

# TECHNOLOGY PLAN 2007-2010

PREPARED BY  
P/NW BOCES TECHNOLOGY COMMITTEE  
JUNE 11, 2007



PUTNAM / NORTHERN WESTCHESTER BOCES

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## P/NW Technology Vision

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At Putnam/Northern Westchester BOCES, technology will be used (1) to enhance and expand the teaching and learning process and (2) to assist in the efficient operation of the organization.

To achieve these goals, we will provide access to sufficient hardware and software and maintain an up-to-date information infrastructure. Training for staff will be flexible and will address the needs of all groups of employees.

Technology will be integrated seamlessly into the educational process and will provide opportunities for learning, communicating and problem solving that would not otherwise have been available to staff and students.

As a result of their involvement in technology-rich learning experiences, BOCES students will be better prepared for the world of work, for post-secondary education and for life.

# Current Status

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## *Network Infrastructure*

The Putnam/Northern Westchester BOCES network supports connectivity for all buildings on the main campus and several others on the Fox Meadow Campus. The main campus has fiber optic cabling connecting all buildings with a data rate of 1GB. The Fox Meadow Campus has a dedicated server and connects to servers on the Main Campus through a fractionalized T1 line. From the main campus, we connect to the Internet through the LHRIC at connection speeds of 9MB.

Our servers are all operating on a Windows Server 2003 platform. Our Exchange 2003 and SQL 2005 servers are clustered servers. This ensures high availability and data integrity. There are two Windows Server 2003 Active Directory domain controllers on the main campus and another on our Fox Meadow campus. We maintain separate Windows Server 2003 servers for our administrative staff and for students. Additional servers include an OLAS document storage server, a dedicated Web Server, a WinCap server, and a video surveillance server.

There are 5 active wireless access points (WAPS) in the School Services Building that provide coverage throughout the building. There are 3 WAPS in the Tech Center and one in Tech South which service various instructional programs, including cosmetology and floriculture. Pines Bridge has one WAP which provides connectivity for the related services clinical staff. The Projects Building has one WAP in the Risk & Safety area and two covering the conference rooms. Fox Meadow has one WAP in Building 4 and another in Building 9.

## *Software*

The Microsoft Office Suite is installed throughout P/NW BOCES. Presently, most clients have Office 2003 installed. Various applications exist in other areas as follows:

### Administrative Applications:

**WinCap:** WinCap is an integrated financial management system designed specifically to meet the needs of a BOCES environment. WinCap is our solution for accounting, payroll, budget, and human resources. The WinCap application resides on a P/NW BOCES server with a RAID 5 data array.

**SubFinder:** SubFinder is the system we use to report and track staff absences, as well as to automatically identify a substitute for instructional staff. This application is a web-based application which does not run on a PNW BOCES server.

***PDP Timekeeper:*** PDP Timekeeper is used to track professional development for all instructional staff.

***OLAS:*** The On-Line Application System for Educators (OLAS) is an application written in-house which serves over 200 school districts throughout New York State. It is a job recruitment database for districts that contains over 60,000 teacher applications. This application resides on our SQL2005 server and our Web server. Resumes and cover letters submitted are stored on an additional server.

***Connect-Ed:*** ConnectEd is an automated calling system which we use to notify students and parents of events and school closings or delays.

***Maintenance Direct:*** Maintenance Direct is used by our Operations and Maintenance department to track and process work orders. This is a web-based application which is managed and maintained off-site by the software vendor.

***Web Registration:*** Web Registration is a web-based event management system which allows participants to register on-line for P/NW BOCES courses and workshops.

### **Student Management Systems:**

***Special Education:*** Student profiles and Individualized Education Plans for Special Education students are maintained by the home district using IEP Direct. This application resides on servers at the LHRIC. Student outcomes on the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are tracked on mCLASS, a web-based application hosted by Wireless Generation.

***Career and Technical Education:*** XenDirect is the application used for student attendance and grade reporting in the Career & Technical Education Center. It is also used for the Continuing Education Program. This is a web-based application that is hosted in Florida. Allies is a new program which has been mandated for the state in the Adult Education program. This is a web-based application as well and will not be housed on a P/NW BOCES server.

### ***Access to Technology***

Putnam/Northern Westchester BOCES owns approximately 800 PCs which are distributed throughout the main and Fox Meadow campuses. Presently, the standard operating system platform is Windows XP Professional, SP2.

An assessment of our access to technology is presented below in outline format.

Student Access:

*Special Education*

- Every classroom has at least one computer, but many classrooms have only one and do not have access to a computer lab. This precludes group instruction with computer applications in many classes.
- Classrooms have adequate access to various types of audio visual equipment and scanners.

*Career & Technical Education*

- Internet access is available on all computers.
- Additional scanners and digital cameras are needed.

*Walkabout*

- Students have individual accounts and passwords.
- Additional computers are needed.

*BOCES-Wide*

- A consistent platform has been achieved across all areas.
- We will continue the process of defining standard workstation platforms to ensure uniformity.

Parent Access:

*Special Education*

- Email is used effectively for communication with parents who have email access at home.
- Information on programs is available on the website, but it is not clear how frequently it is accessed.

*Career & Technical Education*

- The P/NW BOCES website is not dynamic enough. It does not yet allow content to be updated by departments.
- The automated calling system is available and in use.
- Staff email addresses are not readily available to parents. This prohibits effective communication between staff and parents.

*Walkabout*

- Walkabout has its own web pages which offer sufficient communication.

District Access:

*Special Education*

- Email is used effectively for district communication.
- IEP direct provides good information exchange with districts.

*Career & Technical Education*

- Attendance, progress and grade reports are emailed to districts.
- The application process for students is paper intensive. Career and Technical Education is seeking an on-line alternative.

Staff Access:

*Special Education*

- Every classroom has at least one computer, but some classrooms have too many staff members sharing a single computer.

*Career & Technical Education*

- Computers are in the classroom, but in some areas too many staff members are sharing a computer.

Non-Instructional Departments' Access:

*Administration*

- Computers and internet access are available to all.
- The P/NW BOCES website is not dynamic enough. Departments would like the ability to update their own content.

*Library*

- The "look" is traditional but the library has 21<sup>st</sup> century applications. The library needs to continually upgrade to the latest technologies to serve as a model site for districts.

## *Training and Support*

### Professional Development:

#### *All Staff*

- Some specific programs are available such as technology training workshops in Outlook, Excel, SMART Board, and PowerPoint.
- Superintendent's conference days regularly feature technology topics.
- Access to computer labs for workshops is limited during the day.
- Due to limited teacher availability during the school day, participation in technology workshops is limited.

#### *Special Education*

- Access to computer labs for staff development workshops is limited.
- Alternative methods of sharing are being evaluated due to logistical problems.

#### *Career & Technical Education*

- A variety of unique applications are used for instructional purposes. This provides challenges for meeting training in these areas.

#### *CIS & Library*

- These departments provide many training opportunities for districts but have inadequate access to computer labs.

### Technical Support:

- Some issues take too long to resolve.
- It is a problem when there is not someone available "live" to answer the phone.

# Goals & Objectives, Implementation Strategies, and Evaluation Plans

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## *Special Education*

Goal #1: Student data will be managed effectively so that program and instructional goals are met in a timely and efficient manner.

Objective #1: An integrated student management system will be identified for tracking IEP, reading and behavioral data.

### **Implementation Activities:**

- A needs assessment will be completed to identify the most efficient student management system(s) for tracking and integrating IEP, behavioral data and academic data, in consultation with IT.
- Systems will be purchased and installed by January 2008.
- Staff will be trained in use of system(s).

### **Evaluation:**

- Staff in all Special Education programs will be receiving monthly reports on behavioral and academic data for use in program and instructional planning by June 2008.
- IEPs for all students will be completed correctly and on time.

## *Special Education Secondary Programs (Grades 9-12)*

Goal #1: Students will be adept in using technology tools to produce accurate and effective written work.

Objective #1: Students will be able to keyboard at a minimum rate of 30 wpm.

### **Implementation Activities:**

- Computers will be designated for keyboarding use.
- A keyboarding program will be selected and installed on these computers.
- A keyboarding class will be provided for 10<sup>th</sup> grade students.

Objective #2: Students will be able to use spell and grammar check to correct 90% of spelling errors in written work.

**Implementation Activities:**

- All staff will be trained on how to perform basic functions in Microsoft Word.
- Additional classroom computers will be installed on the Fox Meadow campus.
- Consult with IT on improving wireless access at Fox Meadow campus.
- Students will be taught how to use Microsoft Word tools when writing essays for English and Social Studies classes.
- The Secondary Technology Committee and Reading department will investigate word processing programs/extensions with text-to-speech spell-checking and word prediction, and conduct trials with promising programs for students with significant spelling and writing difficulties.

**Objective #3:** Students will be able to use an electronic dictionary and thesaurus to edit written work.

**Implementation Activities:**

- Students will be taught how to use these tools in a keyboarding or English class.

**Evaluation:**

- Keyboarding rates of 10<sup>th</sup> grade students enrolled in the keyboarding class will be assessed in September and June. The percent of students with keyboarding rates of at least 30 wpm will increase from September 2007 to June 2008.
- Student written compositions will be assessed in September and June. The percent of students whose work is spelled 90% correctly and which is 90% grammatically correct will increase from September 2007 to June 2008.

**Goal #2:** Students will be able to use the Internet to search for and find valid information and resources in order to complete research projects and papers.

**Objective #1:** Students will be able to describe and complete a process for searching for and evaluating the validity of information on the Internet.

**Implementation Activities:**

- A list of valid Internet resources will be created by teachers to use in classroom instruction.
- Students will complete a project requiring them to perform basic search functions using the internet.
- Students will complete a project in which they will compare the research validity of web resources.
- Students will complete a research project and/or paper in English and Social Studies.

**Evaluation:**

- A pre- and post-assessment of student knowledge of search functions and ability to evaluate web resources will be conducted. Students will show an improvement in performance on the post-assessment in June 2008.
- Final student research projects and papers will be evaluated using a rubric, and 75% of students will be able to describe how Internet sources were evaluated.

**Goal #3:** Students will be adept in using technology tools to produce classroom and homework projects.

**Objective #1:** Students will be able to use Microsoft Excel and PowerPoint to produce projects.

**Implementation Activities:**

- Staff will be trained on how to perform basic functions in Microsoft Excel and PowerPoint.
- Students will use PowerPoint to create research projects for Science and Math Applications
- Students will use Microsoft Excel to create living expense budgets in Math Applications.

**Objective #2:** Students will be able to use the TI-84 Graphing Calculator to increase achievement on the Regents exam.

**Implementation Activities:**

- Students will use the graphing calculators to model real life math situations.
- Students will use the graphing calculator to provide visual representations for math concepts.
- Students will use the graphing calculator to solve Regents type questions.

**Evaluation:**

- All students in Math Applications will independently complete a living expense budget using Excel.
- By June 2009, 70% of students will score between 65 & 100 on Math Regents.

**Goal #4:** Technology will be used effectively to differentiate instruction for the varying levels of students in every class so that all students are engaged and can demonstrate understanding of key concepts after each unit.

**Goals & Objectives:  
Special Education Secondary Programs**

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**Objective #1:** Students will show increases in time-on-task and in participation when SMART Boards and information from multiple sources (e.g., Internet, Video, PowerPoint, etc.) are used.

**Implementation Activities:**

- SMART Boards will be installed at RAHS
- All classes will have access to Internet, United Streaming and other applications.
- Staff development will be provided to ensure that all staff are comfortable with the available technologies.
- Monthly assessments of student time-on-task and participation will be conducted in all classrooms. These data will be used to identify effective strategies.

**Evaluation:**

- Students will demonstrate increased time on-task and participation through monthly assessments.
- By June 2009, 70% of students will score between 65 & 100 on all Regents.

## *Pines Bridge*

**Goal #1:** All students with disabilities will have access to appropriate assistive technology tools that allow them to avail themselves of the curriculum and instructional materials.

**Objective #1:** Assistive technology will be considered for 100% of students with disabilities.

**Implementation Activities:**

- In summer 2007, an assistive technology checklist will be developed for use in September 2007 for identifying assistive technology needs of individual students.
- Staff will be trained in the use of the checklist in consideration of students' assistive technology needs.

**Objective #2:** Assistive technology data will be compiled for each student for whom assistive technology should be considered.

**Implementation Activities:**

- During 07-08, the classroom teams will review assistive technology use and discuss issues related to implementation of assistive technology for each student.
- All staff will be trained in the specific assistive technology tools being used with students in their class through class meetings and in-services.
- The Technology Aide position will be maintained and this staff member's responsibilities will include: to maintain the inventory and to track maintenance and repairs of devices as well as to assist the classrooms to utilize assistive technology that incorporates computer technology. Technology Aide will be the liaison with the IT department and will be a member of the Pines Bridge Assistive Technology Committee.

**Objective #3:** Students with assistive technology will be using it in classroom activities in which its use increases access to instructional materials and results in progress towards individual student goals.

**Implementation Activities:**

- Staff will be trained in how to integrate available technology into classroom activities.
- A vehicle will be created for sharing best/effective practices among staff—both monthly meetings and electronic means of sharing products/materials.

**Evaluation:**

- By June 2008, assistive technology checklists will have been completed at least twice during the year for 90% of Pines Bridge students.
- For any student for whom the checklist indicates a need for additional assistive technology trials, a data sheet will have been completed that shows a trial was completed with at least one additional device. Results of the trial will be documented.

**Goal #2:** Technology will be used effectively to differentiate instruction for the varying levels of students in every class so that all students are engaged and have an opportunity to participate in lessons.

**Objective #1:** All Pines Bridge classrooms will have access to a core set of technology tools to adapt instructional materials for students with communication, physical, visual, hearing, cognitive and other disabilities.

**Implementation Activities:**

- In summer 2007, an assistive technology checklist will be developed for use in September 2007 for identifying assistive technology needs of classroom environments
- A schedule will be created to ensure that the assistive technology checklist for classroom environments has been completed for each class at Pines Bridge.
- Laptop computers will be made available to Pines Bridge School for use with Mobile Multi-Media (MMM) carts to increase the number of MMM carts that are available for classroom use.
- Data will be collected on frequency of use of MMM carts and curriculum areas targeted for each class.

**Objective #2:** Classrooms will be engineered to support spontaneous use of augmentative/alternative communication devices enabling students to initiate communication more frequently throughout the school day.

**Implementation Activities:**

- Staff will be trained in strategies to increase spontaneous communications of all students.
- Training provided to staff on integrating technology into instruction will include augmentative/alternative communication strategies.

**Evaluation:**

- By June 2008, a classroom assistive technology checklist will have been completed at least once that year for every Pines Bridge classroom, and data will document use of technology in specific classroom activities.

Goals & Objectives:  
Pines Bridge

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- In March 2005, 25% of augmentative/alternative communication users in Pines Bridge spontaneously used their devices (without staff prompting) to initiate or respond to communicative overtures during 15 minute observations. By June 2008, 50% of augmentative/alternative communication users in Pines Bridge will spontaneously use their devices to initiate/respond to communication in a 15 minute observation.

### *Career & Technical Education*

**Goal #1:** Secondary students will be adept in using technology tools to produce classroom and homework projects.

**Objective #1:** Students will incorporate the use of spreadsheet or database technologies into their portfolios.

**Implementation Activities:**

- Staff training on Excel will be provided.

**Evaluation:**

- 100% of student portfolios will contain work produced using either a spreadsheet or database.

**Goal #2:** Instructional staff, adult students and secondary students and parents will communicate more effectively.

**Objective #1:** Teachers will post assignments on a website.

**Objective #2:** Staff will post calendars and program catalogs on a website.

**Objective #3:** Adult students will register on-line.

**Implementation Activities:**

- Staff will work with Information Technology department to define our requirements.
- Once a software solution is implemented, pilot volunteers will be trained on the new software and its capabilities.

**Evaluation:**

- By June 2008, teachers will be posting assignments and staff will be posting calendars and catalogs on a website.
- Adult students will be registering on line.

**Goal #3:** Communication with component districts will be timely and effective.

**Objective #1:** Districts will submit student applications on-line and view grade and attendance reports on-line.

**Implementation Activities:**

- Admissions staff and counselors will view a demonstration of the XenDirect On-line Student Application for districts.

**Goals & Objectives:  
Career & Technical Education**

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- IT will work with Xenegrade to provide the ability for districts to view student grade reports and attendance reports on-line.

**Evaluation:**

- By June 2008, districts will submit student applications on-line.
- Attendance and grade reporting will be available on-line for districts to view.

## *Walkabout*

Our use of technology will focus on three goals:

1. To give students the attitudes and skills to use the Internet as an information resource for all aspects of their activities at Walkabout;
2. To give students a basic knowledge of entry level computer programs and file management on a network; and
3. To help appropriate students gain a more developed set of technical skills.

**Objective #1:** Students will be able to use the Internet to search for and find valid information and resources in order to complete research projects and papers.

### **Implementation Activities:**

- During the service learning and career internship blocks, students will use the Internet to explore project options and communicate with potential professional mentors.
- During the academic blocks, students will understand in a more sophisticated manner the resources on the Internet, and use these resources for academic projects, such as their spring science presentation.
- Students will develop websites for select courses, such as the Digital Photography Elective.

### **Evaluation:**

- Throughout the year, teachers will keep records of the number and kind of projects that have been enhanced in some fashion by resources from the Internet. These results will be summarized at the end of the year.
- The number of students who used resources from the Internet to enhance their projects will increase.

**Objective #2:** Students will have a basic knowledge of entry-level computer programs and file management on a network.

### **Implementation Activities:**

- Each student will be issued a password and account on the Fox Meadow network and have an entry-level understanding of the basic PC and applications in our lab.
- Students will be taught to navigate the computer network and save and retrieve files from their folder.
- Students will be taught basic keyboarding skills.

**Evaluation:**

- Throughout the year, teachers will keep records of the number of students using the Walkabout computer lab. These results will be summarized at the end of the year.
- The number of students who can function on a basic level on the network will increase.

**Objective #3:** Appropriate students will gain an intensified set of technical skills.

**Implementation Activities:**

- Students will be encouraged to use basic digital photography and the basic related software programs that enhance the manipulation and presentation of digital images, including a limited digital film component.
- Students will use presentation technology to enhance school projects.

**Evaluation:**

- Throughout the year, teachers will keep records of the number and kind of projects that have been enhanced in some fashion by technology. These results will be summarized at the end of the year.
- The number of students who used advanced technology skills to enhance their projects will increase.

## *Guidance & Child Study Center*

Goal #1: Staff will enhance their technology skills to facilitate better office management.

Objective #1: Staff will utilize more advanced features of Microsoft Word software.

**Implementation Activities:**

- Staff will attend Advanced Word training.

Objective #2: Guidance Center network folders will be organized in a consistent manner so files are easily accessible.

**Implementation Activities:**

- Staff will develop a standard, recommended method for storing files on network drives.
- Each staff member will reorganize their folders on the network to ensure consistency.

Objective #3: Web Registration will be used to manage college events and workshops during the year.

**Implementation Activities:**

- Staff will attend Web Registration Training in early September 2007.
- All workshops and events will be added to the Web Registration Catalog.
- Staff will use automated procedures in Web Registration to send email confirmations, create sign-in sheets, and produce name badges.

*Curriculum, Professional Library, and The Hudson River Teacher Center*

**Goal #1:** Professional development will be provided on up-to-date technology applications for educational professionals.

**Objective #1:** A mobile lab for hands-on professional development will be created.

**Implementation Activities:**

- Department staff will consult with IT on necessary configuration for laptops and cart.
- Department staff will work with IT to prepare a quote for laptops and cart.
- Department will budget funds and purchase equipment.

**Objective #2:** Training on current technology applications that support curriculum and instruction will be developed and delivered.

**Implementation Activities:**

- Hands-on training on the Integrated Social Studies/ELA curriculum, the proposed Sustainability curriculum, ThinkFinity, advanced Internet applications and search functions, and other web-based applications will be provided.
- Additional effective web- and computer-based instructional applications will be identified through research and professional resources like the Teacher Center listserv and vendor demonstrations/user-day trainings.
- Trainers and consultants with expertise in identified applications will be identified.
- Training will be provided and evaluated.

**Objective #3:** The latest videoconferencing technologies will be used to deliver professional development.

**Implementation Activities:**

- Department staff will consult with IT on needs for video-conferencing capability and identify an appropriate video-conferencing system.
- Department staff will purchase and install the system.
- Department staff will receive training in use of the system through the IT department.

**Objective #4:** Use of on-line resources in the Professional Library Information Center will be increased in all BOCES classrooms.

**Implementation Activities:**

- BOCES staff will be surveyed in the fall and, based on results of the survey, descriptions of selected on-line resources of the Professional Library Information Center will be emailed to staff.
- All BOCES teachers will be invited to appropriate library-sponsored events including vendor user-day trainings.
- BOCES teachers will be included in demonstrations and trainings on videostreaming and other digital resources.

**Evaluation:**

- Survey results from September 2007 and June 2008 will demonstrate an increase in the use of the on-line resources from the Professional Library Information Center by BOCES teachers.
- Pending Teacher Center Board approval, each member district of the Teacher Center will have a Field Trainer for ThinkFinity by June 2008. Teachers trained in ThinkFinity will also be surveyed and greater than 50% of respondents will report positive student outcomes as a result of the use of this application in the classroom.

### *Human Resources and Administrative Services*

**Goal #1:** Staff utilization of technology for all Human Resources functions, procedures, and communications will be increased.

**Objective #1:** Staff will use email as a primary means of communication.

**Implementation Activities:**

- Email training will be provided on Outlook and Outlook Web Access.
- HR communications will be converted to email format, reducing paper communications to a minimum.

**Evaluation:**

- On a quarterly basis, the percentage of staff who respond within 24 hours to an HR email requesting an immediate reply will increase until 90% of staff respond within 24 hours in June 2008.
- The number of paper communications distributed to staff by end of year 2008 will be significantly fewer than those distributed in 2007.

**Objective #2:** Staff will utilize the HR web site for employee self service, including accessing important information, forms, training opportunities, and submission of data.

**Implementation Activities:**

- Requirements of an interactive HR web portal will be identified.
- Training will be provided on use of the web portal and its features.
- Paper for processes that are available on the web portal will no longer be accepted.

**Evaluation:**

- By June 2008, all personal leave requests will be submitted through the HR web portal.

**Goal #2:** Employees will receive targeted and effective technology staff development.

**Objective #1:** A meaningful needs assessment of staff technology skills will be completed and used to develop a plan to address staff needs based on position requirements.

**Implementation Activities:**

- WinCap reports will be run with current data to identify current immediate needs.

**Goals & Objectives:  
Human Resources**

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- Professional development will be provided to targeted groups based on analysis of this data.
- Additional options will be explored to identify a more meaningful assessment tool to use going forward.
- Selected assessment tool will be implemented for new hires.

**Evaluation:**

- By June 2008, a system will be in place for accurately identifying technology training needs based on position requirements.

## *Information Technology*

**Goal #1:** Information Technology will implement and support up-to-date office applications for all staff.

**Objective #1:** Office 2007 will be implemented by September 2007.

**Implementation Activities:**

- Minimum hardware requirements will be established .
- Machines will be upgraded as necessary.
- Systems Management Server will be installed.
- Rollout schedule will be established.
- Office 2007 will be installed on all workstations.
- Training will be provided on the new Office platform.

**Evaluation:**

- By June 2008 staff will be using Office 2007 for all document, email, calendar, spreadsheet, and database applications.

**Goal #2:** Information Technology will provide timely and effective support for workstations and all Microsoft Office applications.

**Objective #1:** Our helpdesk call history will be examined and recommendations made to better service our customers.

**Implementation Activities:**

- All calls which took longer than one week to resolve will be reviewed.
- The number of computers supported per technician in other districts or BOCES will be reviewed.
- The process for resolving software application calls will be reviewed.
- Guidelines for prioritizing helpdesk calls will be established.
- Procedures for escalating helpdesk calls which have not been resolved by a certain timeframe will be established.

**Evaluation:**

- IT will review the helpdesk calls over a period of time to determine how many calls were resolved in 1 day, 2 days, 1 week, 1-2 weeks, and greater than 2 weeks, and compare this to the same data prior to the implementation of Activities 1-5.

**Goal #3:** Information Technology will explore and support web-based platforms that support department operations.

**Objective #1:** Information Technology will implement Sharepoint Solutions.

**Implementation Activities:**

- Appropriate courses or resources for programmers will be identified to increase their Sharepoint developer skills.
- Courses or resources for programmers will be identified to increase their skills with Infopath.
- Sharepoint 2007 will be installed.
- Sharepoint applications will be developed.
- Departments will be trained on Sharepoint.

**Evaluation:**

- By June 2008, Information Technology will be using Sharepoint 2007 as our web portal.

**Objective #2:** Information Technology will implement Web Registration for professional development departments.

**Implementation Activities:**

- IT will work with My Learning Plan to customize Web Registration and provide reports in Web Registration.
- IT will provide training on Web Registration for all P/NW BOCES departments offering professional development by September 30, 2007.
- IT will provide on-going support to Web Registration users.

**Evaluation:**

- All departments offering professional development will use Web Registration to manage events, courses, and workshops.

**Objective #3:** Information Technology will provide videoconferencing capabilities to ensure that our region has appropriate access to information and the ability to disseminate information.

**Implementation Activities:**

- IT will review the technologies and recommend a videoconferencing solution.
- IT will plan for implementation and training on use of the system.
- IT will train departments on the use of videoconferencing.
- IT will establish techniques and procedures for organizing videoconferences.

**Evaluation:**

- By June 2008, videoconferencing will be available at P/NW BOCES.

**Goal #4:** All instructional software used in BOCES instructional programs will meet the needs of staff and students and will support high standards of educational practice.

**Objective #1:** Information Technology will establish a standard process for reviewing software requests from BOCES staff.

**Implementation Activities:**

- A process will be created for all software requests to be submitted to the IT department for review before ordering.
- IT will provide feedback on alternative programs to consider when appropriate.

**Evaluation:**

- From March to June 2008, all Purchase Orders for software and computer applications will be reviewed by IT prior to ordering.

### *Business Office*

Goal #1: The Business Office will implement a time and attendance reporting module in WinCap or one that can interface with WinCap from an outside vendor.

Goal #2: The Business Office will implement a system for electronic record keeping and retrieval.

### *Operations and Maintenance*

Goal #1: Operations and Maintenance will expand “Building Management System” for all life safety, security, HVAC, and lighting equipment.

Goal #2: Operations and Maintenance will expand surveillance camera system.

### *Health Benefits Consortium*

Goal #1: Health Benefits Consortium will create a secure e-mail system for communication to Benefits Representatives in the member districts in compliance with HIPAA.

Goal #2: Health Benefits Consortium will enhance the capability of our current bulletin board.

### *Regional Personnel*

Goal #1: Regional Personnel will implement new scanning technology for fingerprinting new employees.

Goal #2: OLAS candidates will be able to attach transcripts, portfolios, letters of recommendations, and certificates to their on-line application.

### *School Communications*

Goal #1: School Communications will implement a data base to efficiently track hourly employee time.

# Professional Development

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A Professional Development Sub-committee has been established to review all goals, objectives and implementation strategies to determine professional development needs.

The Sub-committee representatives include:

- Kathy Batchelor, Teacher Center Director, Curriculum Department
- Diane Dursi, Manager of Information Technology, Information Technology Department
- John Monahan, Professional Library Information Center Director, Curriculum Department
- Josephine Scala, Business Computer Applications Teacher, Career & Technical Education Department
- Patti Slobogin, SETRC Director, Special Education Department
- Michele Wilson, Assistant to the Director of Human Resources, Human Resources Department

During the summer of 2007, the subcommittee will undertake the following tasks:

1. Identify existing BOCES resources that are available to satisfy the professional development needs.
2. Evaluate alternative methods of delivering professional training.
3. Survey other districts to determine how they are delivering professional development.
4. Evaluate the need and/or possibility of having a dedicated instructional technology specialist and dedicated trainer on staff.
5. Propose strategies that will make the existing resources more efficient and more effective.
6. Seek additional resources beyond those currently existing at BOCES that are necessary to achieve stated objectives.

By the end of September 2007, the BOCES Technology Committee will finalize a plan for meeting BOCES' professional development needs. Departments will be responsible for ensuring that their staff access the appropriate professional development.

# Budget

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Budget for 2007-2008	Information Technology	Departments	Total
Internet Service Provider	27,100		27,100
Software	40,050	50,000	90,950
Database Design/ Maintenance, Customized Applications	298,200	239,000	537,200
Staff Development/Instructional Support	72,800	70,000	142,800
Hardware:	220,000	20,000	240,000
Network Hardware/Wiring	30,000		30,000
Network Design/Maintenance; Help Desk: Installation /Upgrade; Web Page Maintenance, Business Office/HR Support	529,200		529,200
<b>TOTAL</b>	<b>\$1,217,350</b>	<b>\$379,000</b>	<b>\$1,596,350</b>

Anticipated Budget for 2008-2009	Information Technology	Departments	Total
Internet Service Provider	29,000		29,000
Software	42,000	50,000	92,000
Database Design/ Maintenance, Customized Applications	310,000	255,000	565,000
Staff Development/Instructional Support	78,000	75,000	153,000
Hardware:	220,000	20,000	240,000
Network Hardware/Wiring	30,000		30,000
Network Design/Maintenance; Help Desk: Installation /Upgrade; Web Page Maintenance, Business Office/HR Support	560,000		560,000
<b>TOTAL</b>	<b>\$1,269,000</b>	<b>\$400,000</b>	<b>\$1,669,000</b>

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<b>Anticipated Budget for 2009-2010</b>	<b>Information Technology</b>	<b>Departments</b>	<b>Total</b>
Internet Service Provider	30,000		30,000
Software	45,000	55,000	100,000
Database Design/ Maintenance, Customized Applications	331,000	269,000	600,000
Staff Development/Instructional Support	85,000	80,000	165,000
Hardware:	220,000	20,000	240,000
Network Hardware/Wiring	30,000		30,000
Network Design/Maintenance; Help Desk: Installation /Upgrade; Web Page Maintenance, Business Office/HR Support	595,000		595,000
<b>TOTAL</b>	<b>\$1,336,000</b>	<b>\$424,000</b>	<b>\$1,760,000</b>

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## Evaluating the Plan

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Each year, the technology plan will be distributed to all BOCES staff members to inform them of the direction determined for technology use in the organization, and to serve as a basis for feedback in the revision process and the evaluation process.

The BOCES Technology Committee will evaluate the plan on an on-going basis, including “plan review” as a regular item on the Committee’s agenda. By the end of each year, the Committee will formally evaluate the progress made towards the goals in the plan. The results of the evaluation will be reported to the District Superintendent.

As a part of the on-going review, the Committee will survey staff periodically to get feedback on progress.