

**Glassboro Board of Education**

# **Technology Report**

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**Technology Department Report  
January – February 2019  
(January 1 – February, 12 2019)  
submitted by George Weeks**

**Meeting Dates:**

- 01/07/2019 CoreBTS CoreCare Meeting
- 01/15/2019 ETCSJ County Technology Meeting
- 01/16/2019 Absolute Software Reivew of new Computrace version
- 01/18/2019 Admin Council Meeting
- 01/22/2019 Departmental Meeting/Review  
Rodgers Technology Review
- 01/23/2019 Meeting with Genetec Vendor to review doors and camera issues  
Printer Support Call with ADS  
CoreBTS engineering review  
District Camera Review with SROs and Principals
- 01/24/2019 Accuplace Vendor setup meeting at GHS  
Systems 3000 Archive Support Call
- 01/29/2019 Webinar on Impero Cloud options
- 01/30/2019 Future Ready Schools Certification Team Meeting
- 01-31/2019 Attended Techspo Conference
- 02/01/2019 Attended Techspo Conference
- 02/06/2019 District Security Meeting  
District Safety Meeting
- 02/08/2019 Tech Staffing Review with Superintendent

**Staff Time Off Dates:**

MLK Day 01-21-2019

George Weeks Personal Day on 01/03/2019

Jessica Brown sick on 01/10/2019 & 01/11/2019

Patrick Foltyn Personal Day on 01/25/2019

George Weeks attended Techspo 01/31/2019 – 02/01/2019

Chuck Baur attended Techspo 01/31/2019 – 02/01/2019

George Weeks out sick on 02/04/2019 & 02/05/2019

## JANUARY – FEBRUARY 2019

**Work Summary:**

- Beginning of January we did a GHS PARCC Readiness Test at GHS
- Supported PARCC Testing at GHS during the first 2 weeks of January
- Finalized Staff Allocation Summary Report for superintendent and discussed how to best utilize current resources and recommendations for additional resources
- Reviewed district camera expansion with Building Principals, SROs and Vendor and compiling a summary of work for submission for quote
- Added 15 new staff members
- Added 30 new student teachers
- Implementation of board member email addresses, to be finalized by 2/13/2019
- The Technology Department has started a rotating schedule in attempt to keep a Tech in each building. The schedule is as follows:
  - A Tech assigned to GHS for 3 days per week & Bowe for 2 days
  - A Tech assigned to GIS for 3 days per week, Bullock for 1 day and Rodgers for 1 day
  - A Tech assigned as a “Rover” 5 days per week to handle back office issues, respond to emerging issues in buildings that r

**Work Order Statistics**

- Work Order Status since last report: (as of 02/12/19)
  - 240 work orders have been entered (1,652 total)
  - 219 work orders have been closed (1,540 total)
  - 112 work orders are currently open or on hold (91 last month)
- Ticket Analysis has been conducted to analyze department productivity. Key data for this report to track efficiency are the following:
  - “Opened” – The number of tickets opened per month.
  - “Closed” – The number of tickets closed per month.
  - “Average Days Open” – The average amount of days it takes to resolve a ticket.

*Note: Additional key markers are being studied to also include in future reports, allowing for Departmental Transparency.*

- The current data includes dates ranging from September 1<sup>st</sup>, 2018 (the inception of the new Work Order system, KACE) to January 31<sup>st</sup>, 2019.

	Opened	Closed	Avg. Open Days
<b>September</b>	492	259	13.27
<b>October</b>	522	445	7.65
<b>November</b>	307	230	4.87
<b>December</b>	252	224	3.65
<b>January</b>	265	230	3.27
<b>YTD Average</b>	325.83	240.17	5.93

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## Technology Committee Report January 2019

submitted by Susan Kornicki

### Educational Happenings & Community Involvement Activities:

1/3/2019	PARCC Testing – GHS
1/25, 1/28/2019	Benchmarking/Final exams – GHS
2/9/2019	Chromecamp @ Pleasant Valley School

### Meeting Dates:

1/9/2019	GCIT EdTech Meeting – Bullock
1/10/2019	EdTech in ELA PLC - GHS
1/11/2019	Music department Edtech visitation to Delsea HS and MS
1/15/2019	February Inservice Planning – Rodgers
1/15/2019	District EdTech Committee Meeting
1/16/2019	Google Classroom PLC – GHS
1/17/2019	February Inservice Planning
1/22/2019	IT Team Tech Review
1/22/2019	Rodgers Tech Upgrade Meeting
1/23/2019	EdTech PLC - GHS
1/30/2019	Future Ready Certification Team Meeting
1/31 - 2/1/2019	Techspo 2019

### Professional Development:

1/8/2019	Coaching session – Hess, Bowe
1/8/2019	Coaching session – Rittman, Bowe
1/9/2019	Coaching session – Lee, GIS
1/10/2019	Remote coaching session – Villone
1/15/2019	Tech Tuesday at GIS: Coaching session – Ruiz, GIS Coaching session – Schmus, GIS
1/15/2019	PowerSchool Unified Troubleshooting – Batten, GIS
1/16/2019	Coaching session – Rynkiewicz, GHS
1/16/2019	Coaching session – Cusack, GHS
1/17/2019	Coaching session – Avis, Bowe
1/17/2019	Coaching session – Graves, Bowe
1/17/2019	Boardshare set up – Stowman, Bowe
1/18/2019	Aide E-mail set up – (Various), Rodgers

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1/23/2019	MyVRSpot Webinar
1/29/2019	Tech Tuesday at Bowe: Coaching session – Hart Coaching session – Millard Coaching session - Machulsky

**Dates to Remember:**

2/8/2019	EdTech in Music Demonstration – Pitman High School
2/9/2019	Chromecamp @ Pleasant Valley School
2/15/2019	Teacher Inservice Day
2/21/2019	GHS Google Classroom PLC
2/28/2019	Future Ready Certification Summit