The Computer Services Goals

Responsibility: Dave Henderson
Due Date: June 30, 2019

District Goal #4
The Victor Central School District will provide services that support the instructional program, maximize resources and improve customer service.

District Target #2
All Department services will be enhanced through a process of continuous improvement.

Computer Services Department Target
The Computer Services Department will enhance the ability of staff and students to access District technology resources effectively and efficiently.

Computer Services Strategy #1:
Continue to make improvements to the newly launched website

Evidence of Accomplishment:
A list of steps taken will be reported through this document.

Steps Taken:
- Transitioned from our old Listserv software to the new eNotify system
- Populated staff directory with additional photos, 80% of staff now have a photo
- Added ECS Parent Handbook
- Staff Directory - corrected phone extensions, job titles, departments, teacher websites
- Added JH supply lists
- Added Clubs and Enrichment section to JH page
- Added additional links to the Parents and Staff section
- Added Code of Conduct to student portion of site
- Updated HS students parking and class of 2019 information
- Purchased SiteImprove and used it to correct spelling mistakes, dead links, improve ADA compliance
- Added PreK section to the ECS page
- Built out the Alumni section of site
- Added a fax number page
- Added information to the Art section of the website for Music, Theater, and Visual Arts

Computer Services Strategy #2:
Plan, configure, and install a new IP based phone system District-wide

Evidence of Accomplishment:
A list of steps taken will be reported through this document.

Steps Taken:
- Two complete walkthroughs of all space on campus were used to identify existing phones and extension
- Final counts for phones, wall mount plates, and other ancillary hardware and software has been determined
- All equipment and software placed on order just before the holiday break
- It was determined that we need to pull and terminate 74 network drops. This work will be completed over the next 2 months
- New phone extensions have been determined
- Training will take place for administrators, secretaries, librarians, nurses, and other key personnel on April 10th and 11th
- New system will go live during April break