

General Information:

In terms of General Information, the following tasks have taken place this month:

- Andy Fair and Summer Help completed a lot of projects for the start of school year including but limited to:
 - Install New PCs in Computer Programming and Graphic Communications Labs
 - Install Updated PCs in Skills Center Computer Lab Room 210
 - Install New PC for New ECTS Principal
 - Install Additional Printers in Aides Room (Room 41) and Computer Networking Lab
 - Install Computer in New Isolation Room
 - Several Other Little IT Improvements
- Meeting with other IT Managers from Sending Schools regarding ECF Funding and Multifactor Authentication considerations.
- Working with Guy White from Erie County Community College and external vendors on needs for Skills Center and their usage.
- Prepared materials for In-Service Day Training for Faculty and Instructional Aides regarding Technology.

PIMS:

In terms of PIMS, the following tasks have taken place this month:

- Submitted the last of the 2020-2021 School Year PIMS Reports by June 30th. We are waiting for one report for certification but PDE has been down on this report.
- Attended 2021-2022 Online Summit for Updates/Changes to 2021-2022 PIMS Reports.
- Plan to Initiate a PIMS Monthly Meeting with Various ECTS Employees to ensure data quality remains effective and also more manageable rather than waiting until major deadlines like past practice.
- Learning the changes to the PIMSV2 Reporting Features.

Data and Information Processing:

In terms of Data and Information, the following tasks have taken place this month:

- Completed all of the work involving bulk loading all of the new and returning to students into Infinite Campus, school network account creation, and Microsoft Teams setup. Many thanks to Andy Fair, Pam Lasher, and Pam Pence for either assisting or double checking problems as they arose.
- Started meetings with SchoolMint regarding setup and implementation of new Admissions system.
- Working with various vendors (i.e. Navigate Prepared) to integrate SSO options to reduce data errors.
- Need to develop a plan to streamline some of these processes for next summer.

Servers and Network Elements:

In terms of Server and Network Elements, the following tasks have taken place this month:

- Several updates to the website took place over the summer. Looking at initiating a stakeholders meeting for an effective website design for our website in Fall of 2021.
- Working with team from AEC Group for discovery phase of network assessment plan.
- Working with Andy Fair and Summer Help to update Hardware Inventory for 2021-2022 Perkins and Other Fund Technology purchases as well as have an updated inventory for the fall.
- **Still Attempting to get a solid understanding of the main technology systems of ECTS.**

Software Applications:

In terms of Software Applications, the following tasks have taken place this month:

- Verified and paid yearly IT software licenses (i.e. Microsoft, Adobe) through vendor contacts for the 2021-2022 school year. Majority of the licenses start July 1st.