BETHPAGE UFSD
Instructional Technology Plan - Annually - 2015

A. LEA Information

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

2,896

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

	Enrollment
Grades K-2	600
Grades 3-5	641
Grades 6-8	710
Grades 9-12	945

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

Andrew Choi

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.**

The mission of Bethpage Schools is to provide the best educational opportunities for students so they reflect the community's highest aspirations for future success where they develop a sense of responsibility towards themselves and others with a focus on character and leadership development that prepares them to contribute to the common good.

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

The technology mission of Bethpage Schools is to make technology a natural part of the educational process and to provide our students with the critical-thinking skills needed in an information-driven global society. Bethpage Schools will strive to:

Provide an environment where all students may acquire the skills needed to become lifetime learners.

Provide access to all students, faculty, and staff to current technology as a means of improving instruction and academic achievement.

Ensure that technology supports curriculum standards in substantive ways.

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.**

Bethpage Schools has developed a comprehensive technology-curriculum. Committees have met (10/16/14, 11/18/14, & 04/16/15) & planned for changes in our technology infrastructure/curriculum & have made decisions regarding selection of hardware/software. Those committees have been made up of faculty, parents, students, alumni, business leaders, administrators, & BOE members. The result of this collaboration has been a comprehensive technology-program outlined below.

Elementary
 (K-5):

Each classroom has a computer-center with 1-4 networked-computers & laser-printer. All K-5 classrooms have a class-set of Chromebooks. Each school also has a Dell computer-lab with 25-30 stations, 2 laser-printers, SMARTBoard, & projector. The district has extensive software for student/teacher use. Every computer has access to the Internet/shared resources. Every teacher has received extensive training emphasizing how to best integrate technology into the curriculum.

Each elementary school also has a 1:1 in-class Chromebook initiative. Each building's wireless-network was upgraded with wireless-N access-points, & more access-points were added in 2014. The Chromebooks have become essential resources for student research, inquiry-based lessons, & small-group instruction.

Middle School
 (6-8):

In September 2013, the district began our first 1:1 Chromebook initiative where students are able to work with a Chromebook in-school & at home. This involved the creation of a Google domain to allow the students to actively utilize Google-Apps-for-Education. The district has purchased a number of web-based instructional tools to assist teachers in delivering instruction with technology, especially in developing personalized-learning opportunities. Math students have become adept at using Geometer's Sketchpad, technology students design sophisticated bridges with CAD, computer students are learning HTML & designing websites, & science students regularly use laptops with probes to conduct experiments. There are 3 computer-centers in the building. Every teacher has received training emphasizing how to best integrate technology into the curriculum.

Each student completes a Computer-Literacy course that builds on their elementary experience & explores the advanced features of desktop publishing, multimedia, & spreadsheets. The 6th Grade course stresses the use of Excel & more challenging desktop publishing assignments. The 7th Grade course complements the mathematics curriculum using software programs like Geometer Sketchpad, Green Globs, & Excel. The 8th Grade course provides each student with a more thorough understanding of the Internet & form strategies using this resource for research. It also introduces the basics of HTML-programming/Dreamweaver.

Our Scantek-Lab is a modular-lab that is used for technology-education & allows students to work at stations on topics like computer-mills, aerodynamics, alternative-energy, hydraulics, & robotics. This hands-on experiential learning has enhanced the technology-program that emphasizes rocketry, bridge-design, use of power-tools, & woodworking.

Every classroom has 1-3 computers, printer, projector, & SMARTBoard. The entire building has had wireless-capability & was upgraded with wireless-N access-points.

High
Scho
o
l
 (9-12):

Bethpage Schools has earned the reputation for installing cutting-edge technology in a cost-conscious manner. Each classroom has a computer, SMARTBoard, ceiling-mounted projector, printer, & now contains AC wireless access points. All students in Grades 9-10 are able to work with a Chromebook as a 1:1 device in-school & at home. There are approximately 75 Chromebooks available in carts & 3 general use Dell laptop-carts. Among the highlights of the technology-program:

Accounting	Computer Graphics
Advanced Computer Applications	Computer Music
AP Computer Science	Digital Photography
Bethpage Television	Java Programming
Broadcast Journalism	Journalism
Computer Architecture	Multimedia
Computer Assisted Design	Robotics

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)
Cabling (Checked)
Connectivity (Checked)
Device Gap (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.**

The top challenges that are causing the gap are operating on a cost-conscious budget that is a part of the district's overall fiscally sound budget that is annually provided to our school community for approval and installation time without interruption to instruction.

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	150 Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	100 Mb	1 Gb
Bandwidth: Connections WITHIN school buildings (LAN)	100 Mb	1 Gb

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

150 Mb

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

Nassau BOCES (Lightower)

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	In Use (Checked)
802.11n	In Use (Checked)
802.11ac	In Use (Checked)
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?**

Yes

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

1 Gb

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)	600	600
Laptops/Virtual Machine (VM)	75	75
Chromebooks	2,264	2,264
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	0	0
Tablets nine (9) inches or greater without access to an external keyboard	50	50
Totals:	2989.0	2989.0

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)?**

7

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.**

Funding for specialized professional development for teachers in order to make full use of the available assistive technology tools for teaching and learning. Realizing that technology will continue to evolve, professional development is also required for IT staff in order to support these teachers and students in using these tools.
Funding for a comprehensive assistive technology needs assessment for all students identified as disabled.

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	5
Flat Panel Displays	16
Interactive Projectors	0
Interactive Whiteboards	200
Multi-function Printers	45
Projectors	120
Scanners	5
Other Peripherals	0
Totals:	391.0

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

Not Applicable.

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)?**

No

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

(No Response)

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	No
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	Yes
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.**

Engrade

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

Achieve 3000, Brain POP, Castle Learning, Go Math, SMART Notebook 15

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

ABC CLIO Databases, Cengage Biography in Context, Cengage Student Resources in Context, Infobase Issues & Controversies, PebbleGo Animals

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)

Other (Checked)

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

Family, Health, Household (Demographics)

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)

Twitter (Checked)

Other (Checked)

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

Teacher Websites

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
Network Administrator	2.00
Help Desk Associate	2.00
	4.0

E. Curriculum and Instruction

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

Bethpage Schools continues to provide the school community with resources that improve teaching, learning, productivity, communication, & collaboration. We plan to take advantage of the opportunities that emerging & evolving technology provides by integrating applicable tools to support teaching & learning. Our 1:1 Google Chromebook initiative in Grades K-10 provides our students & teachers access to files & applications in school & at home (Grades K-5 Chromebooks are 1:1 in school; Grades 6-10 Chromebooks are 1:1 in school and at home), increased opportunities for collaboration, immediate access to web-based resources, & access to their standardized desktop (device-agnostic) on a device that requires little maintenance and low total cost of ownership. We are planning on expanding our 1:1 Google Chromebook program to Grades 11-12 over the course of the 2016-17 and 2017-18 school years. We offer our school community a comprehensive suite of instructional software & applications. Through needs assessments, surveys, usage reports, & meeting with software vendors, data is collected & used to determine whether software applications are renewed for the subsequent school year.

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.

Our Instructional Technology Plan provides all students and teachers with access to instructional technology tools to improve student achievement. This is also enhanced by access to assistive technology for students identified by their individualized educational plans (IEP).

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.

Through the district's Committee on Special Education (CSE) process, technology plans will be developed for each student that requires assistive technology tools and the appropriate level of professional development for staff will be provided in order to maximize each individual student's learning potential. This will be continuously reviewed throughout the school year and through the CSE process.

F. Professional Development

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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.**

Bethpage Schools understands the importance of staff development in the area of technology integration. Our Professional Development Academy
 has developed several offerings in the area of technology. This initiative is undertaken in partnership with the InterCounty Teacher Center. In addition, the District employs a number of our own staff members for professional development in the area of technology. We have had great success in assisting teachers in the use of technology in classroom teaching & continue to make training available to all teachers on a push-in basis. Staff members were surveyed to better understand their technology needs. The district's Teacher Conference Days have had a strong emphasis on technology. Recent workshops included Achieve 3000 (our web-based literacy program for Grades 3-9), Engrade (our learning management system for Grades 6-9), & Google Apps for Education. There has been an increased emphasis on all staff members underscoring our emphasis on technology as a district. The results of the survey drove our Staff Development plans. For the past number of years, the district has been an active participant in the Nassau BOCES Model Schools Program, a division of Nassau BOCES designed to help teachers learn ways to integrate technology into the classroom. The district has provided everyone with the basic tools of using Google Apps for Education as well as for software titles purchased by the district. We have now emphasized higher-level integration collaborative workshops like multi-day workshops on Achieve 3000 & Engrade. There was a major initiative to train the Science Department at both the High School & Middle School on the use of scientific probes that were purchased with the Google Chromebooks. There was also a major an emphasis on RM Frameworks with the Math Department as well as improving our comfort level with Infinite Campus, our Student Information/Management System.

Several Bethpage teachers have been so successful at this that they have become Model Schools trainers for other districts. All research shows that a failure to properly train staff members inevitably means the funds spent on hardware and software are wasted. These training sessions have emphasized the ways in which technology can be used to enhance a standards-based curriculum.

The District has also become an active partner with the InterCounty Teacher's Center in collaborating to offer a wide variety of technology courses to staff members. Where needed, the District has also formed its own series of in-service courses to meet needs particular to Bethpage Schools. That partnership has expanded & will continue to flourish. The following is a partial listing of the courses which Bethpage Schools has offered to its staff:

Professional Development Course:	**Facilitated By:**
Achieve 3000	Bethpage Schools
Electronic Information Retrieval	InterCounty Teacher's Center
Engrade	Model Schools
Engrade Assessment Tool	Bethpage Schools
Geometer Sketchpad	InterCounty Teacher's Center
Google Apps for Education	Model Schools
Google Docs	Model Schools
Professional Development Course:	**Facilitated By:**
Designing Learning Experiences	Model Schools
Science & Technology	Bethpage Schools
SMARTBoard	Bethpage Schools
Social Studies & Technology	Bethpage Schools
Using PASCO Probes in Science	Bethpage Schools
Web Design (with Google & with Dreamweaver)	Bethpage Schools

2. **Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technology integration training and support for teachers.**

Title	Number of Current FTEs
Director of Technology	1.00
Computer Aides	3.50
Teacher Assistant	0.60
	5.1

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	Staffing	211,333	Annual	District IT Budget; Nassau BOCES CoSER
2	Other	179,667	Annual	District IT Budget; Nassau BOCES CoSER
3	Servers	141,667	Annual	District IT Budget; Nassau BOCES CoSER
4	Laptops	136,667	Annual	District IT Budget; Nassau BOCES CoSER
5	Instructional Software	105,000	Annual	District IT Budget; Nassau BOCES CoSER
Totals:		774334.0		

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

Telcom (Wire Area Network, T1 Maintenance)

H. Status of Technology Initiatives and Community Connectivity

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

    Computer-based Testing (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.**

    Bethpage Schools looks to provide the most ubiquitous technology learning environment with access to technology tools to support teaching & learning. All of our instructional spaces has a networked computer, laser printer, ceiling-mounted projector, & SMARTBoard. All of our school buildings are furnished with wireless AC or N access points. Each school has a Library/Media Center furnished with networked computers, printers, ceiling-mounted projector, SMARTBoard, an extensive offering of software applications, & the web-based Destiny card catalog system. All of our Library/Media Centers have been designated as Electronic Doorway Centers from NYSED.

    We began issuing Google Chromebooks as 1:1 devices in the Fall of 2013 to all students in Grades 6-8 for use in school & at home as a device to provide access to files & applications, increase collaborative opportunities, access to a standardized desktop, & immediate access to web-based resources. Since, our Google Chromebook initiative has expanded to include Grades K-10, where students in Grades 6-10 use the devices in school & at home & students in Grades K-5 have access to these 1:1 devices in school. Bethpage Schools will continue to expand the use of Google Chromebooks to include all students in Grades K-12 over the next two school years. We also provides students & staff with remote access to their district desktop. This allows us to further expand the computing resources of Bethpage Schools for students & staff, leveraging non-Windows devices with low total cost of ownership to access Windows applications & access to home drives & other shared drives.

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.**

    Bethpage Public Library, local merchants

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.

School Year	Desired Goals/Outcomes	Strategies/Measurement
2015-16	1. Increase opportunities for staff development. 2. Additional software subscriptions to help address Learning Standards, NCLB, & new SAT. 3. Creation of K-12 curriculum on Media Literacy. 4. Increase opportunities for broadcasting student work. 5. Acquire wireless devices for instructional use. 6. Increase opportunities for videoconferencing/distance learning. 7. Increase the use of data analysis by the school community. 8. Explore the use of assistive-technologies for students with special-needs. 9. Explore the use of Linux/open-source software. 10. Increase home-access to technology to attack the digital-divide.	1. Growth of courses offered in District PD-Academy to conduct teacher-led courses. Continued partnership with Nassau BOCES (Model Schools), InterCounty Teacher-Center, & Briarcliffe College. 2. Web-based subscriptions for Achieve 3000, Castle Learning, Engrade, GoMath, Peterson's SAT Prep, & School-Island will be used & reviewed. 3. Working with Library/Media Specialists to develop new applications. 4. IT Department is upgrading student radio station to new PC & plans for a new television studio. 5. 1:1 Chromebooks have been deployed for K-10. 6. Videoconferencee trainings will be delivered & online courses tested. 7. Increase use of data from NYS report cards, Data Warehouse, & NWEA to target specific CCLS-skills in conjunction with tech-based resources.

8. iPads & Chromebooks & their applications/extensions will be reviewed to meet student instructional needs. Increase use of Achieve 3000, Engrade, Dreambox that will adjust to a students' individualized reading-level.

9. Linux is currently being used by IT Department for systems-monitoring & remote-access setup.

10. Continue to identify homes in need of PC's with assistance of social-worker. All students in Grades 6-10 have Chromebook to use in-school/home.

2016-17

1. Increase opportunities for staff development.
2. Acquire wireless devices for instructional use.
3. Increase the use of data analysis by the school community.
4. Explore the use of assistive- technologies for students with special-needs.
5. Increase home-access to technology to attack the

1. Growth of courses offered in District PD-Academy to conduct teacher-led courses. Continued partnership with Nassau BOCES (Model Schools), InterCounty Teacher-Center, & Briarcliffe College.
2. 1:1 Chromebooks have been deployed to now include K-11.

digital-divide.

3. Increase use of data from NYS report cards, Data Warehouse, & NWEA to target specific CCLS-skills in conjunction with tech-based resources.
4. iPads & Chromebooks & their applications/extensions will be reviewed to meet student instructional needs. Increase use of Achieve 3000, Engrade, Dreambox that will adjust to a students' individualized reading-level.
5. Continue to identify homes in need of PC's with assistance of social-worker. All students in 6-11 have Chromebook to use in-school/home.

2017-18

1. Increase opportunities for staff development.
2. Acquire wireless devices for instructional use.
3. Increase the use of data analysis by the school community.
4. Explore the use of assistive- technologies for students with special-needs.
5. Increase home-access to

1. Growth of courses offered in District PD-Academy to conduct teacher-led courses. Continued partnership with Nassau BOCES (Model Schools), InterCounty Teacher-Center, & Briarcliffe College.
2. 1:1Chromebookss have been deployed to now

technology to attack the digital-divide.

include K-12.

3. Increase use of data from NYS report cards, Data Warehouse, & NWEA to target specific CCLS-skills in conjunction with tech-based resources.

4. iPads & Chromebooks & their applications/extensions will be reviewed to meet student instructional needs. Increase use of Achieve 3000, Engrade, Dreambox that will adjust to a students' individualized reading-level.

5. Continue to identify homes in need of PC's. All students in 6-12 have Chromebook to use in-school/home.

J. Monitoring and Evaluation

1. **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.**

   An ongoing process of monitoring, evaluating, and augmenting our strategies is integral to our success in achieving our goals and realizing our vision for technology in Bethpage Schools. The process will be the collaborative responsibility of the Bethpage Schools' educational leaders. The Assistant Superintendent for Instruction & Technology & Director of Technology will be responsible for coordinating the efforts described through this IT Plan Survey.

   We recognize the vital role that technology plays in our success in achieving our goals for student achievement. This is evidenced by our district's mission as well as by our continued support from the school community.

   We intend to continue to continue our ongoing assessment of our students' achievement through various assessment resources, such as New York State report card data, state indicators, and local indicators. In addition, using available tools such as data residing in the Instructional Data Warehouse, New York State Student Information Repository System (SIRS), and nySTART, we are able to monitor and evaluate our students' achievement and pinpoint areas of improvement. We integrate these tools into our pedagogy in order to provide informed opportunities for our students. We will continue to use walkthroughs and observations to assess staff and students throughout the school year. District-wide surveys will provide another opportunity for staff to provide feedback.

   This progress and implementation of this plan will be monitored by the Assistant Superintendent for Instruction & Technology & Director of Technology. Monthly Leadership Council, Elementary Administrators Council, and IT Staff Meetings will take place to discuss and modify the technology plan and implementation as necessary.

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

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	11/16/2010	www.bethpagecommunity.com/boardofeducation/GetFile.aspx?id=2044	2010
Internet Safety/Cyberbullying	11/16/2010	www.bethpagecommunity.com/boardofeducation/GetFile.aspx?id=2044	2010
Parents' Bill of Rights for Data Privacy and Security	10/29/2013	www.bethpagecommunity.com/boardofeducation/GetFile.aspx?id=9311	2013

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

   Yes

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**

Yes

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

(No Response)

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?**

(No Response)

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

Section H, Question 3A. While we know that the Bethpage Public Library has wireless access available to patrons, it is difficult to determine which other local merchants provide such access without performing an extensive and ongoing survey.

5.   **Other comments.**

(No Response)

Appendices

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

(No Response)