



Report for: Kelli Tuller (Superintendent)

Organization Role: Technology

Projects:

Projects	Next Step	Priority Level*	Next Milestone Dates
BPA	Finalize Payment & Charter	II.	1/7/23
Community Workshop	Conduct Workshop	I.	1/31/23
Budget Review	Finalize 2023/2024 Budget	I.	1/31/23
CTE Grant	Purchases (upon approval)	II.	3/31/23
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** – The state leader of the BPA was contacted for application review. Waiting back for his approval of the school application. Followed up on 12/20 (representative had a family issue arise and will review as soon as he returns).
- **Strategic Planning (Communications/Activity List)** – Deliverables were completed, shared with a review committee, presented at the December board meeting, and posted to our website under the strategic planning page. A “thank you” to Jessica for the template and help with the activity list document creation.
- **CTE (Grant & Workshop)** – The application for the 61c grant was completed on 12/16. Our school was the first to submit for this grant for \$11,418.35. We should be approved for around \$10,000 pending county requests. I created a list that consisted of: 3D printer/scanner to replace my personal device, CCNA equipment, additional tool sets, cabling, soldering kits, camera, patch panels, switch w/ transceiver, and workstation. Part of my 61a allocation will be spent on swapping the monitors from the CTE lab back to teachers when they receive their new devices and getting new ones from the lab that are paid with CTE funds. A community workshop on mobile security will be held on 1/31/2023 in the computer lab @ from 6pm - 7pm.
- **Budget Review** – I will be reviewing the 2023/2024 budget for the technology millage for a review with the finance director and superintendent this month. The goal is for the document to be completed no later than the end of February.
- **Teacher Laptop Review** – I pushed the 3300 series as my personal device throughout the month of December. The device held up and works flawlessly with the docking stations purchased for the CTE lab. Teachers have also used this during training sessions from this past year and commented positively on the setup. Final required specs will include a minimum of: 8GB Ram, 250GB Hard Drive, i5 processor, USB-C, Camera. SPOT pricing will dictate any additional features (e.g. touchscreen, screen size – setup up to the 3500 series).

- **Security Keys** – I did not make much progress on the distribution this month due to competing projects. I should be able to continue in January.

Building Summaries:

Central Elementary School – Completed a picture day retake request for SIS upload, iPad app purchase/distribution, and case selection for special education.

Mason Middle School – A request to alter the Play Store on Chromebooks for specific apps came in. An adjustment was made to limit the offering while allowing for such features as alarm clocks based on restrictions that were placed in March of 2022 imposed by Minecraft for Education gaming in class through teacher feedback.

Mason High School – An additional screen was purchased for the weight room based on a teacher request. A work order for installation was entered. I am currently helping B&G by coordinating a PA repair through the Bogen rep. Zaiser Communications. This is one of the companies we quoted a new system through last year and is the official vendor for our current system.

District Information, Ed Tech, and Various:

- **Robotics** – The email to parents/students has been sent detailing the robotics build season and competition dates. Mason's first competition dates are at Milford High School from 3/2/23 – 3/4/23. The second competition dates are at Belleville High School from 3/16/23 – 3/18/23. We added an additional date throughout the build season to allow for more time to build the robot.
- **Scanning** – We are in week 3 of the meetings for DocumentLOK. I have submitted all requested deliverables to the company and requested a mirror of standard practices for districts that had already been using CEO. Since this is our first solution for this type of document archiving, we can be a little more flexible about this.
- **Camera/Fiber run** – The new vendor documentation has been sent to the business office for Vortex Communications. I created 2 orders: (1) CTE fiber run, (2) Camera runs to network closets. Work is slated to be completed prior to June 1. Over the summer we will be switching our camera system to the Synology solution. A Synology camera license purchase will be the final step once I have time to complete the cable run changeover. The CTE run is a fiber splice going from the head end to a new IDF in the CTE Classroom.

Orders:

- **Renewals/Approvals**
 - **Microsoft Licensing** – The purchase order was released for our 2023 licensing @ \$9,954.57.
 - **ECF Reimbursement** – Finance Director stated that funds were received.

Hour Report/Tickets:

- **Ticket Standings (as of 12/22/22):** In December I closed 54 tickets. November's final number was 65 (an additional 14 tickets came in within the last few days of that month). There are currently zero open tickets going into the holiday break.