backup /recovery site	2015. 2016	Analysis, Decision	Visit made to potential site.

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Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Continue the process of expanding Administrative / Management Computing by analyzing and implementing the next generation of web-based student and administrative systems, accessible for staff and parents from all locations.

Responsibility	Planned Action	Time Line	Evidence	Status
K. Simpson,	Continue to demo and migrate schools to web based student systems – Infinite Campus, Schooltool, Powerschool as requested by district	2015, 2016, 2017	Systems are implemented	In process 8 districts Schedule in 2015. Similar Number in 2016
T. Keller	Continue to add support for QueCentre facilities management and Nutrikids Cafeteria	2015, 2016	Systems are implemented	In process
T Keller	Plan for the rollout of the new version of Finance Manager – nVision. Evaluate tasks, staffing, costs and timeline. Pilot a centralized infrastructure version as an option for schools. Develop and implementation Plan	2015 - 2018	Systems are implemented	3 districts converted in 2014-15, planning in process for 2015 - 2018
T. Keller	Continue to support the ever expanding Central Business Office Service for Wayne Finger Lakes and Genesee Valley BOCES	2015, 2016, 2017	Districts converted from in district system to centralized system	
T. Keller	Continue to support document imaging for the WFL BOCES CBO. Continue research for the next generation document imaging system	2015 2016 2017	Systems operational. System selected and pilot in planning	Vendor selected in conjunction with GVEP grant

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Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Secure grants/partnerships and other Funding Sources for Software and Hardware acquisitions.

Responsibility	Planned Action	Time Line	Evidence	Status
C. Sorenson C. Semler, C. Saxby	Explore Alternative Means for financing/funding/purchasing	Ongoing	Alternative Financing/Purchasing Identified	These efforts are in process and ongoing. We are currently in year 2 of the Virtual AP grant and the Medicaid grant; applied for Investing in Innovations Grant and P-Tech.
C. Sorenson C. Semler, C. Saxby	Develop awareness of grants available and pursue the grants.	Ongoing	Grant applications submitted	These efforts are in process and ongoing.
C. Sorenson C. Semler	Develop an awareness of potential partnerships(public and private) and pursue new partnerships or improve existing partnerships	Ongoing	Current partnerships enhanced. New partnerships developed	These efforts are in process and ongoing.

Promote the Use of Technology for Instruction and Administrative Goals and Efficiencies

Continued integration of Instructional Technology.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	K. Eckdahl C. Sorenson	Continue to explore uses of emerging technology and applications in education As technology is embraced by schools, ensure that we have staff available for training, where there is volume to warrant the training vs cost.	Ongoing		
2	K. Eckdahl M. Morone	Continue to deliver online learning opportunities for students. Continue to oversee the Virtual Advanced Placement grant, working with students, staff and state representatives.	Ongoing		
3	K. Eckdahl	Continue to look for opportunities to use Distance Learning technology in our region where applicable. .	Ongoing		
4.	K. Eckdahl	Continue to support communities of learners that effectively utilize technology. Prepare teachers technically to utilize instructional resources on the web. Support web-based initiatives	Ongoing		

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Support State Assessment Initiatives

	Responsibility	Planned Action	Time Line	Evidence	Status
1.	K.Simpson L Skellett	Support NYSED's continued initiative to preprint, scan, process ELA, Math in the timeframe required. Communicate expectations, schedule to districts.	2015, 2016	SED timelines met	Ongoing
2.	L. Skellett G. Rosenthal M. Smith	Continue support and enhancement of EduTech's Assessment Scoring and Analysis Program for Regional Information Centers throughout the state for Regents item processing. Continued support	2015, 2016	Regents successfully processed	Ongoing
3.	K.Simpson Roberts, R. Yeoman, L Skellett	Provide reporting and training as required for the results of 3-8 testing. Assist Staff Development in the instructional translation of the reports to instructional changes	2015, 2016	Reporting complete	Ongoing
4.	L. Skellett	In conjunction with CNYRIC and SED continue to complete all Regents answer sheet coding tasks to allow for Regents erasure analysis for SED. Coordinate with all RICs.	2015, 2016	Process is operational	Ongoing

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Support State Assessment Initiatives

	Responsibility	Planned Action	Time Line	Evidence	Status
5.	K.Simpson L Skellett	Continue to support Regents in-district scanning service in support of NYSED's 'scan once' policy and to improve the turnaround for answer sheet processing for Regents item analysis;	2015, 2016	Scanning successfully processed.	Ongoing
6.	K.Simpson L Skellett,	Continue to support WFL and Genesee Valley in their pre and post testing. Provide eDoctrina assistance for Genesee Valley districts	2015, 2016	Continued support.	Ongoing, expanding to WFL districts as well.

Support Statewide, BOCES and Regional Student Data Warehouse and Reporting efforts and Data Readiness
Support State's PARCC initiatives

Support State's Common Core, APPR Initiatives, Computer Based testing, Data Privacy

	Responsibility	Planned Action	Time Line	Evidence	Status
1.	C. Sorenson, K.Simpson, R. Yeoman, S. Pies	Support the Statewide Initiative, to continue to expand data elements in the Data Warehouse as directed by SED and local needs Included is the requirements for BOCES data, APPR, local assessment Support Common Core Implementation, as pertains to RIC responsibilities	2015, 2016,	Data extracted, loaded to warehouse, tests administered	Ongoing
2.	L Skellett, K.Simpson	Continue to provide access to Teacher Evaluation and Assessment technology	2015, 2016	New reports implemented	Ongoing
3	C. Sorenson, K.Simpson, L Skellett, R. Yeoman	Support efforts of Data Readiness education and training within the region to support data gathering needs.	2015, 2016	Training completed, use of data by districts	Education process - Data Administrator meetings, Impact test scoring, Regional Instructional Council and Curriculum Council
4	K.Simpson R. Yeoman L. Skellett, S.Pies	Participate in Statewide data meetings - DW Project Managers, Tech Standards, Datag, Impact, to stay informed to allow us to inform our districts	2015, 2016,	Service available for customers; accurate, timely data provided to SED	Managers and staff attend various meetings and will continue to do so.
5	CSorenson K.Simpson	Work with SED and districts to gather information and prepare for computer based testing and PARCC Field Testing.	2015, 2016		PARCC CBT Filed testing for 4 districts conducted in 2014
6	S. Pies K. Simpson R. Yeoman	Support the State's initiatives for student data privacy, in practice and through training	2015, 2016		

Support for new and emerging software, technology that supports student achievement.

	Responsibility	Planned Action	Time Line	Evidence	Status
1	EduTech	Support Instructional software, emerging software, technology, service needs, and training in support of instructional technology EduTech provides support for a variety of instructional software titles both software offered by EduTech as well as software suggested by districts	2015, 2016	SoftwareTechnology offered, procured	This is an ongoing process.
2.	EduTech	Support organizational goal to improve the opportunities for students to enter STEM fields by increasing student proficiency in math throughout the region to at least equal the proficiency levels in English Language Arts.	2015, 2016		

Regional Information Centers' Shared Goals and Action Items

The BOCES Regional Information Centers (RIC) in New York State have identified the following mission statement and shared goals. These goals will be collaboratively achieved by all RICs. "We are a collaborative of BOCES Regional Information Centers providing leadership and efficient, effective technology solutions for the purpose of supporting management, learning and student achievement."

Responsibility	Planned Action	Time Line	Evidence	Status
All Regional Information Center Directors	**State Technology Leadership** • Work in conjunction with members of the State Education Department in order to enhance state, regional and local technology plans and related processes. • Provide assistance to the Smart Schools Review Board and New York State school districts, as the state implements the Smart Schools Bond Act. • Continue to partner with NYSED in order to provide districts with support related to computer-based testing initiatives. • Analyze service challenges and opportunities associated with transitioning to next-generation K-12 assessments. • As 94% of school buildings participating in RIC supported networks have broadband capacity of 100 MB or higher, explore opportunities to expand regional networks in order to support other agencies', such as public libraries, efforts to provide comparable services. **State Data Leadership** • Monitor, enhance and expand the RICs' Common Data Views Initiative. The Common Data Views Initiative provides educators, across the state, with access to a common data analysis package that can be leveraged to support discussions related to effective teaching strategies. • Develop a long term strategic plan related to data analysis dashboard services. • Continue to assist NYSED in communicating important information related to NYS data, assessment, and accountability initiatives. • Monitor, expand and refine the data integration, federation, and security state initiatives that were implemented during the 2014-2015 school year.	2015, 2016	Successful implementation	

High-Quality, Cost-Effective Services
- Continue to form service partnerships and encourage specialization around products and services, as appropriate.
- Continue to offer a collaborative catalog of technology integration professional development offerings, at no cost, to districts participating in their local Regional Information Center's Model Schools Service.

Leveraging Economies of Scale
- Continue to work collaboratively on bids, RFPs and contracts that address statewide needs.

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Section 5: Evaluation

Annual summary of prior year accomplishments:

- Review following pages and the status column for each action item in the Section 4 Implementation plan

Evaluation results for prior year:

- Review following pages and the status column for each action item in the Section 4 Implementation plan

Evaluation plan for coming year:

- Review Implementation plans in Section 4 and the Evidence column for each action item in the Section 4 Implementation plan

Section 5: Evaluation

Annual summary of prior year accomplishments:

Genesee Valley / Wayne – Finger Lakes Educational Technology Service (EduTech)

Highlights –

❖ Partnerships – Urgent situations, Projects, Problem Escalation, Organizational changes.

❖ Operations - The continued expansion of services for administrative and instructional technology for our districts help them navigate the changing demands in the instructional technology environment.

❖ State Initiatives – Continue to provide processing, support and guidance for districts and BOCES to understand the complex, changing, reporting and assessment requirements of NYSED.

❖ Communications - The continued use and expansion of internal and external communications vehicles.

❖ Innovation - supported by our instructional technology staff, we continue to offer innovative technologies.

Challenges –

❖ Keeping staff skillset current with the ever changing technology landscape while creating services that provide value to our districts in implementing these strategies.

❖ Continuing to keep pace with the demands of our districts, demands of the state.

Section 5: Evaluation

Annual summary of prior year accomplishments

Genesee Valley / Wayne – Finger Lakes Educational Technology Service (EduTech)

Highlights –

- ❖ Operations –
  - ○ The continued expansion of services for administrative and instructional technology for our districts helps them navigate the changing demands in the environment –
    - Designed, procured and installed $13.5 million in technology for our districts, an increase over the prior year. Again, the focus of many projects is networking; wireless to support the ever expanding mobile computing population.
    - Resolved 19,816 problems reported to our Help Desk; Completed 1,593 work orders
    - Continued migration to robust administrative software systems – Student, Finance
    - Continued enhancement of the LAKENet network infrastructure providing for increased bandwidth capacity which provides an opportunity to deliver far more web based services for districts. Internet network availability for the year was 99.85%, Email 99.73%
    - Continued expansion of shared services – shared technicians, data coordinators and coordinators of technology. We currently have 38 shared staff placed at 33 school districts.

- ❖ State Initiatives –
  - ○ Continue to provide processing, support and guidance for districts and BOCES to understand the complex, changing, reporting and assessment requirements of NYSED.
    - Developed Common statewide reports, Participated on Online Assessment pilot, Microsoft settlement, EngageNY portal

- ❖ Innovation - supported by our instructional technology staff, we continue to offer innovative technologies.
  - ○ A number of projects over the year continued to expand the use of technology in education, these included - One- to-One Computers, Virtual AP Grant, Double Robotics, Bus WiFi, Online State Testing, application for Investing in Innovation and Pathway in Technology grant.

- ❖ Communications –
  - ○ The continued use and expansion of internal and external communications vehicles
    - Regional EduTech Steering Committee, Data Administrator / Test Scoring meetings, Joint Technology Group, Listservs (Technology Coordinators, Data Administrators, Superintendents)
  - ○ Communication of technology changes with the BOCES; recognition emails to staff on projects
  - ○ Assist in the implementation of K-12 Insight's "Let's Talk" and "Engage Lite" at WFL BOCES

- ❖ Partnerships –
  - ○ Urgent situations - Naples, York, Perry;
  - ○ Projects, Problem Escalation - Dansville, Bryon-Bergen, Avon
  - ○ Organizational changes - Warsaw

Challenges –

- ○ Keeping staff skillset current with the ever changing technology landscape while creating services that provide value to our districts in implementing these strategies.

- ○ Continuing to keep pace with the demands of our districts, demands of the state.

Section 8: Applications/Services

Information regarding applications and services should be provided using the format, the common metric, Co-Ser numbers and categories mutually agreed to by the RIC Directors and the Department, updated to reflect any changes for this Center. All applications and services provided in the 7710 and 6360 CoSers should be included, indicated by number.

GV / WFL Educational Technology Service (EduTech) offers the following services for the districts of Genesee Valley BOCES and Wayne-Finger Lakes BOCES -

• CoSer 5877, Distance Learning - includes academic instruction for districts using interactive technologies.

• CoSer 6360, Instructional Technology Service - includes computer based learning technologies for districts, associated technology – software, hardware, networking, associated services, shared services and training..

• CoSer 7710, Computer Service: Management, includes computer based services for fiscal management, state reporting, or educational management activities including, but not limited to: pupil data, personnel data, scheduling, accounts payable, fixed assets accounting, test scoring, state data collection, data warehouse, and educational management services to school districts. This includes Student Management Systems, Test Scanning and Reporting, Special Education Student Systems, Financial Management Systems, Facilities Management Systems, Cafeteria Systems, and associated computer, network services.

• CoSer 7711, Telecommunications ▪ includes all telecommunications systems designed to provide internet, data transmission and associated applications, services – email, filtering, Erate filing.

See the following pages, matrix for applications

REGIONAL INFORMATION CENTER PROFILE (793 Plan, Section 8 - Districts Only)	Total	EduTech
		DISTRICTS
REGIONAL INFORMATION CENTER PROFILE Reminder: Totals should reflect June 2015 anticipated numbers (793 Plan, Section 8 - Districts Only)		
Please enter end point device at the bottom.		
Aspen		
TOTAL		
Public Schools		
Charters and Non Pubs		
CrossPoint Student		
TOTAL		
Public Schools		
Charters and Non Pubs		
eschool plus		
TOTAL		
Public Schools		
Charters and Non Pubs		
eSchoolData		
TOTAL		
Public Schools		
Charters and Non Pubs		
Infinite Campus		
TOTAL		12
Public Schools		12
Charters and Non Pubs		
Power School		
TOTAL		5
Public Schools		5
Charters and Non Pubs		
SIS - Total Student Information Systems		
TOTAL		
Public Schools		
Charters and Non Pubs		
School Master		
TOTAL		7
Public Schools		7
Charters and Non Pubs		
SchoolTool		
TOTAL		25
Public Schools		25
Charters and Non Pubs		

ANCILLARY STUDENT SYSTEM ADD ON COMPONENTS SUPPORTED BY RICs (Number of Districts & BOCES)		
Bridges		
College on Track		
Grade Speed		
Guidance Direct		
MyGradebook.com (gradebook)		
Naviance		3
Progress Book (gradebook)		
Schedule Galaxy		
SOLSTAR scheduling - stand alone		
Student Portfolio (WebEDGE)		
VDIR Violent and Disruptive Incident Reporting		
Weindenhammer Elem. Report Card		
HEALTH TRACKING SYSTEMS		
Healthoffice (Healthmaster), Inc.		
SPECIAL EDUCATION SYSTEMS SUPPORTED BY RICs (Number of Districts & BOCES)		
CT Medicaid		12
Centris Sync		38
Cleartrack2000 (SC RIC)		12
Curricuplan		
Document Repository (Centris)		
IEP Direct (Centris)		38
IEP Direct SIF		
Medicaid Direct (Centris)		38
NYSE Direct		
PC Part 200 (Progress)		
Medicaid in Education (Medicaid Grant)		47
TOTAL		
Public Schools		
4201 Schools		
ACADEMIC INTERVENTION SYSTEMS SUPPORTED BY RICs (Number of Districts & BOCES)		
RTI Edge (aka AIS Edge) - Cleartrack		3
RTIm - Centris		7

BROADCAST SYSTEMS SUPPORTED BY RICs (Number of Districts & BOCES)		
Alert Solutions (used to be Power Alert)		
Blackboard Connect		34
BLI (PowerSchool) Power Announcement		
Connect Ed		
Global Connect		
K to 12 Alerts		
One Call Now (aka: ParentBroadcast)		
Parent Link		
School Connect - Synervoice		
School Messenger (Reliance Communication)		13
Tech Radium		
DATA ANALYSIS TOOLS SUPPORTED BY RICs (Number of Districts)		
Data Warehouse (eScholar)		
TOTAL		47
Public Schools		47
Charters and Non Pubs		
Certica Solutions		
TOTAL		
Public Schools		
Charters and Non Pubs		
Level 0		
TOTAL		47
Public Schools		47
Charters and Non Pubs		
NYS Data Validation (Certify)		
TOTAL		
Public Schools		
Charters and Non Pubs		
National Student Clearinghouse		
TOTAL		
Public Schools		
Charters and Non Pubs		
DATA DASHBOARD TOOLS		
iData/Qliktech		
SchooltoolIQ		18
RTTT DataCation Compass from ConnectEDU		

RTTT myTrack from eScholar		
RTTT Schoolnet from Pearson		
TEST SCANNING, SCORING & TEST DEVELOPMENT OF ALL TYPES STATE MANDATED TESTING (Number of Districts & BOCES)		
3-8 TESTING		
TOTAL		50
Public Schools		47
Charters and Non Pubs		3
Achievement Testing		
TOTAL		
Public Schools		
Charters and Non Pubs		
BOCES Assessment Reporting System (BARS) on the web		
TOTAL		
Public Schools		
Charters and Non Pubs		
EduTech's ASAP (Regents scoring/rpts.)		
TOTAL		47
Public Schools		47
Charters and Non Pubs		
Optimum Solutions Corporation OSC (Regents Scanning)		
TOTAL		
Public Schools		
Charters and Non Pubs		
Regents test scanning		
TOTAL		47
Public Schools		47
Charters and Non Pubs		
Teleforms for in-district design/scanning		
TOTAL		
Public Schools		
Charters and Non Pubs		
Formative Assessment Vendors - NOT STATE APPROVED		
Certica (TestWiz)		
Datacation		

Discovery Education - ThinkLink		
eDoctrina		27
LinkIT		
Performance Tracker/Assessment Builder		
Mastry Connect		
Mastery Manager		
State Approved Local Assessment list (Number of districts and BOCES Supported)		
Achieve 3000		
Acuity		
AIMS web		5
Core K-12 (Assessment Center)		
Dibels		
DORA		
Global Scholar		
iREADY		
NWEA - MAP		6
Renaissance Learning STAR Enterprise (math or reading)		12
Right Reason Technologies		
Scholastic (SRI & SMI)		
Stanford 10 (Pearson)		
FINANCIAL AND HUMAN RESOURCE SYSTEMS SUPPORTED BY RICs (Number of districts and BOCES)		
Alio (Weidenhammer)		
AOS		
Bold		
BudgetSense (Unifund)		
EMAP		
Edge Document Systems		
Finance Manager - Legacy		40
Finance Manager - Nvision		3
Info-Matics		
K-12 Enterprises		
Munis		
NIS		
NTS Data Services		
Pentamation (Financial)		
Scholarship		
WINCAP		

BUDGET DEVELOPMENT SYSTEMS SUPPORTED BY RICs (Number of Districts)		
Budget Mailer (web)		
TAX BILLING SYSTEMS SUPPORTED BY RICs (Number of Districts)		
GST Tax Billing and Collection System		
CAPITAL Project Planning and Tracking SYSTEMS SUPPORTED BY RICs (Number of districts)		
Capital Project Software (CapProSoft)		
ELECTION MANAGEMENT SYSTEMS		
Bold		
NTS Data Services		
BOARD DOCUMENT MANAGEMENT SYSTEMS		
eBoard		
BoardDocs		
FACILITIES MANAGEMENT SYSTEMS SUPPORTED BY RICs (Number of districts and BOCES supported)		
Hillyard Custodial Management Suite(LitePro)		
LHRIC Facilities Workorder System		
Que Centre		24
School Dude		5
Web Help Desk		
Help Desk/Service Desk Management Systems Supported by RICs (Number of Districts and BOCES supported)		
Service Now		
PROFESSIONAL DEVELOPMENT TRACKING SYSTEMS SUPPORTED BY RICs (Number of districts and BOCES supported)		
AVATAR		
EvaluationPro		
My Learning Plan		5

PDP Premier		7
Web Reg - MLP		
WinCap PD		
TEACHER AND PRINCIPAL EVALUATION SYSTEMS (APPR) SUPPORTED BY RICs (Number of districts and BOCES supported)		
BloomBoard		
Ed Vista - StaffTrac		
iObservation		
LCI - MPPR		
Oasys - MLP		3
Observation 360		
Randa		
School Binder		
Teacher Compass		
Teachscape		12
WEB APPLICANT MANAGEMENT SYSTEMS SUPPORTED BY RICs (Number of districts and BOCES supported)		
AcquireTM		
Job Applicant Tracker from SchoolWorld		
SchoolStream (Job Applicant Manager)		
Search Soft/Applicant Tracking		
SUBSTITUTE EMPLOYEE MGT SYSTEMS SUPPORTED BY RICs (Number of districts)		
AESOP/Frontiline Technologies		
eSchools Solutions		
TEXTBOOK TRACKING SUPPORTED BY RICs (Number of Districts)		
Follet Destiny Textbook Manager		
Textbook Loan		
CAFETERIA MANAGEMENT SYSTEMS SUPPORTED BY RICs (Number of districts)		
Horizon Boss Fast Lane		11
MiChoice		
MicroCheck		
Nourish formally SMARTS		
nutriKids		37

SMARTS		
WEBSMARTT		
WINSNAP		
TRANSPORTATION SYSTEMS SUPPORTED BY RICs (Number of districts)		
Applied Data Services		
Education Logistics		
GST BUS STAR		
Transfinder		
DOCUMENT ARCHIVAL SYSTEMS SUPPORTED BY RICs (Number of districts)		
FileBound		
IQM2		
Laserfiche		
OnBase		
EMAIL (OR GROUPWARE) SUPPORTED BY RICs (Number of districts)		
Echalk		
GroupWise Mail		2
LOTUS Notes		
MS Exchange/Outlook		18
ProcessIt eForms		
CLOUD SOLUTIONS (including email/storage and productivity tools) SUPPORTED BY RICs (Number of districts)		
Aglix - BrainHoney		
Classlink Launchpad		
Google		31
Microsoft Office 365		
MyBig Campus		
webNetworks (Stoneware)		
WEB SITE DEVELOPMENT SUPPORTED BY RICs (hosted in some cases) (Number of districts)		
Centricity 2.0 (SchoolWires)		
Coldfusion		
District Websites		
Echalk		
eSchoolview		
SchoolFusion		

SchoolWorld Edline		33
Share Point		
SITE HOSITING SUPPORTED BY RICs (hosted at your RIC - may duplicate development numbers above)		
District Web Sites		
School Wires/Centricity 2		
Share Point		
INTERNET CONTENT FILTERING SUPPORTED BY RICs (Number of districts)		
Content Filtering (Fortigate)		
Content Filtering (Lightspeed)		
Content Filtering (Marshal 8e6) now TrustWave		
Content Filtering (N2H2 now BESS)		
Content Filtering (NetSpective)		
Content Filtering (Palo Alto)		
Content Filtering (Sophos) was Astaro		
Content Filtering (Smoothwall)		
iBoss		47
Kajeet (managed cellular WiFi)		
Wireless Network Authentication (Number of districts)		
Aruba		
Avaya ID Engine		
Bradford		
Cisco ISE		
Cisco Meracki		2
Cisco Prime		10
Clearpass		
Juniper/Trapeze		
Lightspeed		
Meru		35
Nortel		
SPAMMING DETECTION PRODUCTS SUPPORTED BY RICs (Number of districts)		
Barracuda		
Modusgate - Vircom		
MS Forefront		
Proofpoint		47
Sophos (was Astaro)		

SPAM (CanIt)		
Spam Assassin		
MOBILE DEVICE MANAGEMENT Solutions SUPPORTED BY RICs (Number of districts)		
Absolute		
Airwatch		
Casper - JAMF		
IBM - MasS360		
Lightspeed		
Meraki		
MOBILE DEVICES SUPPORTED BY RICs (Number of districts)		
AnDroid (3.1 & above)		
Chromebooks		3800
iPad (4.1 & above)		2300
Windows 8 Tablet		93
FIREWALL SOFTWARE/INTRUSION DETECTION SUPPORTED BY RICs (Number of districts)		
Central Firewall		
Checkpoint		
CISCO ASA		49
CISCO IPS		
Firewall (Bordermanager)		
Fortigate		
Juniper SRX		
McAfee		
Palo Alto IDS		
PIX Cisco		
SOPHOS (was Astaro)		
OTHER		
Security Services (Number of districts)		
Access Control		
Digital Surveillance Solutions		
IP Video Surveillance		32
Police Department Camera Access		1
Prepared Response		
Rapid Response		
Raptor		15
SafeSchoolsNY		
Video Surveillance		

Visitor Management -Scholar Chip		
HOSTED VOIP & COLLABORATION TOOLS SUPPORTED BY RICs (Number of districts)		
Alcatel		
Avaya / Nortel		
Cisco Call Manager		3
Jabber		
Lobby Guard		
Microsoft Lync		
My Assistant - Cisco		
Raptor		
SameTime - IBM		
SHORETEL		
Webex		
EMAIL ARCHIVAL SUPPORTED BY RICs (Number of districts)		
ARCMAIL		
Barracuda		
Google Postini		22
GW Archive		
GWAVA/RETAIN		
Inboxer		
Mail Meter (Waterford)		
Message Solution		17
Microsoft		
Razorsafe		
REMOTE BACK UP SERVICE SUPPORTED BY RICs (Number of districts)		
ComVault		32
Dell/App Assure		
Double Take / iSCSI Replication		
EMC		
Falconstor		
FM Data Backup		
HP/Left Hand		
Microsoft		
NetApp		
NetVault		
Symantec Backup Exec		28
TSM		
Veeam		
Veritas		

IDENTITY & ACCESS MANAGEMENT TOOLS SUPPORTED BY RICs (Number of districts)		
ADFS		
FIM		
Microsoft Active Sync		
SIF		
Tivoli Access Manager		
ENTERPRISE NETWORK OPTIMIZATION SUPPORTED BY RICs (Number of districts)		
Active Directory		
Microsoft SCCM		
Neverware		
Suffolk RIC Hosted NOC Management Services		
Tivoli Endpoint Management (TEM)		
Tivoli Endpoint Management (TEM) Power Only		
WorkGroup Manager		
ZenWorks		
NUMBER OF WORKSTATIONS/LAPTOPS PROVIDED, NETWORKED AND SUPPORTED AS PART OF RIC Services		
Interative whiteboards		3200
IP phone endpoints		
IP Surveillance Camera endpoints		
Networked printers		
Networked projectors		6900
Neverware		3200
Other end point devices		
Personal Computers, laptops, tablets etc		30405
Antivirus Solutions Supported - please put an x for those supported		
CA	x	
Discovery Education Video-Streaming	x	
ESET NOD 32		
Forefront		
Lightspeed		
McAfee		
Microsoft	x	
Sophos		

Symantec		x
Threat Trace (Vipre)		
Trend		

Section 9: Additional Information

Additional information may be included with the plan. Generally, supporting documentation should be provided through links to online sources of information at the Regional Information Center. Additional information may be appended if it cannot be provided in another format. Such information should be included in the following categories.

See the followng pages, matrix for detail

Appendix 4: Network(s) is enclosed

Appendix 1: Hardware

Appendix 2: Software

Appendix 3: Online Applications

Appendix 4: Network(s)

Appendix 5: Staffing

Appendix 6: Finances

Appendix 7: Other

Section 10: Statutory Requirements

Part 115
SCHOOL DISTRICT AND BOCES PLANS
(Statutory Authority: Education Law, 207, 1608-a, 1716-a, 1950 (4) (c); Laws of 1985, Chapter 53, §17)

Section 115.1 BOCES computer services plans.

(a) Purpose. The purpose of this section is to set forth the requirements for approval of computer services plans prepared by boards of cooperative educational services and submitted to the commissioner in accordance with section 1950(4)(c) of the Education Law. Applications for the approval of shared services shall be determined, in relevant part, based on consistency with an approved plan.

(b) Plan requirements. Each board of cooperative educational services shall prepare a five-year regional plan to meet the projected need for cooperative computer services in the supervisory district, and shall submit such plan to the commissioner on or before the first day of December of each year. Each plan shall contain:

    (1) a description of the long-range planning process, which includes:
      (i) a list of persons involved in the development of the plan;
      (ii) criteria for selection of such individuals; and
      (iii) a description of the planning processes which were followed and will be followed;
    (2) evidence that the proposed computer services are consistent with and conform to policies and criteria for BOCES-provided computer services approved by the commissioner;
    (3) a description, in a form prescribed by the commissioner, of computer services currently made available by BOCES within the service region;
    (4) a list, in a form prescribed by the commissioner, of the mainframe, mini and micro hardware which is a part of the delivery system, including a rationale for the selection of such hardware;
    (5) a list, in a form prescribed by the commissioner, of the software which has been selected to run on all hardware which compromises the system, including a rationale for the selection of this particular set of software;
    (6) a network description, in a form prescribed by the commissioner, which clearly indicates the lines, line types and locations of devices which compromise the regional delivery system;
    (7) a description, where appropriate, of how the regional system will take into account findings of department-conducted operations and management audits;
    (8) a summary of costs and revenues, broken down by application area, as well as the proposed charges to school district for future services, including a rationale for those particular charges;
    (9) a list of the major problems impeding more efficient and effective provision of services, and a detailed description of the steps proposed to overcome the problems;
    (10) a list of the assumptions about future school district needs and changes in information technology which are governing long-range projections about the nature of future delivery systems;
    (11) a description of a comprehensive needs assessment, which includes a survey of users and nonusers within the regional service delivery system;
    (12) priorities established as a result of such needs assessment;
    (13) a description of the goals for long-range service delivery;
    (14) a description of how the services made available will assist school districts to meet State reporting requirements;
    (15) a detailed plan, and performance objectives for the first two years of the plan;
    (16) a description of how local personnel intend to evaluate the extent to which goals and performance objectives are achieved;
    (17) a description of the procedures which will be put in place to monitor the plan's implementation; and
    (18) other such items as may be deemed necessary by the commissioner.