Technology Team Successes This Week

- Assisted parents with access to their AERIES parent portal.
- Followed up on emails concerning inactivate students that are now returning to our district.
- Reset student Google account passwords due to suspicious activity.
- Re-ran numbers for 4th and 9th grade laptops, in order to deliver them to librarians.
- Reset Gmail password for staff members due to suspicious activity.
- Updated student laptops.
- Scheduled drop off and pick-ups for student technology.
- Scheduled zoom invite with teachers to fix google classroom sync with AERIES.
- Scheduled meeting with AERIES communication product.
- Emailed clerks to complete filling out the Language assessment pages for incoming students.
- Returned 8 laptops to RSMS, 22 to AES and 3 to AHS.
- Picked up the following laptops from sites for repair.
  - AES-11 picked up, 2 discarded, 7 to be worked on in-house and 2 mailed out to company
  - KC-10 picked up, 3 going back to site on 03/25/2021, 2 being worked on in-house, 4 being discarded, 1 being mailed out to company
  - AHS-10 picked up, 7 will be worked on in-house, 1 discarded and 2 will be mailed out to company
  - RSMS-14 picked up, 1 being returned to site, 7 will be worked on in-house, and 6 being mailed out to company
- Provided gain and loss report to Migrant for Feb & Mar.
- Emailed HR a list of teachers with email addresses.
- Created a new course history institution number for AHS students.
- Advised TES, KC & AES with the enrollment date they need to use when pre-enrolling for the 2021-2022 school year.
- Setup the access to master schedule for Adel, AES, KC, SCDS, Sunrise & TES.
- Added the ability for certain staff to print student id cards from AERIES so that they can print new ID cards for students to receive lunch.
- Created email and AERIES account for the new employee AHS.
- Provided HR with CALPADS report 1.1.(enrollment)
- Created account in SEIS for new staff.
- Gave access to the special ed calendar to the new staff member.
- Assisted teachers in document uploads to SEIS.
- Created transfer transactions in SEIS for incoming students, requested records and updated information in demographics.
- Added co-teachers in Clever and ensured proper access was received.
- Processed ineligible students in SEIS.
- Scanned signed assessment plans, meeting notices, and medical questionnaires and attached them into the corresponding students SEIS future and current IEP. Emailed the special education team regarding the attachments.
- Added staff member to the Special ed group in google.
- Ran the budget report for the IT department.
- Worked on LTE Wifi devices for school sites.
- Worked on tickets/ closed out tickets.
- Sent all special education meeting calendar invites to the program director for the next 3 weeks.
- Created meeting notices, assessment plans for special education meeting. Mailed out Meeting notices, assessment plans, procedural safeguards, and Health form.
- Sent out calendar invites to each individual IEP team for upcoming IEP meetings.
- Closed out Purchase Orders.
- Processed invoices for payment.
- Submitted order for special education supplies.
- Assisted Nurses with USB connection issues.
- Assisted HR in creating a certificated group email in Google.
- Made contact w/KCOE for guidance on training for a new staff member.
- Made changes to special education calendar/rescheduled meetings for sites.

- Put together the supply order for the Tech department.
- Ran query for Renaissance, edited excel file uploaded to secure ftp site.
- Created Groups for HR, added members to groups, removed members from an existing group.
- Met with Superintendent & Maintenance Director.
- More Laptops delivered to sites in preparation for the return of students.
- More devices were ordered to establish a new cascade plan start point.
- Provided laptops for District Nursing staff.
- Delivered more LLMF purchases to sites.
- Set up laptops for teacher use.
- Attended District Leadership Team Meeting.
- Attended County CTO group meeting.
- Worked with Michael Shepherd(architect) concerning Fire Alarm at AES.
- Attended District regular board meeting.
- Assisted RSMS with ELPAC Testing troubleshooting and repair.
- Enabled the Myon software for student chromebooks.
- Reviewed privacy documentation for potential new Chromebook extensions.
- Held a meeting with the District Webmaster for the rsusd.org district page.
- Provided a report to secondary and middle school principals.
- Checked in with principals to address any needs prior to reopening.
- Opened a ticket with Aeries concerning a connectivity issue with our Attention to Attendance software.
- Negotiated with the Turing company to send a replacement for a missing piece of hardware for our temp scanners.
- Worked with teachers concerning an issue with Zoom this week.
- Scheduled a meeting to discuss finalizing our district server upgrade and antivirus/firewall installation.
- Obtained access information for our new Meraki core switching/routing solution.
- Repaired phone system which was having a Dynamic Host Configuration Protocol issue.
- Configured multiple additional phone lines and phones for district.
- Provided answers requested from County auditors.
- Met with a vendor to explore a "dark fiber" solution between Avenal schools. Kettleman has a direct fiber already.
- Deactivated inactive or obsolete Chromebook extensions from our Google Workspace for Education.
- Changed domain settings to allow emails from very specific domains (for students corresponding with colleges).
- Performed the CAASPP Bandwidth Checker tool, which advised we are ready to go for over 2800 students to simultaneously test if necessary.

CONTINUING TEAM OBJECTIVES

- Continue to prepare for the eventual return of students
- Will continue to monitor our Massive MiMo connection to home to make sure **ALL** students are connected.
- Still Planning for the next E-Rate Projects: Switch/Cabling project through SPURR.
- Device Enrollment with Apple School Manager.

NEW TEAM OBJECTIVES

- Work with principals to ensure their needs are met.

ISSUES

- Still working on KCOE Connection, much improved, but still not perfect.