



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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Office of P-12 Education
Room 2M EB (518) 474-3862

June 19, 2015

TO: District Superintendents
Superintendents of Public Schools

FROM: Charles A. Szuberla, Jr. *Charles A. Szuberla Jr.*

SUBJECT: Smart Schools Investment Plan Overview

Attached is an overview of the elements required in your Smart Schools Investment Plan (SSIP). These represent the questions that you will be asked in the plan. We hope that this will help you prepare the necessary information to submit your plan online. The SSIP online application will lead applicants through a series of eight modules linked to the allowable spending categories. All applicants will complete the first section, where they will attest to having fulfilled the requirements for public notification and engagement, etc. Next, districts will be required to complete any of the modules where they plan to make expenditures. Districts are permitted to submit an application that does not budget their entire Smart Schools allocation. You can wait to amend the SSIP at a later date to use those funds.

The budget module will be populated automatically by the data entered in the previous modules. Applicants will be asked to confirm that the data as populated is correct and then submit the application which will notify the Department that your application is ready for our review.

As noted in the guidance, the SSIP application will be accessed through the State Education Department Monitoring application that many of you used as part of your Race to the Top projects. At present that system is undergoing modifications that will permit us to roll the SSIP budget data submitted into a payment tracking system that will support the project as payments begin to flow. We are working hard to bring the new system online, and anticipate being able to do within several months.

There are several things to note as you review the attached document:

- 1) You will see language about a waiver from the data transmission speed requirement. This option was made available for those few districts with potential difficulties meeting the speed standard. Information about the criteria for the waiver will be posted at the Smart Schools website: http://www.p12.nysed.gov/mgtserv/smart_schools/

- 2) You will see questions where there is a (+yes) in the text. That is to indicate that in the actual web application the following question will only appear if the answer to that question is yes.
- 3) Many of the responses are limited to 500 characters or less, and many will encourage you to cite the District Instructional Technology Plan you will have submitted. Our intent is to ensure that Smart Schools Bond Act funds are spent in a manner closely linked to the Tech Plan (at least when technology is to be purchased, not in the case of the addition of prekindergarten classroom space, the replacement of transportable units and security spending). This will have the secondary benefit of streamlining the review of your SSIP.
- 4) This application information will be posted on the Smart Schools website linked above for the reference of your staff and community. Additional information about the program will be posted as well, including information about a planned webinar to discuss program details, the SSIP itself and other matters of interest in the Smart Schools program.

Please direct any questions about the plan to the program email address at: Smartschools@nysed.gov or you can call the Office of Educational Management Services at 518-474-6541.

Smart Schools Investment Plan

SMART SCHOOLS INVESTMENT PLAN OVERVIEW

This section is required to be completed prior to submitting any additional sections.

1. All New York State public school districts are required to complete and submit a District Instructional Technology Plan survey to the New York State Education Department in compliance with Section 753 of the Education Law and per Part 100.12 of the Commissioner's Regulations. Districts that include investments in high-speed broadband or wireless connectivity and/or learning technology equipment or facilities as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department.
 - By checking this box, you certify that the school district has an approved District Instructional Technology Plan survey on file with the New York State Education Department.
2. Pursuant to the requirements of the Smart Schools Bond Act, the planning process for a district's Smart Schools Investment Plan must include consultation with parents, teachers, students, community members, any nonpublic schools located in the district and other stakeholders.*

By checking the boxes below, you certify that you have engaged with those required stakeholders.* *Each box must be checked prior to submitting your Smart Schools Investment Plan.*

- Parents
 - Teachers
 - Students
 - Community members
 - Nonpublic schools within the district, if applicable.
3. Certify that the following required steps have taken place by checking the boxes below*: *Each box must be checked prior to submitting your Smart Schools Investment Plan.*
 - The district developed and the school board approved a preliminary Smart Schools Investment Plan.
 - The preliminary plan was posted on the district website for at least 30 days. The district included an address to which any written comments on the plan should be sent.
 - The school board conducted a public hearing that enabled stakeholders to respond to the preliminary plan. This hearing may have occurred as part of a normal Board meeting, but adequate notice of the event was provided through local media and the district website for at least two weeks prior to the meeting.
 - The district prepared a final plan for school board approval and such plan has been approved by the school board.

Smart Schools Investment Plan

- The final proposed plan that has been submitted has been posted on the district website.
- 4. Upload the final plan that was posted on the district's website.
- 5. Enter the budget sub-allocations by category that you are submitting for approval at this time. If the value entered is \$0, you will not be required to complete that survey section.

Budget Category	Sub-allocation
School Connectivity	<input style="width: 100%; height: 20px;" type="text"/>
Classroom Technology	<input style="width: 100%; height: 20px;" type="text"/>
Connectivity Projects for Communities	<input style="width: 100%; height: 20px;" type="text"/>
Classroom Technology	<input style="width: 100%; height: 20px;" type="text"/>
Pre-Kindergarten Classrooms	<input style="width: 100%; height: 20px;" type="text"/>
Replacement of Classroom Trailers	<input style="width: 100%; height: 20px;" type="text"/>
High-Tech Security Features	<input style="width: 100%; height: 20px;" type="text"/>
Unallocated Funds	<input style="width: 100%; height: 20px;" type="text"/>

SCHOOL CONNECTIVITY (BROADBAND AND WIRELESS)

A district must complete this section if its final plan includes proposed investments in this category or in the Learning Technology category.

1. Briefly describe how you intend to use Smart Schools Bond Act funds for high-speed broadband and/or wireless connectivity projects in school buildings.
2. Briefly describe the linkage between the district’s District Instructional Technology Plan and the proposed projects. (There should be a link between your response to this question and your response to Question 1 in Part E. *Curriculum and Instruction* “What are the district's plans to use digital connectivity and technology to improve teaching and learning?")

To ensure that districts maximize the return on their investment in education technology and devices, Smart Schools Bond Act funds used for technology infrastructure investments must increase the number of school buildings that meet or exceed the Federal Communications Commission minimum speed standard of 100 Mbps per 1,000 students.

Smart Schools Investment Plan

3. Please describe how you will use SSBA funds to meet this standard. *Note: If a district believes that it will be impossible to meet this standard within 12 months, it should describe how it meets the criteria for a waiver as described on the Smart Schools website.*

4. If the district wishes to have students and staff access the internet from wireless devices within the school building, or in close proximity to it, it must first ensure that it has a robust Wi-Fi network in place that has sufficient bandwidth to meet user demand.

Please describe how you have quantified this demand and how you plan to meet this demand.

- 5a. As indicated in the Guidance on page five, the Office of Facilities Planning will have to conduct a preliminary review of all capital projects, including connectivity projects. Please indicate the project number(s) given to you by the Office of Facilities Planning.

Insert Project Number here: _____

Was your project deemed eligible for streamlined review? (+ streamlined).

- Yes
- No

- 5b. Districts with streamlined projects must certify that they have reviewed all installations with their licensed architect or engineer of record, and provide that person's name and license number. The licensed professional must review the products and proposed method of installation prior to implementation and review the work during and after completion in order to affirm that the work was code-compliant, if requested. (+streamlined)

- By checking this box, you certify that you, or your designee, have reviewed all installations with a licensed architect or engineer of record.

- 5c. Include the name and license number of the architect. (+ streamlined).

Connectivity Projects for Schools	
Network/Access Costs	\$0
Outside Plant Costs	\$0
School Internal Connections and Components	\$0
Professional Services	\$0
Testing	\$0
Other Upfront Costs	\$0
Other Costs	\$0
Subtotal	\$0

Smart Schools Investment Plan

COMMUNITY CONNECTIVITY (BROADBAND AND WIRELESS)

A district must only complete this section if its final plan includes proposed investments in this category.

1. Briefly describe how you intend to use Smart Schools Bond Act funds for high-speed broadband and/or wireless connectivity projects in the community.
2. Please describe how the proposed project(s) will promote student achievement and increase student and/or staff access to the internet in a manner that enhances student learning and/or instruction outside of the school day and/or school building.
3. Community connectivity projects must comply with all the necessary local building codes and regulations (building and related permits are not required prior to plan submission).
 - By checking this box, you certify that you have complied or will comply with all necessary local building codes and regulations.
4. Please describe the physical location of the proposed investment.
5. Please provide the initial list of partners participating in the Community Connectivity Broadband Project.
6. Please indicate below if any additional funding sources will be utilized to subsidize the cost of the Community Connectivity Project and any anticipated requested funding amounts (if applicable).

Connectivity Projects for Communities	
Network/Access Costs	\$0
Outside Plant Costs	\$0
Tower Costs	\$0
Customer Premises Equipment	\$0
Professional Services	\$0
Testing	\$0
Other Upfront Costs	\$0
Other Costs	\$0
Subtotal	\$0

Smart Schools Investment Plan

CLASSROOM LEARNING TECHNOLOGY (EQUIPMENT OR DEVICES)

A district must only complete this section if its final plan includes proposed investments in this category.

1. As a prerequisite to any purchase of devices using a Smart Schools allocation, a district must first demonstrate that it has, or will achieve the established minimum speed standard of 100 Mbps per 1,000 students at all of its instructional school buildings within 12 months of plan submission.
2. Please describe how your district already meets or is planning to meet this standard within 12 months of plan submission. *Note: If a district believes that it will be impossible to meet this standard within 12 months, it should describe how it meets the criteria for a waiver as described on the Smart Schools website.*
3. Describe the devices you intend to purchase and their compatibility with existing or planned platforms or systems.
4. Describe how the proposed technology purchases will:
 - + enhance differentiated instruction;
 - + expand student learning inside and outside of the classroom;
 - + benefit students with disabilities and English language learners; and
 - + contribute to the reduction of other learning gaps that have been identified within the district.

The expectation is that districts will place a priority on addressing the needs of students who struggle to succeed in a rigorous curriculum. Responses in this section should specifically address this concern and align with the district's Instructional Technology Plan (in particular Question 2 of E. Curriculum and Instruction: "Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?" and Question 3 of the same section: "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?")

5. Where appropriate, briefly describe how the proposed technology purchases will enhance ongoing communication with parents and other stakeholders, and help the district facilitate technology-based regional partnerships, including distance learning, and other efforts.
6. Describe the district's plan to provide professional development to ensure that administrators, teachers and staff can employ the technology purchased to enhance instruction successfully

Smart Schools Investment Plan

Note: This response should be aligned and expanded upon in accordance with your district's response to Question 1 of F. Professional Development: "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." of your Instructional Technology Plan.

7. Districts must contact the SUNY/CUNY teacher preparation program that supplies the largest number of the district's new teachers to request advice on innovative uses and best practices at the intersection of pedagogy and educational technology.

By checking this box, you certify that you have contacted the SUNY teacher preparation program that supplies the largest number of your new teachers to request advice on these issues.

8. The Smart Schools Bond Act provides that any district hardware purchases made using Smart Schools funds shall be lent, upon request, to nonpublic schools in the district. However, no school district shall be required to loan technology in amounts greater than the total obtained and spent on technology pursuant to the Smart Schools Bond Act and the value of such loan may not exceed the total of \$250 multiplied by the nonpublic school enrollment in the base year at the time of enactment. Accordingly, a district Smart Schools Investment Plan that proposes the purchase of technology devices and other hardware must account for nonpublic schools in the district.

Are there nonpublic schools within your school district?*

- Yes+
 No

- 8a. All students attending nonpublic schools in your District are eligible to receive loans of classroom technology equal on a per pupil basis to the per pupil amounts spent on classroom technology for public school students (up to \$250/pupil) http://www.p12.nysed.gov/mgtserv/smart_schools/docs/Smart_Schools_Bond_Act_Guidance_04.27.15_Final.pdf. Describe your plan to loan purchased hardware to nonpublic schools within your district. (+ yes) The plan should use your district's budget for classroom devices to calculate the nonpublic student loan amount, within the framework of the guidance.

- 8b. A final Smart Schools Investment Plan cannot be approved until school authorities have adopted regulations specifying the date by which requests from nonpublic schools for the purchase and loan of Smart Schools Bond Act classroom technology must be received by the district. (+yes)

By checking this box, you certify that you have a plan in place that has been made public and have adopted regulations specifying the date by which requests for the

Smart Schools Investment Plan

purchase and loan of Smart Schools Bond Act classroom technology must be received.

9. To ensure the sustainability of technology purchases made with Smart Schools funds, districts must demonstrate a long-term plan to maintain and replace technology purchases supported by Smart Schools Bond Act funds. This sustainability plan shall demonstrate a district's capacity to support recurring costs of use that are ineligible for Smart Schools Bond Act funding such as device maintenance, technical support, internet and wireless fees, maintenance of hotspots, staff professional development, building maintenance, and the replacement of incidental items. Further, such a sustainability plan shall include a long-term plan for the replacement of purchased devices and equipment at the end of their useful life with other funding sources.

- By checking this box, you certify that the district has a sustainability plan as described above.

10. Districts must ensure that devices purchased with Smart Schools funds will be distributed, prepared for use, maintained, and supported appropriately. Districts must maintain detailed device inventories in accordance with generally accepted accounting principles.

- By checking this box, you certify that the district has a distribution and inventory management plan and system in place.

Classroom Technology	
Interactive whiteboards	\$0
Computer servers	\$0
Desktop computers	\$0
Laptop computers	\$0
Tablet computers	\$0
Other Costs	\$0
Subtotal	\$0

Smart Schools Investment Plan

PRE-KINDERGARTEN PROGRAMS

A district must only complete this section if its final plan includes proposed investments in this category.

1. Provide information regarding how and where the district is currently serving pre-kindergarten students and justify the need for additional space with enrollment projections over 3 years.

2. Describe the district’s plan to construct, enhance or modernize education facilities to accommodate pre-kindergarten programs. Such plans must include:
 - Specific descriptions of what the district intends to do to each space;
 - An affirmation that pre-kindergarten classrooms will contain a minimum of 900 square feet per classroom;
 - The number of classrooms involved;
 - The approximate construction costs per classroom; and
 - Confirmation that the space is district-owned or has a long-term lease that exceeds the probable useful life of the improvements.

3. Smart Schools Bond Act funds may only be used for capital construction costs. Describe the type and amount of additional funds that will be required to support ineligible ongoing costs (e.g. instruction, supplies) associated with any additional pre-kindergarten classrooms that the district plans to add.

4. All plans and specifications for the erection, repair, enlargement or remodeling of school buildings in any public school district in the State must be reviewed and approved by the Commissioner. Districts that plan capital projects using their Smart Schools Bond Act funds will undergo a Preliminary Review Process by the Office of Facilities Planning.

Please indicate the project number(s) given to you by the Office of Facilities Planning.

Pre-Kindergarten Classrooms	
Construct Pre-K Classrooms	\$0
Enhance/Modernize educational facilities	\$0
Other Costs	\$0
Subtotal	\$0

Smart Schools Investment Plan

REPLACEMENT OF CLASSROOM TRAILERS

A district must only complete this section if its final plan includes proposed investments in this category.

1. Describe the district's plan to construct, enhance or modernize education facilities to provide high-quality instructional space to replace classroom trailers.
2. All plans and specifications for the erection, repair, enlargement or remodeling of school buildings in any public school district in the State must be reviewed and approved by the Commissioner. Districts that plan capital projects using their Smart Schools Bond Act funds will undergo a Preliminary Review Process by the Office of Facilities Planning.

Please indicate the project number(s) given to you by the Office of Facilities Planning.*

3. For large projects that seek to blend Smart Schools Bond Act dollars with other funds, please note that Smart Schools Bond Act funds can be allocated on a pro rata basis depending on the number of new classrooms built that directly replace transportable classroom units.

If a district seeks to blend Smart Schools Bond Act dollars with other funds describe below what other funds are being used and what portion of the money will be Smart Schools Bond Act funds.

Replacement of Classroom Trailers	
Construct new instructional space	\$0
Enhance or modernize existing instructional space	\$0
Other Costs	\$0
Subtotal	\$0

Smart Schools Investment Plan

INSTALLATION OF HIGH-TECH SECURITY FEATURES

A district must only complete this section if its final plan includes proposed investments in this category.

1. Describe how you intend to use Smart Schools Bond Act funds to install high-tech security features in school buildings and on school campuses.

2a. As indicated in the guidance, the Office of Facilities Planning will have to conduct a preliminary review of capital projects. Please indicate the project number(s) given to you by the Office of Facilities Planning. Was your project deemed eligible for streamlined review? Insert Project Number here: _____

- Yes
- No

2b. Districts with streamlined projects must certify that they have reviewed all installations with their licensed architect or engineer of record, and provide that person's name and license number. The licensed professional must review the products and proposed method of installation prior to implementation and review the work during and after completion in order to affirm that the work was code-compliant, if requested. (+streamlined)

- By checking this box, you certify that the district has reviewed all installations with a licensed architect or engineer of record.

2c. Include the name and license number of the architect. (+ streamlined)

High-Tech Security Features	
Capital-Intensive Security Project (Standard Review)	\$0
Main Entrance Electronic Security System (Streamlined Review)	\$0
Main Entrance Entry Control System (Streamlined Review)	\$0
Approved Door Hardening Project (Streamlined Review)	\$0
Other Costs	\$0
Subtotal	\$0