

Glassboro Board of Education

Technology Report

**Technology Department Report
February – March 2019
(February 13 – March 6, 2019)
submitted by George Weeks**

Meeting Dates:

- 02/13/2019 CoreBTS Webex Synch Up Meeting
- 02/19/2019 Administrative Council
- 02/26/2019 Virtual HS Intro Meeting
- 02/27/2019 Canon Uniflow Issues Meeting
ASA Tunnel Configuration Meeting
- 02/28/2019 Future Ready Schools Webinar
- 03/04/2019 Uniflow Setup
Technology Department Meeting
- 03/05/2019 Superintendent Tech Support
Performance Appraisal
Aspire Quarterly Webex Portal Meeting
- 03/06/2019 Future Ready Document Review
Monthly Security and Safety Meetings

Staff Time-Off Dates:

Holidays:

PRESIDENTS DAY, schools closed 02/18/2019
Delayed Opening – 03/01/2019

Vacation Days:

George Weeks - 02/15/2019
Jessica Brown - 02/25-03/01/2019
Jessica Brown – 03/04/2019

Sick Days:

George Weeks - 02/21/2019
Chuck Baur - 03/04/2019
Jessica Brown - 03/05/2019

Personal Days:

Enrique Pagan, personal day, 03/01/2019

Work Summary:

- Technology has been working with CoreBTS to install network monitoring. Final roll out is expected by the end of March.
- Technology has been working with Aspire Technologies to implement Webex space for staff. We have started implementation meetings which will take 6-8 weeks to complete. By late march we expect to have security integration with our active directory servers.
- Technology continues to complete the technology documentation for Future ready Schools
- Technology printed lunch cards with pictures for the Rodgers cafeteria to mitigate misapplied purchases
- Technology continues to work on automating lockdowns with our phone system and door access systems as well as expand video surveillance per SRO recommendations. Quotes have been obtained and budgeting has begun
- Technology is working to implement the mandated panic buttons in each main office by Sept 1
- The Technology Department continued with a rotating schedule in attempt to keep a Tech in each building. The schedule is as follows:
 - Enrique assigned to GHS on Mon, Wed & Fri
 - Enrique assigned to Bowe on Tue and Thu
 - Patrick assigned to GIS on Mon, Wed & Fri
 - Patrick assigned to Bullock on Tue and Rodgers on Thu
 - Jessica assigned as a “Rover” 5 days per week to handle back office issues, respond to emerging issues in buildings that require additional assistance

Work Order Statistics

- Work Order Status since last report: (as of 03/06/19)
 - 149 work orders have been entered (1,801 total)
 - 145 work orders have been closed (1,685 total)
 - 116 work orders are currently open or on hold (+4 - 112 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.

FEBRUARY – MARCH 2019

- The current data includes dates ranging from September 1st, 2018 (the inception of the new Work Order system, KACE) to February 28th, 2019.

Please note that the Average Open days will change in prior months as prior month tickets are closed in the current month.

Month	Opened	Closed	Avg. Open Days
September 2018	492	259	13.27
October 2018	522	445	7.65
November 2018	307	230	4.95
December 2018	252	224	3.79
January 2019	265	230	4.31
February 2019	238	185	4.40
YTD Average	346	262.17	6.40

Technology Committee Report February 2019

submitted by Susan Kornicki

Educational Happenings & Community Involvement Activities:

- 2/8/2019 EdTech in Music Demonstration – Pitman High School
- 2/9/2019 Chromecamp @ Pleasant Valley School

Meeting Dates:

- 2/1/2019 Techspo 2019
- 2/5/2019 Performance Matters Core Update
- 2/10/2019 Tech Team Review
- 2/14/2019 Performance Matters Analytics Training call
- 2/21/2019 GHS Google Classroom PLC
- 2/26/2019 NJ Virtual HS
- 2/28/2019 Future Ready Certification Summit

Professional Development:

- 2/6/2019 Coaching - N. Lee, GIS
- 2/7/2019 Coaching - Corma/Maiorini, Bowe
- 2/7/2019 Planning for Teacher Inservice - Machulsky, Villone
- 2/8/2019 Coaching - Avis/Martorana, Bowe
- 2/8/2019 Coaching - Villone, Bowe
- 2/13/2019 Coaching - C. Gennaoui, Bowe
- 2/13/2019 Coaching - Schmus, GIS
- 2/14/2019 Coaching - Wait, GHS
- 2/15/2019 Teacher Inservice Day
- 2/20/2019 Co-teaching - Wilson, Bowe
- 2/21/2019 Coaching - Wait, GHS
- 2/22/2019 Coaching - Clark, Bowe
- 2/22/2019 Coaching - Wilson, Bowe
- 2/22/2019 Coaching - Zabel, Bowe
- 2/22/2019 Co-teaching - Villone, Bowe
- 2/25/2019 Screencastify Webinar
- 2/26/2019 Google Sites Workshop - GHS
- 2/27/2019 Coaching - DiLorenzo, Bowe
- 2/27/2019 Coaching - Lia Dunn, Bowe
- 2/27/2019 Coaching - Student teachers, Bowe
- 2/27/2019 Coaching - Hart, Bowe

Dates to Remember:

- 3/8/2019 Teacher Inservice - Rodgers
- 3/14/2019 Tech Team Review
- 3/15/2019 Workshop - Salem County VoTech
- 3/26/2019 Performance Matters Training - Admin.
- 3/28/2019 South Jersey EdTech County Meeting
- 3/29/2019 Performance Matters Follow-up - Admin.