**2018-19 Second Quarter Technology Report**

**October, November & December**

**October:**

1. Setup & deliver K, 1, 7 & 8 Chromebooks
2. Install Interactive Projector - Dukes
3. Repair HS Elevator Phone
4. WKATC Technicians Meeting
5. WKATC Regional Meeting
6. Meet with Integration Partners to discuss VoIP phone system.
7. Move DTC Office
8. Setup and deliver teacher replacement workstations.
9. Statewide CIO Webcast
10. KySTE Virtual Fall Event

**November:**

1. STLP Region 1 Event – Murray State University
2. Setup for Veteran’s Day Program
3. Update iMacs
4. Setup KDE Consultants on network
5. Prepare for iReady presenter
6. Connect Foodservice Auditor to network
7. Assist with Jr/Sr High 1st Qtr celebration
8. Reconcile Budget
9. Setup S. Spratt in USAC EPC portal.
10. Collect information on phone system.
11. Print Basketball Lifetime and Season Passes

**December:**

1. Apply updated licensing to all users in O365.
2. Calculate Discount Data for E-rate
3. Answer Top 5 for KDE technology.
4. Create Staff Technology Survey for 2018-19
5. Reconcile Budget
6. Setup for HS Rewards
7. Setup for Elementary Christmas program
8. WKATC Dec. Meeting