

General Information:

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

- Working with Jessica Garnica on the Technology Budget for the 2023-2024 year, purchase and implementation of Cyber Security Insurance, and updating of PDE eRate account information.
- Developing a documentation plan for all new aspects of the IT Department.
- Assisting with many onboarding IT tasks related to all the new ECTS Staff members this year.
- Andy Fair and I continue to work on typical yearly ongoing help desk tickets throughout the campus.

Renovation:

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

- Andy Fair worked on assisting the Automotive Technologies department with their technology as they returned to their renovated area.
- Had to purchase and implement a new battery backup system (before the new renovation system is implemented) due to the frequent brownout problems that were happening that damaged our existing backup system.
- Working on ensuring camera system and control systems are ready for the changes with the renovation.
- Working with Church and Murdock to verify area by area proper correct network wiring configurations.
- Determining what internal renovation items are needed for the renovation.
- Attend Renovation Job Conference meetings to move forward with technology concerns.

PIMS:

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

- Submitted November and December Student updates (not required) to reduce errors between PIMS submissions.
- Continuing Internal PIMS Monthly Meetings for more accurate data.
- Resolving small issues with the October initial Staff submissions.
- Reviewing 2022-2023 PIMS Manual and PIMS Calendar Changes.
- Finalizing details on why the sending school and ECTS needs to have a plan for PIMS changes such as drops or school changes.

Data and Information Processing:

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

- Developed a plan to address grade data reporting for three stakeholder groups (students/parents, sending school partners, ECTS community).
- Implemented a new Overall Grades tab feature in Infinite Campus to help showing of accurate grading for student grade data for student/parent and ECTS stakeholder groups. Working on spreadsheet extracts for sending school partners.
- Working on a resolution to Industry Standard Certification PDE requirements with PIMS and Infinite Campus
- Assisting with various stakeholders on SchoolMint data processing issues for the 2023-2024 Admission Year.
- Working on setting up digital repository locations in Infinite Campus for key documents that used to be stored in paper cabinets.
- Working with Infinite Campus SQL Engineer to develop/tweak summer conversion scripts.
- Working with Infinite Campus Data Engineer to determine what internal home grown reports work with Infinite Campus.

Servers and Network Elements:

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

- Decommissioning of the ECTSSRV05 server that housed the ECTS Staff "T" Drives and resolving issues associated with this decommission.
- Resolving remainder of issues with implementation of the new phone system as well as removal of the former phone system.
- Developed a plan for the new network design to be implemented starting in January of 2023.

Hardware and Software Applications:

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

- Andy Fair and I met with Ford Office Technology representatives to compare our existing printing contract to what Ford Office Technologies can provide.
- Finalized considerations before adopting ClassLink as a possible tool to replace existing homegrown AppsPortal.
- Ordering additional replacement Perkins funded laptops to be replaced per the ECTS Technology Rotation plan.
- Will write a survey for the Instructors regarding laptop replacement that will take place in 2023-2024.