



MAY

SUPPORT SERVICES UPDATE

Gadsden Technical College

Director Willie Jackson

Milestone Accomplishments: On May 20, 2025, Gadsden Technical College recognized 18 students who earned GED (General Education Development) credentials. Passing the GED is equivalent to earning a high school diploma and allows students to further their education and job opportunities, including joining the military. The recognized 18 GED credentialed students is a milestone for GTC thanks to dedicated adult education instructors **Lucretia Battles and Tyree Johnson**.

Ongoing Projects: GTC has only two events for the month of June. On June 12th from 12:00 to 4 is the Veteran Open House. June 16th is the first day of the Summer Youth Program, in which 70 students are enrolled in four programs (Automotive, Principles of Teaching, Pharmacy Tech, and Building Maintenance and Management).

MIS Department

Coordinator Darlean Youmans

- 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
- Maintaining data entry for Dual Enrollment and Virtual School Students
- Receptionist duties when required

MARK YOUR CALENDAR

June 11, 2025

HR Equal Educational
Opportunity Training

June 12, 2025

GTC Veterans Open House

June 16, 2025

GTC Summer Youth Program

May 29, 2025

District Field Day

*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.*

GADSDEN COUNTY SCHOOL DISTRICT



Safe Schools

Lieutenant Tiffany Buckhalt
Safety Specialist

The month of May has been very busy for Gadsden County School District's Safety Specialist, Lieutenant Tiffany Buckhalt.

- Filled in at different school campuses when guardians were out sick.
- Attended several threat management meetings and training with the Office of Safe Schools.
- Held safety meetings for Graduation Safety Plan.
- Conducted active shooter drills at various school sites throughout the month.
- Attended a Hurricane preparedness meeting with GCSO Emergency Management.
- Conducted monthly safety meetings at various schools.
- Conducted new threat assessments on Five (5) students throughout the district.
- Conducted a "Code Red Lockdown" at GCHS on May 12, 2025.
- Attended weekly meetings with finance to receive updates on purchase orders and safety budget.
- Conducted walk through at every school on weekly basis.
- Worked closely with the Office of Safe Schools to complete Hardening Grant from FLDOE.
- Attended DTMC meeting with the Office of Safe Schools to ensure threat management procedures are being followed properly.
- Followed up with principals to ensure all documentation was complete and submitted for crisis response training drills and monthly SBTMT meetings for month of April.
- Continue to coordinate the safety officers for all athletic events.
- Attended Sigma School Safety Workshop.
- Attended the DJJ Advisory Meeting on May 19, 2025, where I was elected Secretary of this DJJ Committee.
- Attended an Office of Safe Schools Webinar regarding the new threat assessment portal that will roll out August 2025.
- Coordinated safety for the Graduation ceremony on May 23, 2025.

Human Resource Department

Director, Dr. Sonya Jackson

Day-to-Day Activities

- Completing Leave Audits
- Completing Employee Setup in Skyward
- Assisting Staff with Certification
- Send information to Professional Learning Services for Individuals to enroll in the Substitute Teacher Online Courses
- Provide receipts for payments made in the HR Office (Certification Renewal, Fingerprinting, Badges)
- Scheduling Appointments for and Administering ParaPro Tests
- Verifying employment for District Staff (Active/Inactive)
- Processing Renewals, Certifications, Fingerprinting, and Badges for District Employees
- Verifying Account Codes with Finance and Other Departments
- Scheduling Interviews
- Assisting Finance in Processing Payroll
- Notify Candidates of Job Selection
- Generating Public Records Reports

Ongoing Key Departmental Activities/Projects

- Preparation for the May Board Meeting (Personnel)
- Collaborating with Office of Professional Learning Services
- Assisting Principals and District Office Staff to Fill Vacant Positions
- New Hires in the District: May (4) 1-non-instructional, 1-instructional, 0- part-time non-instructional, 0 death, 10-resignations, 0-terminations, 6- retirements
- Contacting New Hires and Current Employees for Benefit Enrollment
- Distributing invoices to Accounts Payable for Payment
- Disseminated the New Hire's Credentials to IT
- Providing Support to Applicants for Online Applications
- Working on Equity Report
- Distributing Birthday Cards to Employees
- Distributing Holiday Cards to Employees
- **Office Visits for May in the Human Resources Department (61)**

Family & Community Engagement Office

Coordinator Gary Russ-Sills, MSW

Volunteer Services & Families in Transition Services

- There have been (3) trusted individuals who have completed the online portion of the Resiliency Coach training and prepared for the 4-hour practicum requirement to move forward in the certifying process. We are excited about this initiative and the support it will provide for our students.

Truancy & Attendance Compliance Services

- As we move into the last quarter of the school year, we will be collecting data to survey the interventions implemented throughout the year so that we have a path forward to support students, families and schools with attendance issues. This will include end-of-the-year notices, student attendance contracts, as well as enhanced relationship with local agencies to help prepare detailed reports that show the need for continued resources and interventions.

Home Education & Virtual Instruction Office

- Virtual School and Home Education end of the year testing was conducted May 19-21, 2025. The office is preparing to provide end-of-the-year reviews, as well as promotion and retentions for students enrolled in GVIP .

Upcoming Events:

- Employees of the Year Banquet – **Wednesday, May 28th**
- Staff Field Day – **Thursday, May 29th**
- McKinney-Vento Program Students College Tour – **Monday, June 16th**

Leading with Kindness, Respect, and Humility

We are approaching a time during our work-year that requires many challenging discussions: retentions, terminations, transfers, progression ceremonies, and graduation. These discussions are often very emotional and sometimes filled with confrontations. As we speak with upset colleagues, employees, parents, students, and possibly community members, it will be helpful if we all remember to do the following:

- Open the doors of our offices.
- Answer and/or return telephone calls.
- Always speak to others with patience, kindness, and consideration.
- Do not allow the rush of our daily work to cause our words to come too quickly, sharply, or carelessly. Pause, to breathe before speaking and to choose gentleness instead of harsh responses.
- Remember that words can either uplift or tear down so speak in ways that heal, support, and affirm even when we cannot give others what they are requesting; and are talking with individuals who are not practicing the same behavior.
- Lead by example, guarding our tongues when we feel irritated or tired; and filling our hearts with the care that transforms frustration into patience.
- Most of all, let our words reflect the care, respect, and humility required of us.

CANDID GRADUATION MOMENTS

Provided by Kynadi Harris
Public Information Officer

