

Monthly Report to the Board of Education

December 2018 – Report for November Work Orders

From 11/1/2018 through 11/30/2018, 71 help desk tickets were submitted. Of the 71 tickets submitted, 42 have been completed or closed, were duplicate tickets or were forwarded to maintenance.

Work orders per building

Location	Submitted	Closed	Percent
Central Office	6	3	8.5%
HHS	14	8	19.7%
HMS	7	3	9.9%
Johnson	17	8	23.9%
Moyer	20	15	28.2%
Woodfill	7	5	9.9%
Total	71	42	100.0%

Work orders per assigned worker

Support Personnel	Work Orders Assigned	Work Orders Closed
Gay, Jason	0	0
Griffith, Stephanie	0	0
Help Desk	0	0
Martin, Andrew	20	8
McGhee, Diana	10	8
Neltner, Heidi	1	1
Robinson, Laura	2	1
Scott, Van	19	13
Winkler, Matthew	19	11
Zimmerman, Marie	0	0

Respectfully Submitted
12/10/2018

Mrs. Diana M. McGhee
Director of Technology and Information