Print on School Letterhead

Dean of Teacher Preparation Program

SUNY/CUNY Institution Name

Street Address

City/Town, State, Zip Code

Dear Sir or Madam,

We are reaching out to you regarding the Smart Schools Bond Act, which was passed in the 2014-15 Enacted State Budget. The Smart Schools Bond Act authorized the issuance of $2.0 billion of general obligation bonds to finance improved educational technology and infrastructure to improve learning and opportunity for students throughout the State.

As required by the Smart Schools Bond Act, we must develop a Professional Development Plan that ensures administrators, teachers, and staff are prepared to employ technology to enhance instruction successfully. We would like to share with you the xxxxxxxx School District’s three-year professional development plan included in the most recent Technology Plan Survey for 2015-2018, as approved by the New York State Education Department.

*[Summary of PD Vision and Goals, Topics, Audience and Method of Delivery]*

We are seeking your advice on innovative uses and best practices of pedagogy and educational technology that may facilitate the effective implementation of this Professional Development Plan and continuous professional growth for our teachers.

We thank you in advance for your time and effort. We welcome your advice and will greatly appreciate it.

Sincerely,

Superintendent of Schools

Attachments:

XXXX PD Plan

References:

NYSED Smart Schools Bond Act Guidance

<http://www.p12.nysed.gov/mgtserv/smart_schools/docs/Smart%20Schools%20Bond%20Act%20Guidance%2008.17.15.pdf>