

March 8, 2024

Director of Finance & Operations Stipend Recommendation

Stipend Purpose: This stipend is being proposed for technology coordination duties performed throughout the 23-24 school year. This was a budgeted position that was not filled.

Stipend Amount Recommendation: \$10,000 (budget amount for 23/24 is \$16,000)

Recommended Payment Schedule: \$6,000 now for services rendered through February 2024 and \$1,000 on the 25th of each month thereafter for services rendered, throughout the remainder of the fiscal year.

Duties include:

- Monitor and replenish tech inventory on a monthly basis
- Provide staff assistance with chromebook troubleshooting
- Facilitate all student technology distribution
- Facilitate and coordinate the repair of devices
- Coordinate tech orders with vendors
- Wipe all old chromebook software on current devices and update with google chrome OS
- Set up all technology for distribution to staff and students
- Serve as point of contact for Oakland Undivided technology partnership
- Secure licensing and enroll all chromebooks for CSCE admin monitoring
- Coordinate return of loaned devices at the end of the school year