April 20, 1999

Ms. Nancy Mann
Assistant Superintendent for Instruction

Dear Ms. Mann:

I am an Instructional Technology Support Technician in the Office of Instructional Technology. Last week I was assigned to do Year 2000 updates on the computers at the Phoenix Center. My heart went out to the students there. While I was there, I noticed a very great need for software. They just received approximately 12 donated computers and they have the computers that your office purchased for them, they also have computers in the Tech Ed classroom. The students appear to respond positively to computer use, but they don't have much software for the new computers.

This letter is to ask if you might have any funds to purchase software for the Phoenix Center. I have listed below titles that should benefit the kids, in the order of need:

Title	Prices	Price for 20 Copies
Kid Pix Studio Deluxe (This is an elementary package that the kids at the Phoenix Center use now, but they don't have enough licensed copies.)	4 Lab Packs of 5 at $159.00 each	$636
Math Blaster Ages 6-9 (Basic math skill building for all students.)	$19.95 each on the Knowledge Adventure site	$399
First Connections-Golden Book Encyclopedia (This would be for students with below average reading levels.)	Lab Pack of 15 - $579 Lab Pack of 5 - $209	$788
Encarta Encyclopedia (This would be a reference for students with higher reading levels.)	$41 each	$820
Microsoft Office 97 Professional (If the Microsoft Enterprise agreement is signed, this will be covered under the agreement.)	$57 each	$1140

Twenty copies of each title or a building site license would be greatly appreciated. This list is not exhaustive, it is just a start. All prices except for Math Blaster were obtained from Ismart.

The lab was to be wired and networked, but nothing has happened with this. I have talked to JoAnn Redmond about the status of this, she is to call the school on April 23rd. I am willing to do any technical

work that needs to be done in the lab to complete the project after the wiring, router, and hubs have been installed. I will do this either as a volunteer or during my regular working hours if I am given the permission.

I thank you in advance for any assistance you can give the Phoenix Center with software or other computer related issues.

Sincerely,

Michelle Moore

Michelle Moore
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Office of Instructional Technology
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