**Brewster Central School District**

**Technology Planning Meeting #1**

***July 14, 2014 – 9am – 1pm***

www.sun-associates.com/projs/brewster

I. Introduction

* Who’s here
* Expectations/Purpose of This Meeting and Process

II. Strategic Technology Plan Format

* Review a Standard Format (handout)
* Key Components
  + Vision
  + Goals
  + Action Plans
* Additional Pieces
  + Current Status
  + Technology Staffing (Current and Desired)
  + Infrastructure (Current and Desired)
  + Evaluation Plan
* Responsibilities (handout)

III. Vision

* Samples (handout)
* Crafting Brewster’s Vision

IV. Goals

* Domains
* Developing Goals from Recommendations (handout)
* Group Work/Sharing to Develop Goal Statements

(working lunch)

V. Action Plans

* Examples (handout)
* Group Work to Develop Action Plans

VI. Next Steps

* Assignments for Staffing and Infrastructure Sections
  + Who?
  + Deadline?
* Deadline for Action Plan Drafts (1 week before next meeting)
* Expectations for Next Meeting
  + Online Group Work
  + Next Face-to-Face Meeting