



BUFFALO PUBLIC SCHOOLS

Office of the Superintendent
65 Niagara Square Room #712 City Hall
Buffalo, New York 14202
Phone (716) 816-3575
Fax (716) 851-3033
TMWilliams@buffaloschools.org

Dr. Tonja M. Williams
Interim Superintendent of Schools

June 3, 2022

Inventory of classroom technology should be considered part of the end-of-year closeout activities. Homeroom teachers are being asked to complete this process in the first two weeks of June to provide the district with the opportunity to address questions before the end of the year.

Teachers have helped with technology inventory as part of close-out activities since we first installed the interactive whiteboards. Prior to COVID, inventory of student devices was a laborious paper-based process that often began in May and interrupted instructional time. Now that we have increased the amount of embedded technology and improved our systems, we have converted this process to an electronic process that is quick and easy to complete. Teachers are asked to enter no more than 4 pieces of information for each student in their homeroom:

1. Enter "Dtag" or Serial number
2. Is there physical damage (yes/no)
3. Charger present (yes/no)
4. Case complete (if applicable) (yes/no)

This process should take a fraction of a minute per student. The information is saved so that it can be completed over time as convenient. This will allow completion over multiple homeroom sessions if needed.

It is important to note that this is an informational process necessary to help us prepare for the 2022-23 school year. Teachers will not be held personally responsible for the state of the equipment.

Last year it was necessary to collect all student devices from all students at the close of the year to reconfigure them. This collection process continued into the beginning of this school year. The sanitizing, reconfiguring and redeploying of devices was an exhaustive process that took over two months to complete this fall. Teacher feedback was very clear in highlighting the disruption to instruction and the extra work that this process created for all. In response to teacher feedback, the district developed a plan that would limit the collection of devices to only those students who are leaving the district (graduating seniors and those moving to another district).

We are asking families to be responsible for these devices over the summer. It is our intention to provide families with documentation outlining the specifics of their responsibility, including specifics about the device itself. Many of these devices have remained in the classrooms over the past few months and we need to be able to provide the most accurate information possible. We also need to be able to order sufficient replacement equipment, and chargers, as well as complete any necessary repairs to make sure that every student is prepared for instruction on the first day of the 2022 school year.

Best regards,

Dr. Tonja M. Williams,
Interim Superintendent of Schools