



MEMORANDUM

TO: All Principals
THRU: Dr. Ann White, Associate Superintendent, Student Services
Charlotte "Nadja" Trez, Executive Director, Learning & Language Acquisition
FROM: Philip Carey, Resource Teacher, Technology, philipb.carey@cms.k12.nc.us
CONTACT: Elementary - Samantha Meier, samanthan.avery@cms.k12.nc.us
Middle - Philip Carey, philipb.carey@cms.k12.nc.us
High - Reggie Harris, reginalde.harris@cms.k12.nc.us
DATE: November 8, 2022
SUBJECT: Learning & Language Acquisition Technology Audit
ACTION: Share with tech contact and ML teacher(s)

Throughout November and December, the Learning & Language Acquisition team will be performing an audit of all EL-funded technology at every school site throughout the district. This work is crucial to our goal of supplying technology to those who need it most while maintaining our inventory for funding oversight. We ask that you work with your school's tech contact and ML team to prepare for this audit. Below you will find further details.

What technology falls within the scope of this audit?

All EL-funded technology, regardless of use status or condition, must be inventoried. Common items include iPads, document cameras, and projectors. Every item should have one of the tag stickers shown to the right, and we may identify and tag additional equipment that was purchased with EL funds if it is found without a proper tag.



What action steps should be taken at my school?

- Front office iPads and interpreter kits should remain in the front office
- For all other EL-funded technology, either consolidate to 1 or 2 ML teacher classrooms (Elementary) or any/all ML teacher classrooms (Secondary)
- All iPads must be fully charged so that we can access the settings app
- Identify a barcode scanner available for us to borrow in order to expedite our work in your school.

What can I expect during the audit?

1. Your school's tech contact and ML team will ensure all equipment is located in ML teacher classrooms as stipulated above.
2. Your school's [LLA resource teacher](#) will work with your tech contact and ML teachers to set up an audit date.
3. The resource teacher will report to your school and perform the inventory