

AUGUST 2025

SUPPORT SERVICES UPDATE



Gadsden Technical College Director Dr. Willie Jackson

Milestone Accomplishments: Acquisition of all GATE and Applied Engineering program equipment, award letters for all grants except Adults with Disabilities (ADW), 11 Nursing students graduated and are scheduled for NCLEX, 72 students completed the summer youth program, GATE and Dual Enrollment Scholarship fully funded by the State, and Enrollment (an increase of 15%).

Ongoing Projects: Associate in applied science classroom renovation by Carpentry students and Tiny Houses Partnership with Jones Construction.

Day-to-Day Activities: Branding GTC for recruitment and marketing, survey data preparation, financial aid and budget tracking, and alignment of the curriculum and instruction with certification/licensure.

Anticipated Projects: Postsecondary Adults with Disability (AWD) program implementation in January 2026, Building Maintenance and Management PD/certification for maintenance and custodian workers, Safe Serve certification for food service workers.

MARK YOUR CALENDAR

September 15, 2025
**FACE Parent Liaison/Volunteer
Coordinator Meeting**

September 26-30
Survey 2 Transportation Window

October 6-10
Survey 2 Enrollment Window



*Success is achieved through effort,
determination and perseverance.*

*Perseverance is the hard work you
do after you get tired of doing the
hard work you already did.*

Transportation Department Director Matthew Bryant

Completed safety training during the return workshop on August 7-8, 2025: (Vector Training)

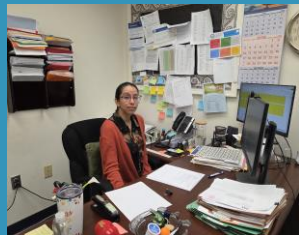
- Extreme Student Management - Student behaviors and how the drivers/bus attendant should handle different situations
- Emergency Evacuations - Teaches drivers/bus attendant how to safely evacuate the bus
- AED (Automated External Defibrillator) - Teaches drivers/bus attendant how to administer first aid to someone who has collapsed and appears to be unconscious
- Checking for sleeping children - discusses why checking for sleeping children is important
- Seizures - discusses the different types of seizures and symptoms, and how to minimize injury
- Gadsden County Sheriff's Office - Investigator Chris Daniels explained traffic laws and new school zone cameras

TransFinder routing software has been installed. Training for the routing software is still in progress. All routes should be completed with TransFinder at the beginning of September.

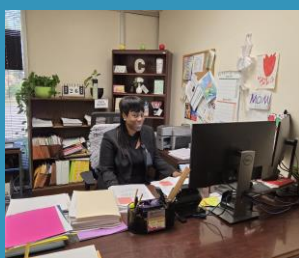
Enterprise Fleet Lease Agreement: 4 trucks have been received (2 pickup trucks for the Maintenance Department, 2 trucks for the Transportation Department). Expecting more vehicles to arrive in early to mid-September.



Dr. Sonya Jackson, Director



Ms. Nancy Sierra, HR Specialist



Ms. Crystal Robinson, Administrative Assistant



Ms. Ekemiha Knight Secretary

Human Resource Department

Director Dr. Sonya Jackson

As a rule, the Human Resource Department is quite busy all year long; however, the months of June, July, and August most often consists of twelve-hour workdays (including Fridays) and a full day of work on Saturday for one or more of the department's support team. These ladies go out of their way to keep the district staff in compliant with FLDOE regulations.

Status of Ongoing Key Departmental Activities/Projects

- Preparation for the August Board Meeting (Personnel)
- Collaborating with OPLS
- Assisted Principals and District office staff to fill vacant positions
- New Hires in the District: July to August New Hire (61), Death (1), Resignations (33), Terminations (1), Retirements (3)
- Contacted New Hires and Current Employees for Benefit Enrollment
- Disseminated the new hire's credentials to IT
- Provided support regarding applicants' online applications
- Working on Equity Report
- Office visits for June-August in the Human Resources Department (300+)

Current Day-to-Day Monthly Activities

- Greeting visitors and escorting them to the Human Resources Office
- Provided documents to Finance: Resignations, New Hires, Advanced Degree Supplement, Updated W-4, Updated direct deposit information, Retirements
- Completed leave audits
- Scanned and redacted personnel files to submit to the Office of Support Services for Public Records Requests
- Setting up employees in Skyward
- Assist Staff with Certification
- Substitute Training for Teachers, Custodians, and Food Services
- Send information to Professional Learning Services for Individuals to enroll in the Substitute Teacher Online Courses
- Provide receipts for payments made in the office (Certification Renewal, Fingerprinting, Badges)
- Scheduled appointments for ParaPro Test
- Administered ParaPro Test in the HR Office
- Verified employment for District Staff (Active/Inactive)
- Processed renewals for teachers
- Verified Account Codes with Finance and other Departments
- Scheduled Interviews
- Rolled over staff in Skyward for the 2025-2026 School Year
- Assisted finance in processing Payroll
- Collaborated with Finance for creating the Payroll Calendar
- Notify candidates of job selection
- Facilitated meetings with the Head Start Department
- Provided Summer training for the ESE and Head Start Department
- Participated in the Panel for the District Summer Leadership Training

MIS Department

Darlene Youmans, Coordinator

FTE stands for Full-Time Equivalent and is a unit that standardizes enrollment by representing the total number of students as a proportion of full-time enrollment. It measures student course loads relative to a full-time student. The Florida Department of Education uses this metric to allocate resources to school districts. FTE determination entails a complicated step-by-step process that uses mostly student enrollment in courses and actual student attendance during five (5) survey windows, the most important of which is the September/October Survey 2 windows.

During Survey 2, districts must demonstrate a) students have met the survey membership requirement and b) students have met the attendance requirement. If the student has at least one day of membership during survey week (enrolled with a schedule of courses), the student meets the membership requirement and is eligible for FTE reporting. To receive FEFP (Florida Education Finance Program) funding, the district must determine whether students who have met the FTE membership requirement have also met the attendance requirement. A student is considered to have met the attendance requirement if the student has been in attendance at least one day of survey week or on one of the six scheduled school days preceding the survey week when the school was in session.

The Survey 2 window is broken up into two parts: Transportation (September 26-October 3) and Enrollment (October 6-10). During the transportation portion of the window, all students are encouraged to ride the bus at least one day during the transportation portion of the window. Students are always encouraged to attend school; but during the Survey 2 window, they must also attend scheduled courses at least one day during the survey week.

MIS Ongoing Activities

Completed Student and Staff Rollover to 25-26 school year
Completing final submissions for Survey 5 changes
Processing WDIS Surveys F and G
Preparing for Survey 2: student and staff
Processing Survey 6 Students
Submitted new student file for Transfinder
Processing Direct Certification Data
Send the Safety Shield Reunification data file
Creating Parent Portal letters for schools
Engaging in the State AGO audit process
Setting up New Threat Management SSO Portal access
Roll out District-Wide Uniform Gradebook changes
Processing Survey M Staff

Family & Community Engagement

Gary Russ-Sills, MSW

Volunteer Services & Families in Transition Services

- (30) families have been provided with services and support, including over (65) uniforms, backpacks and school supplies, as well as other essentials distributed. The FACE office attended the **Back 2 School Resource Give Away** on August 10th in Midway, sponsored by Commissioner Eric Hinson, the City of Midway and One Gadsden Foundation. The department has launched its official Facebook page (**GCSD Family & Community Engagement**) to ensure that families are actively engaged and updated on the initiatives sponsored by the department.

Truancy & Attendance Compliance Services

- As we move into the first semester of the school year, we are looking forward to providing our students and families with the support they need to have positive attendance behaviors. The office provided schools with an **Attendance Policy Acknowledgment** form that provides an overview of the district's policy, as well as **Tips to Boost Attendance** to offer ways for parents to encourage regular attendance. School-level attendance training has begun and will allow all school staff to be aware of the policies and procedures that help promote expected attendance behaviors and interventions that should be implemented.

Home Education & Virtual Instruction Office

- The office has received (51) home evaluations, (40) letter of intents, and (25) notice of terminations. There are currently (20) student applications awaiting approval or approved to be enrolled in the Gadsden Virtual Instruction Program.

K-8 Steering Committee

- On June 28th, the first **K-8 School Community Meeting** was held at James A. Shanks Middle School. Information regarding the progress and structural updates were provided in-person and online, where the live recording received over **1,500 views** on Facebook. The next community meeting is scheduled for **Spring 2026**, and the next Steering Committee meeting is scheduled for **September 2025**.

Upcoming Events:

- Parent/Family Community Meeting – **Wednesday, August 17th**
- Parent Liaison/Volunteer Coordinator Meeting – **Monday, September 15th**

Information Technology

Dr. Sheantika Wiggins, Director

John Thomas, Network Coordinator

Status of Ongoing Key Departmental Activities/Projects

- Students accounts rolled over and synced to Clever platform for Single Sign-on (SSO)
- TDS fiber damaged repaired
- Support help desk for Focus and Skyward end-user
- Assisting school & district personnel with data requests or issues as they arise
- Attending MIS training(s) required for data processing to/from DOE and or FOCUS
- Process transcript requests electronic (F.A.S.T.E.R) and over the phone
- Process FLEID and missing child information
- Maintaining data entry for Dual Enrollment and Virtual School Students
- Receptionist duties when required

Current Day-to-Day Monthly Activities

- Techs have updated Laptop/Computers to meet required specs for state-wide testing
- Upgrading teachers' devices to ensure compliance with end point protection
- Completed Student and Staff Rollover to 25-26 school year (Complete)
- Completing final submissions for Survey 5 changes (Ongoing)
- Processing WDIS Surveys F and G (Ongoing)
- Preparing for Survey 2: student and staff (Ongoing)
- Processing Survey 6: student (Ongoing)
- Working with finance to correct the approval flow for requisitions (Ongoing)
- Submitted new student file for Transfinder (Complete)
- Processing Direct Certification Data (Ongoing)
- Send the Safety Shield reunification data file (Ongoing)
- Creating Parent Portal letters for schools (Ongoing)
- Engaging in the State AGO audit process (Ongoing)
- Setting up New Threat Management SSO Portal access (Ongoing)
- Roll out District-Wide Uniform Gradebook changes (Complete)
- Processing Survey M: Staff (Ongoing)

Anticipated Activities/Projects for the Subsequent Month

- Reconfigure the GTC Nursing Gradebook (TBD)
- DMV and Learnfare Configuration (TBD)
- Update Student Contacts data drive (TBD)
- User Access Review and Audit (Student and Staff) (TBD)
- Assist Finance with Retirement Issue (TBD)
- Design and create an Online Enrollment Form (TBD)

Safe Schools

Lt. Tiffany Buckhalt, Coordinator

- In the process of training several new staff on Threat Management.
- New portable metal detectors will be delivered at the high school on August 12th. MIS Team will be training staff during the first week of school.
- Our district will host the regional DJJ meeting on August 18th at 9:00 a.m. Meeting will be conducted in the Board Room.
- OSS will be making a visit to the high school on August 19th at 9:30 a.m.
- The week of August 4th-8th, the safety department will be going to each school to conduct safety training to staff during their pre-planning time.
- Active shooter drill & a fire drill MUST be conducted at each school within the first 10 days of school.
- FortifyFL training must be conducted with all students and staff during the first 5 days of school.
- The safety department trained approximately 80 substitute teachers with the crisis response manual and the active assailant procedures and response which aligns with the new House Bill requirements.
- New Threat Management portal being released and training provided for all certified TM team members.
- Conducted several meetings with vendors proposing new safety equipment.
- Continuing to work with new hires to the district to ensure they are trained with the new Florida Model Threat Management and Crisis Response.
- Continued working with Attorney General Auditor, Chris Washington to ensure the district safety department remains in compliance.
- Continuing to prepare/collect all necessary MOUs with our partnering agencies.
- Held a Reunification meeting/training with all District staff in addition to ESE staff and provided training materials to all.
- I have reached out to Ms. Harris to create a video with the Superintendent conducting a mock reunification walk through.
- Meeting and working with Mr. Gary Russ-Sills on student restorative actions, truancy, and juvenile welfare checks.



GADSDEN COUNTY SCHOOL DISTRICT FACILITIES

Building	Year Built	Age (Years)	Net Square Footage	Student Capacity	Current FOCUS	2025-26 Live Body
Old Quincy High: The site is home to the administrative offices of Head Start, Migrant Education, and district storage.	1909	116	51,827	0*	0	0
Carter Parromore: Site of Alternative Education and Bold Step Daycare program. Bold Step: 7 and GCA: 21	1954	71	99,412	973	61	60
George W. Monroe Elementary: K-4 (Serves middle northern part of the county and parts of Quincy).	1956	69	76,497	663	553	514
Stewart Street Elementary: K-5 (Serves south Quincy and the southern end of the County).	1965	60	64,649	665	464	442
James A. Shanks: 5-8 (Serves northern part of the county and Quincy).	1967	55	126,373	1092	401	408
Gadsden Elementary Magnet (New)					130	
Chattahoochee Elementary: K-5 (Serves City of Chattahoochee and surrounding area).	1971	51	54,700	383	159	150
Havana Magnet: K-8 (Serves northeast end of the County).	1992	30	135,300	881	516	499
Greensboro Elementary: K-3 (Serves the west end of the County).	1994	31	69,074	371	243	203
Gadsden County High	2001	22	204,887	1529	948	969
West Gadsden Middle: 4-8 (Serves the west end of the county).	2005	17	116,980	758	299	295
Maintenance Complex	1961**	61	15,983	0	0	0
Walker Administration Building	1973	49	57,760	0	0	0
Warehouse	1977	45	21,451	0	0	0
Transportation Complex	1990	32	15,699	0	0	0