



Report for: Kelli Tuller (Superintendent)

Organization Role: Technology

Projects:

Projects	Next Step	Priority Level*	Next Milestone Dates
Strategic Planning	Update each matrix	II.	11/30/22
61c CTE Grant	Create Request List	I.	12/7/22
Teacher Laptops	Researching REMC SPOT	II.	12/31/22
BPA	Finalize Payment & Charter	II.	1/7/22
Security Keys	Continue Distribution	I.	6/7/22

*Priority Levels: I. Urgent/Important II. Not Urgent/Import. III. Urgent/Not Import. IV. Not Urgent/Not Import.

Additional Project Details:

- **Carts/Server** – The cart was wired and transferred into the 5th-grade room. Additionally, I wired a cart for the CTE program for long-term storage as well as moved one of the iPad carts into Kindergarten since our Bretford iPad storage, which was donated new by the ISD, had stopped working. I still have 3 newer carts located at Central for any other switches we need to complete. I may move them for storage purposes.
- **Strategic Planning (Communications/Activity List)** – Worked with Jessica in creating a cover template for the document. My plan is to still complete the matrices by the end of November.
- **CTE** – I have submitted our application for the BPA. Additionally, I have 3 volunteers from the CTE class to do the night of tech training for a community event that will be hosted in Jan./Feb. Additionally, I need to get an order list ready for the 61c grant. I want to purchase a networking training package, a 3D printer, soldering kits, and other project-based lesson materials.
- **MiDataHub** – I completed the certificate swap through the Azure Business Portal.
- **Security Keys** – I have worked with the MS & HS offices in rolling out the security keys for 2-factor authentication. Additionally, I have the business office in compliance as well. The next step is to finish with Central’s secretaries and continue working on teacher accounts.

Building Summaries:

Central Elementary School – Completed audio/video requests for a couple of events hosted at Central Elementary. Durable headphones (e.g. chew proof cords, lice-resistant pads, drop tested) were ordered for the 1st grade based on budget allocation approval through the principal. I was able to procure a 40pk which was within their allocation left for tech instructional materials.

Mason Middle School – At the Middle School I completed the substitute calendar request for Mr. Russow. This calendar was added to each building secretarial and principal to allow scheduling as needed with the substitute that was hired for the district.

Mason High School – I worked with Kathy Berry in setting up McGraw Hill’s Reveal program for the math department. I decided to utilize OneRoster with Single Sign On to help automate rostering as well as make it easy for teachers/students to navigate the platform. Upon final completion of the setup, while working with their integration specialists, we have a complete environment as of 11/23/22. I tested both teacher and student sign-ins as well as cross-checked rostering information with actual SIS seats and course offerings. A final email highlighting the tech-side of the integration was sent to teachers on 11/22 that included Google Classroom instructions. Lastly, a new manual pull-down screen was purchased for the cafeteria area due to the old screen internal mechanisms failing. I have a 150” 16:9 screen coming with hanging brackets. I still spec’d a manual pull as the cost savings was about \$3500. The screen use didn’t reflect the need for the expenditure.

District Information, Ed Tech, and Various:

- **Robotics** – Total fundraising was approximately \$4000 for all received products and contributions. Some may still trickle in, but through the efforts of about ¼ of the team, they were able to do a fantastic job.
- **Scanning** – DocumentLOK will be starting a weekly meeting for the project after the Thanksgiving break.
- **Vortex Communications** – The quotes for Vortex have been submitted. I will be discussing them in detail with the superintendent at the next tech meeting regarding camera systems, CTE pull, and general 10G network fiber internal runs.

Orders:

- **Renewals/Approvals**
 - **Microsoft Licensing** – Based on the updated SQL requirement for DocumentLOK, I will need to be sure that a single SQL standard license is on the renewal for January. The pricing is increasing for SQL per Microsoft in 2023.
 - **Misc Order** – I completed a mid-year order for toner and some miscellaneous tech items. The toner order needed to be made a little earlier than in previous years. I requested a reminder from building principals to teachers to monitor usage for the wing printers as well as the office color printers. Note: this does not apply to the multi-function machines that we have a contract with. Copies made to these machines are the lowest in the county.
 - **ECF Reimbursement** – E-RATE approved the funding for our Chromebooks and will be reimbursing our district within the next few weeks in the amount of \$31,159.80

Hour Report/Tickets:

- **Ticket Standings (as of 11/24/22):** In October for the last week the number of tickets jumped significantly changing that total to 112. Currently, for November I am at 51 which means these two months evened out based on the month-to-month spread going into December. I currently have 3 open tickets, but 2 are pending resolution the other I am waiting for the student to return to school to complete the repair (been out sick).