Zimbra **chinn@4j.lane.edu**

[elem_princi_only] [k8_admin_only] Fwd: distribution plan document

From : Jeffry Johnson <johnson_je@4j.lane.edu> Fri, Apr 10, 2020 11:18 AM
Sender : elem_princi_only <elem_princi_only-bounces@4j.lane.edu> 1 attachment
Subject : [elem_princi_only] [k8_admin_only] Fwd: distribution plan document
To : k8 admin only <k8_admin_only@4j.lane.edu>

Hi All,

Please review the information below from Steve as we prepare for another round of device distribution.

Brooke and Jeff

From: "menachemson" <menachemson_s@4j.lane.edu>
To: "Brooke Wagner" <wagner_b@4j.lane.edu>, "Andy Dey" <dey_a@4j.lane.edu>, "johnson_je" <johnson_je@4j.lane.edu>, "Kat Lange" <lange_k@4j.lane.edu>
Cc: "Kyle Tucker" <tucker_ky@4j.lane.edu>, "menachemson" <menachemson_s@4j.lane.edu>
Sent: Thursday, April 9, 2020 2:32:37 PM
Subject: Re: distribution plan document

Team,

Please review and share with your teams.

Staring next week we will move into a new phase for the distribution of devices.
This is necessary so that the technology staff can being to fall back into ta technical support role for the distributed tech.
See screen shot below. The core distribution plan document has also been updated to reflect the same

Objective

Transition to device distribution sustainability phase. This will enable technology staff to transition into a necessary support role.

The approach moving forward to continue distribution is as follows:

- The Student Home Technology Help Request Survey will be turned off, Saturday April 11, 11:59PM.
- Starting April 12, families who still need to borrow equipment should contact their school.
- A call-in option to support our Spanish speakers is available:
  - Spanish line 541-790-7531
  - Voicemail only. Callers will be prompted for information and callbacks made as necessary. Information will be communicated to the school and technology staff will prepare devices as necessary.
- A final extraction from the survey will be reviewed to identify new requests.
- Building principals to communicate with their TSS in order to request equipment resulting from their calls to families.
- Lists will be consolidated and used to prep a count of devices for distribution at schools.
- School principals and staff will own scheduling student device pickup and distribution to families when equipment is ready.
- Staff will be required to document the asset tag/SN of the device when handing it to the student. It is critical and required to maintain a record of the student that receives the device. Google sheets have been populated and shared for this purpose. Should schools choose to create their own document, data must align to the Google sheet to ensure the 'source of truth' is maintained.
- The last distribution day for devices will be Friday May 29

From: "Steve Menachemson" <menachemson_s@4j.lane.edu>
To: "Brooke Wagner" <wagner_b@4j.lane.edu>, "Andy Dey" <dey_a@4j.lane.edu>, "Jeffry Johnson" <johnson_je@4j.lane.edu>, "Kat Lange" <lange_k@4j.lane.edu>
Cc: "Kyle Tucker" <tucker_ky@4j.lane.edu>
Sent: Thursday, April 9, 2020 10:16:33 AM
Subject: distribution plan document

Team

Would you please make sure all principals have received this link to the distribution document, I am hearing many did not know about it.
Thanks!

It is a work in progress and changing all the time but it will still be valuable for them to review.

Steve