

**GADSDEN COUNTY SCHOOL DISTRICT**  
**School Board Update**  
**July/August 2024**

*Educating Every Student Today*  
*Making Gadsden Stronger Tomorrow*



**THE WORK WE DO MATTERS TO THE PEOPLE WE CARE ABOUT THE MOST**

# GADSDEN COUNTY SCHOOL DISTRICT

## Extended Executive Management Teams Support Services Monthly Department Updates July/August 2024

The months of July and August have been extremely busy for district office staff. Our priorities are specific to completing tasks specific to summer school operations and preparing for the coming year.

### Human Resource Department-Dr. Sonya Jackson

During these months the following tasks and activities are critical to the day-to-day operations of the district:

- Bargaining units' negotiations
- Completion of Public Records Request
- Filling school site and district level positions
- Processing certifications documentation with the Department of Education
- Processing new hires paperwork
- Processing paperwork with the Office of Professional Practices
- Scheduling District Interviews for 11 positions for a total of 51 interviews: Food Services, Finance, Facilities, Head Start, GCHS Principal, Instructional Technology, and Federal Programs
- Submission of Evaluations documentation to DOE
- Update presentations to principals, district leaders, and new hires
- Working with finance, IT, and MIS to update employee information in Skyward Finance and FOCUS
- Working with MIS to complete Survey 5 documentation

**2024-2025 New Hires to Date (70 Employees)  
41 Instructional Staff and 29 Non-Instructional Staff**

### Gadsden Technical College-Dr. Willie Jackson

Gadsden Technical College is a postsecondary institution that is required to meet both State and Federal requirements for Adult Career and Technical Education. This means staying informed and up-to-date on best practices through vital networking in two key organizations: COE (Council of Occupational Education) and FACTE (Florida Adult Career and Technical Education).

#### **July/Aug Activities**

#### **July**

Open Enrollment (1<sup>st</sup>)  
Practical Nursing Graduation  
Institution Advisory Council (IAC) Meeting (24<sup>th</sup>)  
COE Summer Conference  
FACTE Conference

#### **August**

End of Summer Semester (2<sup>nd</sup>)  
Instructors Returns (5<sup>th</sup>)  
Students Returns (12<sup>th</sup>)  
Last Day to Drop or Add (23<sup>rd</sup>)

### Information Technology-Dr. Sheantika Wiggins

Status of Ongoing Key Departmental Activities/Projects:

- Roll over students for the upcoming school year (completed)
- GBES: final phase of installation of new wireless access points, cameras, switches and Paxton entry hardware; major undertaking; Work is being completed by district contracted vendors and Media Tech employees.
- CPA: Audio system is being moved from the old GEMS school on King St to the CPA Academy on South Stewart St. This is a safety issue. (Ongoing)
- GCHS: Bus gate entrance: ordered the hardware to complete this project. The stickers for the 60 buses have not arrived yet; pedestal for manual swipe for entry has arrived and being installed; tested the height using a bus from the transportation department to ensure that a bus operator would have ample distance to use an entry card if needed
- SSES: Data wiring, wireless access points and cameras will need to be replaced in building 3 and 5; Contractor has either cut or removed the assets in these buildings; they will need to be rewired for internet, phone and camera access. John Thomas spoke to the contractor who has been installing the updated AC concerning the existing wiring. He agreed that the next building will be handled more carefully and we can work together to preserve as much existing infrastructure as possible as it relates to IT. At the current projections I am not sure when we will have these two buildings back on line.
- JASMS: The sign in the front is in need of parts. Currently we will need to order two access points to restore the ability to change the message; PO needed. Suggest to power it down until parts are ordered and received.
- WGMS - The Bell system will be upgraded; Security/Wireless/Switch installation: CPA was completed May 30, 2024 with the installation of new cameras, wireless access points and network switches.
- District wide continued repair, installation and maintenance of gates, doors and other networked entry devices. (Ongoing)

### Facilities/Maintenance Department-Brent Hudson

The Facilities and Maintenance Department has coordinated three major projects this summer: Replacing of Stewart Street Elementary HVAC; Coordinating the installation of new school furniture; and Coordinating the installation of new playground equipment. In addition to these projects, the following activities have occurred:

- Maintaining district facilities grounds
- Removing and discarding old district furniture
- Completing repairs and maintenance as needed
- New K-8 Groundbreaking Activities
- Ensuring district facilities have required supplies
- Setting up on-going agreements for 2024-25 facilities and maintenance operations
- Finalizing FEMA Hurricane Michael repairs of the Maintenance Office
- Preparing for the CPA FEMA Hurricane Michael renovation project

### New Playground Equipment Installation Schedule

Stewart Street Elementary – August 16  
Carter Parramore Bold Step – August 27  
George W. Munroe Elementary – September 3  
Greensboro Elementary – September 9  
Gadsden Elementary Magnet – September 9  
Chattahoochee Elementary – September 23  
Havana Magnet – September 23

### School Safety Department-Officer Tiffany Parsons-Buckhalt

Florida mandates for school safety and school safety best practices are constantly changing and monitored by State School Safety inspections. Ensuring the District is in compliance requires attendance at regional and state-wide training events and the constant communication of requirements and best practices to appropriate district personnel. In additional safety training tasks, July and August have been dedicated to the following:

- Collaborating with the IT department to ensure the high school bus entrance gate is operating properly
- Meeting with local law enforcement agencies regarding Mock Reunification
- Obtaining quotes for proper CPA fencing
- Interviewing candidates for the guardian position
- Collaborating with the finance department to ensure the Hardening grant is expended as outlined in the grant
- Attending Gadsden County Juvenile Court to obtain status updates on district students
- Scheduling 2024-2025 school year safety drills for each school in the Intrado system
- Scheduling 2024-2025 Threat Management meetings
- Installing safety boxes with “stop the Bleed” kits and first aid products
- Training staff regarding the new Florida House Bill 1473
- Serving on the district’s Emergency Management team and attending Gadsden County Emergency Management meetings
- Attending truancy meeting with Judge Garner and the district’s truancy team
- Conducting or was present for school active shooter and fire drills
- Ensuring FortifyFL training was conducted with all staff and students
- Conducting school walk-throughs at every district school during the first week of school

### Transportation Department-Matthew Bryant

The new FLDOE School Start Time Implementation Grant has consumed a considerable amount of the transportation department. The 1.7-million-dollar grant was awarded to the district to facilitate the Florida Department of Education secondary schools late start mandate for the 2025-26 school year. The department mostly used the grant funding to purchase software to develop new transportation routes; provide training for transportation employees, fund staff for before/after school supervision; and purchase 9 new school buses. In addition to this key activity, the following activities occurred:

- Completing school bus safety training
- Implementation of new routing software
- Conducting monthly safety meetings with drivers, attendants, and team leaders to discuss route improvements, route safety and student safety
- Conducting monthly meetings/trainings with shop technicians
- Completing FLDOE required bus monthly inspections
- Updating outdated camera systems on buses
- Completing FLDOE required reports
- Preparing for RTA (Parts inventor, vehicle work orders, inspection reports, and fuel logs) training for shop supervisor, parts technician, and transportation director.
- Facilitating the purchase of new buses to replace the aging fleet and stay in compliance with FLDOE rules and regulations.

### MIS (Management Information System) Department – Darlean Youmans

Not many people truly understand the amount of specialized work the MIS department does to ensure the District submits verifiable reports to the Department of Education to support State and Federal funding required to operate our district. In short, MIS provides documentation that allows the Finance department to draw down funding for the District. Below is a table of August activities that are a part of ongoing activities to ensure we receive paychecks and operating funding:

#### **Day-to-Day Activities**

- Support help desk for Focus and Skyward end-user issues
- 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
- Process Direct Cert – Free and Reduced Lunch data
- Maintaining data entry for Dual Enrollment and Virtual School Students
- Receptionist duties when required

#### **Ongoing Key Departmental Activities/Projects**

<b>Activity</b>	<b>Status</b>
Process PK-12 data to transmit to FDOE for Surveys 4, 1, 5	Ongoing
Process WDIS data to transmit to FDOE for Surveys S and R	Ongoing
Process Survey 5 Staff	Complete
New Medical Screens in FOCUS ( DOH Request)	Complete
Processing the End of Year and Start of School in FOCUS	Complete
Processing the End of Year and Start of School in Skyward	Complete
Process data for COST Report (Finance)	Complete
Correct approval flow for requisition processing (Finance)	Ongoing
Submit PREID files for the Assessment office	Ongoing
Final senior transcripts to Bright Futures	Complete
Processed Summer school data	Complete

#### **Anticipated Activities/Projects**

<b>Activity</b>	<b>Anticipated Start</b>
Print Progress Reports	09/24
Reconfigure the GTC Nursing Gradebook	08/27/24
Online Registration Form –PK 12 and Adult	09/24
Data Entry Meeting – Beginning of year reminder and Survey 2 prep	09/24
Submit 2024-2025 senior transcripts to Bright Futures	09/24
Print Report Cards	10/24
Survey 2 student and staff	10/24
DMV and Learnfare Activation	9/24

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#### Family and Community Engagement (FACE) – Jerome A. Maples, Sr.

- Be a Mentor Initiative Application and Guideline Development – Volunteer Services rolled out the new volunteer application to ensure adequate, pertinent information is gathered, as well as ensuring volunteers have knowledge of the responsibilities, duties, and guidelines for supporting schools.
- Home Education & Virtual Education Instruction Office – enrollment of students to ensure compliance with FLDOE School Choice guidelines.
- Truancy – Attendance Compliance Services has trained 117 district-level and school-level personnel on the processes and procedures to ensure students are attending school regularly.
- Community Meetings – will start in September