



Report for: Kelli Tuller (Superintendent)

Organization Role: Technology

Projects:

Projects	Next Step	Priority Level*	Next Milestone Dates
Community Workshop	Conduct Workshop	I.	1/31/23
Budget Review	Submit Budget	I.	2/28/23
CTE 61c Grant	Receive Orders/Write Report (June)	II.	3/31/23
CTE 61a Funding	Make purchases for 61 funds	I.	6/1/23
Security Keys	Continue Distribution	I.	6/7/23

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

Additional Project Details:

- **BPA** – We are a member of the BPA, but competition for this year has already started. We will be submitting for competition next year per student participation.
- **CTE (Grant & Workshop)** – I submitted all orders for our 61c allocation from Monroe. The final awarded total was \$7,377. This percentage is in line with the funds requested for each district requesting CTE funds. All students helped participate in preparing the materials for the workshop to be held on 1/31 at the high school.
- **Budget Review** – The budget will be allocated per the normal distribution for the tech millage. A review still needs to be discussed with the finance director and superintendent with the goal still remaining for the document to be completed no later than the end of February.
- **Teacher Laptop Forecasting** – Forecast numbers will be submitted to REMC’s SPOT for our purchases just as we do every year. This year our devices will only be for teachers since we received the ECF funding for Chromebooks this fall.
- **Security Keys** – Distribution continues monthly for security keys/MFA.

Building Summaries:

Central Elementary School – Moved color copier to office per request of principal. Also, completed an automated weekly report audit for prints completed on that device. Trained principal on video recording a live lesson using Google Meet tools for an interview process.

Mason Middle School – Completed a NWEA export for data analysis for import into Muentrix data house. On February 1st I will be uploading all students for the spring as requested for March testing. A final Study Island export can be linked at that time if requested. Met with Kathy Berry to help her with how a teacher would sync the McGraw Hill Envision environment with Google Classroom and SIS. She is preparing to go through some training and wanted to visualize what a student would see when logging into the platform (I went through different scenarios with her).

Mason High School – Hapara will be purchased for the High School moving into the next school year per the request of the principal and student services coordinator. I have received an estimate from their sales rep. regarding this expansion. We are planning on running a test environment for the teachers to “kick-the-tires” before the end of the school year. This initiative will help with the monitoring requests I have been receiving for student cheating within environments such as Edgenuity as well as individual classrooms.

District Information, Ed Tech, and Various:

- **Robotics** – The build process is going very well. Adding a build date has helped get the base of the robot completed and running within 3 weeks of kickoff. The arm mechanism is also coming together and should be working within the next 3 weeks. Students are in charge of social media and are posting on Twitter, Facebook, and YouTube. A team website is also located at <https://ironeagles.eriemason.k12.mi.us>. T-Shirts and Buttons have also been purchased.
- **Erie Township Meeting** – Attended the Erie Township meeting on January 10th. Shared information on the community using school facilities (left contact information for Beth Sherman), CTE program/robotics, and the portion of our district’s strategic plan I worked on last month.
- **Scanning** – We are getting closer to the training portion of the DocLOK implementation. Mason’s installation should be taking place within the next couple of weeks. Members of the business office and myself will be attending training in February at the ISD. The training information request was sent to finance director and superintendent for review.
- **Camera/Fiber run** – Vortex Communications has started the cable run changeover. They are working Saturdays during the same time I am mentoring robotics. On 1/21 they were able to get the cables completed for about 75% of the middle school cameras with 5 people on-site for approximately 8 hours.
- **Monroe Public Schools** – I sent an instruction document based on how I had setup the Monroe County ISD’s as well as Mason’s previous ListServ environment through Google Groups while using the O365 environment. The request came in from their Network Administrator.
- **Certificate Renewal** – All eriemason.k12.mi.us certificates were replaced with the renewal process as completed by GoDaddy. We will need to purchase the renewal for next year in January 2024.

Orders:

- **CTE Grants**
 - **61a** – I will be starting to place orders now that 61c purchases have been completed.
- **Paging System Expansion** – worked with Zaiser Communications to help B&G with an expansion to the paging system at the high school for the gym.
- **Approvals** – Tumbleweed Press was released for payment for Central @ \$699 for renewal.

Hour Report/Tickets:

- **Ticket Standings (as of 1/26/23:** In January I closed 52 tickets. December’s final number was 62 (an additional 8 tickets came in within the last few days of that month).
- **Vacation Days** – took 1/25 & 1/26 off as vacation days since they were snow days as replacements for cancelled days over the winter break.