

**A. LEA Information**

1. **What is the total student enrollment based on the most recent BEDS Day submission?**

760

2. **What is the student enrollment by grade band based on the latest BEDS Day submission?**

	Enrollment
Grades K-2	164
Grades 3-5	166
Grades 6-8	181
Grades 9-12	249

3. **What is the name of the district administrator entering the technology plan survey data?**

Paul Leonardi

4. **What is the title of the district administrator entering the technology plan survey data?**

Director of Technology

4a. **If the response to question four was "Other", please provide the title.**

(No Response)

**B. Instructional Technology Vision and Goals**

**1. Please provide the district mission statement.**

To educate, provide opportunities, and foster individual excellence in academic, vocational, fine arts and technical learning.  
To challenge every individual to strive for excellence as a way of life.  
To develop and nurture physical and emotional well-being, self-worth, personal integrity, moral and ethical values, and respect for self and others.  
To provide a safe, healthy environment and a positive, enthusiastic atmosphere;  
To promote community involvement and responsible citizenship in a diverse and changing world;  
To encourage life-long learning.  
All stakeholders, including students, parents, employees, community members, school board members, and other governmental bodies, should be accountable to the Mission Statement.

**2. Please provide the executive summary of the instructional technology plan, including vision and goals.**

The primary mission for Newfield Schools' Technology Plan is to ensure high quality learning technologies are available in every classroom and are widely used in each of our schools to support the engagement of students, teachers, administrators, parents, and the community in helping all students to achieve high standards. Toward this end, this technology plan will focus on two overriding goals:  
Educational technology applications will deepen student engagement and improve student achievement by enabling them to responsibly access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Reliable and effective use of learning technologies will allow students to become more self-directed, self-motivated, and lifelong learners.  
Teachers will increasingly be facilitators of student learning through sensible, proficient use of learning technologies. All teachers will receive flexible, multidimensional, and ongoing professional development on integrating technology into curricula and instruction. Teachers will incorporate high quality information resources into their teaching strategies to address multiple learning styles, to motivate and engage students, and to support student exploration and growth.  
We intend to upgrade and enhance our technology infrastructure including wireless capabilities and provide the necessary classroom technologies and devices in order to fully support our mission.

- 3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.**

Newfield CSD assembled a committee comprised of multiple stakeholders to collect data, evaluate current and future technology needs, and develop a comprehensive technology plan for our district. Our committee consists of the following members:

- Dr. Cheryl Thomas - Superintendent of Schools
- Mark Jasinski – Director of Curriculum and Instruction
- Paul Leonardi – Director of Technology
- Cathy Griggs – Building Administrator (Middle School)
- Cara Putman – High School Library Media Specialist
- Courtney Wilcox – High School Art Teacher
- Elizabeth Atkins – High School ELA Teacher
- Phil Linde – Elementary School Teacher
- Sunny Miller – Elementary School Music Teacher
- Tracy Wall – Pre-K Teacher

Our committee meets regularly throughout the school year to discuss all issues related to our district technology. It is our responsibility to develop our district technology plan, evaluate the outcomes and develop modifications as our technology needs evolve. We have held a number of meetings to discuss and plan for our online technology plan. Below is a table of dates and objectives:

<b>Date of meeting</b>	<b>Attendees</b>	<b>Objectives</b>	<b>Outcomes</b>
12/19/14	Director of Curriculum and Instruction, Director of Technology	Discussion of instructional technology needs as related to the Smart Schools Bond Act (SSBA)	The 2 major areas of need identified: 1. Instructional classroom technology 2. Infrastructure upgrade and expansion
1/6/15	Technology Committee	Discuss technology needs as related to SSBA	Discussed both identified areas of need above.
4/15/15	Technology Committee	Discuss online technology plan and completion schedule	Discussed our first look at the online plan and decided to try to have our plan submitted as early as possible.
4/29/15	Technology Committee	Discussion of district technology needs in 2 specific areas .Infrastructure, e.g. servers, storage, wireless and network.	Instructional needs: 2 Interactive whiteboards, Apple TV, laptops, iPads and tablets, access to cloud solutions

			<p>And, Instruction, e.g. Interactive whiteboards, mobile devices, software, professional development, etc. Distribute documentation. Discussion of online form, guidance documentation, collection of information and tentative completion schedule.</p>	<p>(GAFE, O365), expanded use of LMS, staffing and professional development. Infrastructure needs: Upgraded storage and Virtual servers. Refreshed network closets. 10G connection between buildings. Expanded wireless network.</p>
5/12/15	Technology Committee		<p>DOT updated committee with information from NYSED and CNYRIC. Setup online Google workspace. Discussion of the documentation. Decide on a tentative completion schedule.</p>	<p>Created online working space including all of the documentation.</p>
5/27/15	Technology Committee		<p>Evaluate and modify sections of plan that have been completed by committee members. Assign unfinished sections to members. Chose deadline for final submission (pending</p>	<p>Completed some sections of online plan. Decided on a final submission date goal of 6/26/15.</p>

6/19/15	Technology Committee	CNYRIC review approval) to NYSED, 6/26/15	Evaluate and approve Initial draft posted for completed first draft. committee review. Submit to CNYRIC Sent to RIC for official review. for review.
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**4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.**

Access Points (Checked)  
Device Gap (Checked)  
Network (Checked)  
Professional Development (Checked)  
Staffing (Checked)

**4a. Please specify if "Other" was selected in question four.**

(No Response)

**5. Based upon your answer to question four, what are the top three challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A.**

Lack of funding  
Limited budget  
High cost of infrastructure upgrade and maintenance. e.g. servers, storage, wireless, bandwidth.  
High cost of purchasing classroom technology. e.g. Interactive whiteboards, mobile devices, LMS, online resources.

**C. Technology and Infrastructure Inventory**

1. **What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits). \***

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	100 Mb	1 Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1 Gb	1 Gb
Bandwidth: Connections WITHIN school buildings (LAN)	100 Mb	100 Mb

2. **What is the total contracted Internet access bandwidth for your district? Please express speed in Mb (Megabits) or Gb (Gigabits).**

100 Mb

3. **What is the name of the agency or vendor that your district purchases its primary Internet access bandwidth service from?**

CNY Regional Information Center

4. **Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.**

	Available/In Use
802.11a	Available (Checked)
802.11b	Available (Checked)
802.11g	Available (Checked)
802.11n	Available (Checked) In Use (Checked)
802.11ac	(No Response)
802.11ad	(No Response)
802.11af	(No Response)

5. **Do you have wireless access points in use in the district?**

Yes

5a. **What percentage of your district's instructional space has wireless coverage?**

100

6. **Does the district use a wireless controller?**

No

7. **What is the port speed of the switches that are less than five years old in use in the district?**

100 Mb

8. **How many computing devices less than five years old are in use in the district?**

	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	265	265
Laptops/Virtual Machine (VM)	108	104
Chromebooks	3	3
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	23	23
Tablets nine (9) inches or greater without access to an external keyboard	54	54
<b>Totals:</b>	453.0	449.0

9. **Of the total number of students with disabilities in your district, what percentage of these students are provided with assistive technology as documented on their Individualized Education Programs (IEPs)?**

34

10. **From your technology needs assessment, please describe any additional assistance or resources that, if provided, would enhance the district's ability to provide improved access to technologies, including assistive technologies, for students with disabilities.**

To enhance the district's ability to improve access to technology would require funding for the following initiatives:  
 Funding for an assistive technology needs assessment which would identify how technology could be utilized to assist students with disabilities to become more independent and successful within the classroom and educational setting.  
 Funding to provide assistive technology for our students. Currently, items such as iPads, word processors are very limited. Students do not have easy access to these devices.  
 Funding for professional development to inform and train teachers on what assistive technology and/or software is available. Teachers need to know what is available and how it can be utilized within the co-taught classroom to meet the needs of students so they can be successful within the classroom.

11. **How many peripheral devices less than five years old are in use in the district?**

	Number of devices in use that are less than five years old
Document Cameras	3
Flat Panel Displays	168
Interactive Projectors	0
Interactive Whiteboards	13
Multi-function Printers	19
Projectors	36
Scanners	2
Other Peripherals	10
<b>Totals:</b>	251.0



12. **If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.**

Chromecast	2
Apple TV	6
Digital video camera	2

13. **Does your district have an asset inventory tagging system for district-owned equipment?**

Yes

14. **Does the district allow students to Bring Your Own Device (BYOD)?**

Yes

14a. **On an average school day, approximately how many student devices access the district's network?**

100

15. **Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?**

Not Applicable

**D. Software and IT Support**

**1. What are the operating systems in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	Yes
Other	No

**2. Please provide the name of the operating system if the response to question one included "Other."**

(No Response)

**3. What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	No
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

**4. Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

**5. Please provide the name of the learning management system (LMS) most commonly used in the district.**

Blackboard

**6. Please provide the names of the five most commonly used software programs that support classroom instruction in the district.**

PebbleGo  
 Edmodo  
 Microsoft Office  
 AIMSweb  
 Turnitin

**7. Please provide the names of the five most frequently used research databases if applicable.**

World Book Online  
 PebbleGo Animals  
 Grolier Online  
 NOVEL Gale  
 Teen Health & Wellness

**8. Does the district have a Parent Portal?**

Yes

**8a. Check all that apply to your Parent Portal if the response to question eight is "Yes."**

Attendance (Checked)  
 Homework (Checked)  
 Student Schedules (Checked)  
 Grade Reporting (Checked)

**8b. If 'other' was selected in question eight (a), please specify the other feature(s).**

N/A

**9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?**

Learning Management System (Checked)  
 Emergency Broadcast System (Checked)  
 Website (Checked)  
 Facebook (Checked)  
 Twitter (Checked)

**9a. Please specify if the response to question nine was "Other".**

(No Response)

**10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.**

Title	Number of Current FTEs
Director of Technology	1.00
LAN Technician	1.00
Network Specialist	0.30
Tech Integration Spec	0.40
	<b>2.7</b>

**E. Curriculum and Instruction**

**1. What are the district's plans to use digital connectivity and technology to improve teaching and learning?**

The district plans to use technology to engage this generation's digital learners and prepare them for careers in a digital world. Educational technology applications will deepen student engagement and improve student achievement by enabling them to responsibly access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Reliable and effective use of learning technologies will allow students to become more self-directed, self-motivated and lifelong learners. The District has implemented a "Bring Your Own Device" policy that allows students and staff to use technology for educational purposes including research, word processing, presentations, student assessment, class and homework assignments, and communication. Additional mobile devices will be purchased to enhance instruction and student learning. Teachers will increasingly be facilitators of student learning through sensible, proficient use of learning technologies. All teachers will receive flexible, multidimensional, and ongoing professional development on integrating technology into curricula and instruction. Teachers will incorporate high quality information resources into their teaching strategies to address multiple learning styles, to motivate and engage students and to support student exploration and growth.

**2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?**

Yes

**2a. If "Yes", please specify.**

Audio assist systems are installed in the elementary school classrooms. iPads are available to students for extra practice. Chrome extensions are available to support students with learning differences. Individual student devices help teachers differentiate instruction.  
Digital texts and ebooks are available through our libraries.  
NEO AlphaSmart devices have been provided.  
Alternative and Augmentative Communication applications, like Proloquo2go, have been provided for home use.

**3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?**

Yes

**3a. If "Yes", please provide detail.**

Google Extensions that can be used through Chrome web browser that support students with learning differences:  
Google Read and Write (converts text to speech on web pages opened in Chrome. Has a highlighting option, which will segregate student highlights into a separate document. Dictionary (including pictures), research option, thesaurus, and other language options that support students with learning differences also embedded in this extension).  
Evernote Clearly (converts "busy" web pages to clear and succinct list form for students with ADD and ADHD)  
Google Dictionary  
Google Convert Text to Speech (aids students with speech-language learning differences, reading, and hearing impairments)  
Ad Block (removes ads from web pages and youtube)  
Tab Scissors (splits a adjacent screens in Chrome browser aiding students who multitask well and allows for an instructional video and work assignment to be open on the same screen at the same time)  
Software and/or devices have been provided to students with assistive technology needs:  
Visual software, like Brainware Safari, have been provided to students.  
Proloquo2 has been provided for a home bound child.

**F. Professional Development**

1. **Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

Needs Analysis

Teachers and Administrators will examine the data from NYS Assessments, Regents Exams, and local measures to identify gaps in learning or deficiencies in teaching. In addition, teachers and administrators will be asked to engage in self-reflection in order to determine professional development needs.

How Professional Development Activities Are Provided

Professional Development opportunities

will be provided on Superintendent's Conference Days, faculty meetings, Professional Learning Communities, in-house workshops, and/or out-of-district workshops as approved by the Superintendent.

Expectations for Participation

These opportunities are available to all teachers, including those required to complete 175 hours of professional development every five years as prescribed in Commissioner's Regulations 100.2 Part 80. Every teacher is expected to complete minimum of 18 hours of professional development which are made available by the District each year. All teachers may also receive credit for approved professional development outside the District. Initial and Professional Certificate holders are also expected to take advantage of some or all of the additional hours provided by the District through Professional Learning Communities, after-school workshops, etc as well as approved out-of-district workshops.

Alignment with NYS Standards, Assessments and Student Needs

Professional Development opportunities to learn about and align curriculum with the Common Core Standards will be provided. Aligning the curriculum with the Common Core Standards will also involve vertical alignment as well as horizontal alignment. Teachers will be encouraged to work across grade levels in each subject area to make sure there are no gaps in student learning. Teachers will also be expected to work within grade level teams, and encouraged to work within departments, to make sure instruction is consistent and comparable from class to class.

Other approved topics may include:

Using technology to improve instruction

The prevention of bullying

Parent involvement

Teaching with the challenges of poverty in mind

Best practices

Classroom management

Analyzing student data and student work to determine needed changes in the delivery of instruction

Participating in reviews of class performance data over time to make decisions about one's own professional development, based on student outcomes

Participating in courses and other learning opportunities delivered from many providers, such as institutions of higher education, teacher centers, BOCES, school districts and independent professional development service providers.

Coursework linked to improvement of instructional technique or content knowledge, which may or may not be in pursuit of a teaching or advanced teaching degree.

Completing coursework for more advanced certification or certificates in additional areas or in accordance with teaching assignment requirement for extension to certification.

Engaging in research projects (includes online research)

Curriculum planning and development (this does

not

include writing lesson plans)

Participation in study (collegial) circles such as "Critical Friends" activities or Professional Learning Communities, structured guided reflection activities focused on student learning

Delivering professional development (e.g. conducting workshops, job-embedded modeling and coaching, providing pre-service teacher preparation courses)

Pursuing National Board certification or re-certification (either as candidate or provider of support

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Developing and presenting a major paper

Publishing in educational journals

2. **Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is**

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## Instructional Technology Plan - Annually - 2015

Professional Development

Status Date: 06/29/2015 02:31 PM

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**technology integration training and support for teachers.**

Title	Number of Current FTEs
Director of Technology	1.00
LAN Technician	1.00
Tech Integration Spec	0.40
	<b>2.4</b>

# NEWFIELD CSD

## Instructional Technology Plan - Annually - 2015

Technology Investment Plan

Status Date: 06/29/2015 02:31 PM

### G. Technology Investment Plan

1. Please list the top five planned technology investments in priority order over the next three years.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Servers	250,000	One Time	SSBA, District Budget
2	Wi-Fi	200,000	One Time	SSBA, District Budget
3	Network Cabling	250,000	One Time	SSBA, District Budget
4	Laptops	75,000	Annual	SSBA
5	Professional Development	50,000	Annual	District Budget
<b>Totals:</b>		825000.0		

2. If "Other" was selected in question one, please specify.

(No Response)

**H. Status of Technology Initiatives and Community Connectivity**

- 1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.**

Changes in Staffing (Checked)  
Changes in Funding (Checked)  
Technology Plan Implementation (Checked)  
Developments in Technology (Checked)

- 1a. Please specify if response to question one was other.**

(No Response)

- 2. In this section, please describe how the district plans to increase student and teacher access to technology, in school, at home, and in the community.**

More computers, laptops, and iPads will be purchased as funding allows. Most of these are on a rolling cart to provide access to as many classrooms as possible throughout the year. Mobile devices are available for teachers to sign out for use at home. Additional wireless access will be installed to make sure the increased number of devices are able to access the internet throughout the day. Broadband will be increased to handle increased multi-media needs.

- 3. Please check all locations where Wi-Fi service is available to students within the school district geographical boundaries.**

School (Checked)  
Home (Checked)  
Community (Checked)

- 3a. Please identify categories of available Wi-Fi locations within the community.**

Wi-Fi is available at the Public Library.



**I. Instructional Technology Plan Implementation**

1. **Please provide the timeline and major milestones for the implementation of the instructional technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

Technology upgrades and enhancements:

Year	Actions	Outcomes
2015	Upgrade File Storage Server and Maintenance	Replace end-of-life server and upgrade file storage capacity
	Upgrade Backup Server and Maintenance	Replace backup system with one designed for virtual server environments
	Network closets refresh	Replace old switches and upgrade all switching to accommodate additional WiFi AP's
	Add WiFi Access Points and licensing	Support additional wireless access to the Internet
	Add additional laptops and tablets	Increase student access to technology
	Add interactive whiteboards	Provide technology that engages students and encourages active participation
	Re-evaluate implementation plan for 2016	Observe and evaluate 2015 implementation plan and make necessary modifications for 2016
2016	Network closets refresh	Replace old switches and upgrade all switching to accommodate additional WiFi AP's
	Add WiFi Access Points and licensing	Support additional wireless access to the Internet
	Add additional laptops and tablets	Increase student access to technology
	Add interactive whiteboards	Provide technology that engages students and encourages active
	Re-evaluate implementation plan for 2017	

2017	<p>Network closets refresh                  Add WiFi Access Points and licensing                  Add additional laptops and tablets                  Add interactive whiteboards                  Re-evaluate implementation plan for 2018</p>	<p>participation                  Observe and evaluate 2016 implementation plan and make necessary modifications for 2017</p> <p>Replace old switches and upgrade all switching to accommodate additional WiFi AP's                  Support additional wireless access to the Internet                  Increase student access to technology                  Provide technology that engages students and encourages active participation                  Observe and evaluate 2017 implementation plan and make necessary modifications for 2018</p>
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Our Professional Development calendar will be reviewed and modified each year. Our 2015 calendar:

Month	Presentation or Workshop	Self Study or Online	Integration Specialist Training
September	Technology Basics Apple Training (iPads and MacBooks) Office365 Google (GAPE)	Cloud Computing	Using Technology for Assessment Best Instructional Technologies (web)
October	Office365	Flipping the Classroom Learning	Best Apps (Android an Apple)

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**Instructional Technology Plan - Annually - 2015**

Instructional Technology Plan Implementation

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November	GAFE	Management Systems Any previous workshop or self study	Using Technology for Assessment
December	Best Instructional Technologies (web)	Any previous workshop or self study Interactive Whiteboard Training	Learning Management Systems
January	Best Instructional Technologies (web)	Any previous workshop or self study Video Editing	Flipping the Classroom
February	Technology Basics II	Best Apps (Android and Apple) Apple (MacBook and iPad)	Best Apps (Android and Apple) Apple (MacBook and iPad)
March	Cloud Computing	iTunes University	Apple GAFE Office365
April	Apple GAFE Office365	Using Technology for Assessment Any previous workshop or self study	Using an LMS to flip your classroom
May	Learning Management Systems Where can I find PD offerings for the summer?	Finding Apps that work for you	Best Instructional Technologies (web)
June	Technology Basics	Any previous	Using Technology for

III	workshop or self study	Where can I find PD offerings for the summer?	Assessment
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**J. Monitoring and Evaluation**

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, the effectiveness of the implementation of the district's instructional technology plan to improve teaching and learning.**

The Newfield CSD Technology Committee is committed to providing a plan that reflects the state of our current technology implementation and makes fiscally informed recommendations for our future purchases and deployments.

The Newfield CSD Technology Committee meets multiple times throughout the year and has the responsibility of monitoring, evaluating and, if necessary, making mid-course corrections to the Technology Plan. The committee will semi-annually recommend adjustments in planning, implementation and professional development. It will also annually conduct a survey of faculty and staff to assess the effectiveness of the plan and identify areas that need modification or improvements.

- Please fill in all information for the policies listed below.**

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	<a href="http://www.newfieldschools.org/tfiles/folder46/Instruction%20-%20Section%204000.pdf">http://www.newfieldschools.org/tfiles/folder46/Instruction%20-%20Section%204000.pdf</a>	2001
Internet Safety/Cyberbullying	06/01/2012	<a href="http://www.newfieldschools.org/tfiles/folder46/Instruction%20-%20Section%204000.pdf">http://www.newfieldschools.org/tfiles/folder46/Instruction%20-%20Section%204000.pdf</a>	2012
Parents' Bill of Rights for Data Privacy and Security	(No Response)	<a href="http://www.newfieldschools.org/districtpage.cfm?pageid=64">http://www.newfieldschools.org/districtpage.cfm?pageid=64</a>	2014

- Does the district have written procedures in place regarding cybersecurity?**

No

**K. Survey Feedback**

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

**1. Was the survey clear and easy to use**

No

**1a. If response was "No", please explain.**

The survey was fairly clear, but it was difficult to use because I could not easily edit the information. The details are below in question 5.

**2. Was the guidance document helpful?**

Yes

**2a. If "No", please explain.**

(No Response)

**3. What question(s) would you like to add to the survey? Why?**

What technology inventory items in our district are older than 5 years. It would give an evaluator a better understanding of what the effective cost of a replacement cycle actually is. Knowing what's less than 5 years old gives little information. I'd like to see multiple options under the Technology Investment Plan, q. 1. We purchase upgrades to technology which tend to be one-time purchases, but we spend significant fees for maintenance and software licensing for those devices which are required annually. The question does not give a realistic snapshot of the expense.

**4. What question(s) would you omit from the survey? Why?**

Section D, question 6. The list is expansive. The data is difficult to collect. It differs widely at each grade level. Mostly, I can't imagine how this won't change monthly. I don't believe the data is useful for any kind of long range planning.

**5. Other comments.**

When printing the survey, all of the table formatting is invisible and makes the tables difficult or impossible to read. Functionality of editing the document was very buggy. It increased the amount of time to edit the survey immeasurably. I could not insert text at the cursor. It always pasted the text to the top of the entry field and would not allow me to move it. Pasting data into table cells was hit or miss. Sometimes it worked other times it would insert the data in other fields. I could not make the cell borders visible. Tables are difficult to read. Pasting tables in from Word or Excel did not seem to work. Cell data would be rearranged and would take longer to edit than if I just created the table within the survey. It took much longer to edit than necessary because of the editing difficulties.



**Appendices**

1. **Upload additional documentation to support your submission**

(No Response)