

Procedure for Reserving Facilities (and other thoughts).

Click [here](#) for the Facilities Calendar.

1.) Check to see if your date is already open by going to the website attached to this email. It will direct you to the [Facilities Calendar](#).

The screenshot shows a web browser window with the following elements:

- Browser Tab:** CSAS (K-12): Teachers - Timothy ...
- Address Bar:** www.mycsas.com/?PageName=TeacherPage&Page=4&StaffID=284908
- Navigation Menu:** Home, Directions, Parent Info, Contact, Staff Login, Search, District Schools, District Site
- Left Sidebar:**
 - Translate With Google™ Translate
 - TEACHERS POWERSCHOOL
 - STUDENT/PARENTS POWERSCHOOL
 - About CSAS**
 - About The School
 - Mr Boles' Principal's Corner
 - Mrs Coffelt's Principal's Corner
 - Admissions
 - Handbook and Policies
 - Volunteer Opportunities
 - PTSA
 - Forms
 - News & Events**
 - News and Announcements
 - Highlights from CSAS

Mr. Timothy Born
Academic Coach
423-209-5842 | Email
[View All Teachers](#)
[About the Teacher](#) | [Facilities Calendar](#)

August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2

2.) Scroll Down to see all the dates.

The screenshot shows a web browser window with the URL www.mycsas.com/?PageName=TeacherPage&Page=4&StaffID=284908. The browser's address bar shows the URL, and the page title is "CSAS (K-12): Teachers - Timothy ...". The page content includes a navigation sidebar on the left and a calendar for August 2014 on the right.

Navigation Sidebar:

- Mrs Coffelt's Principal's Corner
- Admissions
- Handbook and Policies
- Volunteer Opportunities
- PTSA
- Forms
- News & Events**
- News and Announcements
- Highlights from CSAS
- Calendar
- Academics**
- Class Schedule
- Teachers and Classes
- Lower School Library
- Upper School Library
- Fine Arts
- Guidance Counseling
- Extracurricular Activities**
- Clubs & Organizations
- Patriot Athletics
- Alumni**
- Alumni

Calendar (August 2014):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8 (highlighted)	9
10	11 (4pm Afterschool Care)	12 (4pm Show Choir - Watson, 4pm Afterschool Care)	13 (4pm Afterschool Care)	14 (4pm Afterschool Care)	15 (blocks 1,2,3, Ms. McCallie, 4pm Afterschool Care)	16
17	18 (4pm Afterschool Care)	19 (blocks 1-4, Ms. Wyatt, 4pm Show Choir - Watson, 4pm Afterschool Care)	20 (4pm Afterschool Care)	21 (4pm Afterschool Care)	22 (blocks 1-4, Ms. Wyatt, 4pm Afterschool Care)	23
24	25 (4pm Afterschool Care)	26 (blocks 1-4, Ms. Wyatt, 4pm Show Choir - Watson, 4pm Afterschool Care)	27 (4pm Afterschool Care)	28 (4pm Afterschool Care)	29 (4pm Afterschool Care)	30

The taskbar at the bottom shows the Start button, several open applications (Reservation Rules, Windows Photo Viewer, CSAS (K-12): Teac...), and the system clock showing 5:45 PM on 8/8/2014.

5.) Send me an email with “reservation” in the subject line. Tell in order of Facility, Date, and either Blocks of use (for you Upper School folk) or times (for you Lower School folk).

The screenshot shows an Outlook window titled "Reservation - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", and "Review". The "Format Text" group contains various text formatting options like bold, italic, underline, and color. The "Options" group includes "Follow Up", "High Importance", and "Low Importance". The "Message" pane shows the following fields:

- To...: BORN TIMOTHY;
- Cc...: (empty)
- Subject: Reservation

The body of the email contains the following text:

Facility: Mobile Lab
Date: 8/21/14
Blocks: 1,2,4

Facility: Mobile Lab
Date: 8/22/14
Blocks: 1,2,4

-Tim Born
Inclusion 9-12
CSAS Upper

The taskbar at the bottom shows the Start button, several open applications including "Inbox - Mailbox - BO...", "Reservation - Mes...", and "Change orientation in...", and the system tray with the date and time "6:06 PM 8/8/2014".

Questions and Answers

Q: What facilities are up for reservation?

A: The two computer labs, auditorium, gallery, lounge, and lounge refrigerator (in the rare case a teacher needs it for a project, though most ask the cafeteria workers for such things). I do not do either of the mobile labs, reservations for the elementary field, or any athletic facilities.

Q: What color stands for what facility?

A: Click on “options”, then “filter”, and it will display what each color means.

Q: Who maintains the printers in the labs?

A: Not me. I’m not being coy; many of them were purchased with a mix of funds (ex: senior project plus some BEP), making their ownership confusing. I may tinker if someone cannot connect to a printer, but those printers are not “mine” to supply paper or toner to.

Questions and Answers, Part 2.

Q: I want to put an event on the school-wide calendar for the public and parents to see. Who do I email about that?

A: Jennifer White (WHITE_JENNIFER@HCDE.ORG) is a good place to start.

Q: What happened to the mobile lab?

A: It is now in the library. You'll need to email Ms. Fitzsimmons (FITZSIMMONS_AM@HCDE.ORG) to reserve them. The mobile lab has not aged well. It looks like someone took a hammer to a few of them, and the cart is so damaged it won't even shut. The decision was made to permanently house them in the library.

Q: Who do I talk to if I want to reserve an athletic facility?

A: Any of the coaches would be a good place to start.

Q: Who do I talk to if I want to reserve the 3rd floor conference room?

A: Me (born_t@hcde.org). I use it often for conferences. Just let me know, I'm usually flexible.

Miscellanea

- I don't do reservations the "day of", so if you need to use a facility that day, it is first come first serve.
- In general, requests by Administration or Guidance take precedence over other requests.
- The auditorium and gallery are separate facilities; be sure to book both if you'll need both.
- Some classes are, by definition, computer-based, and as such, have standing reservations to use the labs.
- Please don't put labs into your sub plans unless you have a previously scheduled reservation.
- Because the labs get used so often, I must limit requests to 3 days per request, no new requests until all old ones fulfilled, and no more than 2 months in advance.

The State of the Labs

The computers in the computer labs date from 2007. They've held up admirably given their age, but every year we loose about 2 over the summer, and we lost 3 to attrition last year alone. Many that are operational are slow to start, or beep annoyingly for a bit before activating, and obviously show their age. Computers don't last forever; their demise is not a question of if but when. I do my best to fix them, and if I can't, I ask Central Office to do their best. For those 3 computers we lost last year, all they did was stop by, confirm that it was broken, and that was that. It is not my role nor Central Office to furnish or replace computers; we are on our own in this regard. We have about 26 working in the 3rd floor lab, and around 30 downstairs. We are still assessing the state of the mobile lab (where some look like they fought a hammer and lost).

Sometimes someone will retire and their computer will get put to use (yes, both Judy Cascaddon and Ms. Dragoo's computers are now in the lab, and Officer Moses' computer will soon join them). I took a leaf blower and dusted them, all (but four in the 2nd floor lab) were reimaged (had their system wiped and reinstalled) and I rewired the 2nd floor lab over the summer. I do all I can, but honestly, we're lucky these computers made it this far.

We are in an odd position where our labs are not in someone's classroom. As such, they are unpoliced. Please supervise students in labs, and keep food and drink out of them. I often walk by the labs to see them unsupervised, food and drink inside, and intricate re-wirings that could only happen when students were unsupervised for over 10 minutes. Please do your part.

Technology is inherently unreliable; don't be surprised when things don't go as planned. Let me know if they break, but please do your own basic troubleshooting (making sure everything is plugged in and restarting the computer).

Thanks for your time!

