

GADSDEN COUNTY SCHOOL DISTRICT

Extended Executive Management Teams
Support Services Monthly Department Updates
October 2024



HAPPY FALL SEASON

GADSDEN TECHNICAL COLLEGE

Major Dr. Willie Jackson

Ongoing Projects: Cafe Renovation, Technology repairs and upgrade, Post-secondary FOCUS Rollout, Equipment acquisition for the new Applied Engineering Program at GCHS

Day to Day Activities: Nursing Clinicals in Miller County, Georgia (Oct 14-25), Student Services procedures, curriculum and instruction monitoring, COE Visit preparation (Nov 18-21), January 2025 Enrollment, 12 Grants management (All award letters received)

Anticipated Projects: GATE Program application, AA/AS Degree implementation (Aug 2025), Construction Management "Tiny House" Partnership with Jones Construction (Jan 2025)

TRANSPORTATION DEPARTMENT

Matthew Bryant

- ◆ RTA software training has been completed. The training provided knowledge of the software used to create work order tickets for bus repairs, create parts tickets, sign equipment in and out for technicians to use, issue parts and maintain the shop inventory, and we are in the process of going paperless by Spring of 2025 with the RTA software.
- ◆ FTE 2 Survey has been completed.
- ◆ Met with the Transportation shop technicians to discuss future-plans for the shop to go paperless in 2025.
- ◆ Shop technicians have completed First Aid/CPR and AED training with the Vector Safety training program.
- ◆ In-Service workshop with all drivers and bus attendants will take place on Tuesday October 29th (Pre-Trip Inspections and Bus AED training)
- ◆ Bus evacuations training for all schools will be completed by October 25, 2024.

HUMAN RESOURCES

Dr. Sonya Jackson

Status of Ongoing Key Departmental Activities/Projects

- Assisted Principals and District office staff to fill vacant positions
- New Hires in the District: 9 new hires in the District for October
- Resignations/Retirements: 6 for October
- Worked on Performance Pay, Recruitment and Retention spreadsheets
- Working on GESPA salary spreadsheet-proposed hourly and annual salary
- Contacted New Hires and Current Employees for Open Enrollment
- Working on the Equity Report
- Working on Athletic Supplements for Gadsden County High School, Havana Magnet School, James A. Shanks Middle School, and West Gadsden Middle School
- Completed 17 Level 2 background checks for State Mandated Clinicals for Nursing Students at GTC
- Created clearance letters for GTC Nursing Students and Instructors
- Submitted employee misconduct to the Office of Professional Practices
- Distributed invoices to Accounts Payable for payment
- Disseminated the new hire's credentials to IT
- Answered questions regarding the Recruitment and Retention Stipend and Performance pay via email, phone, and in-person
- Provided support regarding applicants' online applications-troubleshooting because their applications were incomplete
- Processed New Hires, Contractors, and Substitute (Review New Hire Packet paperwork for questions or concerns, register and fingerprint in the office, and provide documents for drug screening (30 - 45 min process))
- Provided receipts for payments made in the office (Certification Renewal, Fingerprinting, Badges)
- Scheduled appointments for ParaPro Test
- Administered ParaPro Test in office (2 Hr. 30 Min. Process)
- **82 office visits for October in the Human Resources Department**

FAMILY & COMMUNITY ENGAGEMENT

Gary Russ-Sills, MSW

Volunteer Services

♥ SREOY voting has begun and is set to close on Wednesday, 10/23; TOY voting is set to take place from Monday, 11/18 through Friday, 11/22.

♥ Parent Liaison/Volunteer Coordinator meeting rescheduled due to inclement weather to Wednesday, November 13th.

Families in Transition Services

♥ Reviewing update policies and procedures for families in transition, including those that may have been displaced due to recent storms and ensuring that schools are inputting data once they receive the forms at the school sites for accurate identification.

♥ Preparing Unaccompanied Homeless Youth Card (UHY) for those who have been identified to comply with state requirements.

Truancy & Attendance Compliance Services

♥ Conducting Attendance Intervention Team (AIT) meetings to begin to analyze data on student attendance and develop comprehensive plans for interventions.

♥ Continuing to support schools in encouraging attendance, which includes beginning to conduct home visits for students with red flags and risk factors for the "habitual truant" status.

Home Education & Virtual Instruction Office

♥ Enrolling students into the home education database, to include K12 and PAEC FLVS Franchise, with (9) letters of intent and (3) K12 enrollments since 10/1/24.

♥ Progress monitoring home education/virtual instruction students, particularly those in the district sponsored programs, to ensure progress is being made, as the 1st 9 week is coming to an end.

Action Steps:

♥ Working to update the 2024-25 Parent and Family Engagement Plan

♥ Training the school-level parent liaisons and volunteer coordinators

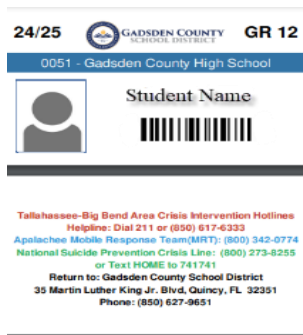
♥ Reviewing and submitting the Controlled Enrollment Plan

♥ Updating the FIT Compilation of Providers list

INFORMATION TECHNOLOGY DEPARTMENT

Dr. Sheantika Wiggins, John Thomas,
Darlean Youmans

Mosaic: Cafeteria Point of Sale



In the Spring of 2024, we started gathering information to relaunch the Mosaic POS, which would help the

cafeteria keep accurate records of the meals provided to the students, speed up the checkout process, and report the numbers to DOE.

Mosaic is a web-based product with many features that make it easy to record all meal transactions in the cafeteria, from complimentary breakfast and lunch for students to paid meals for adults.

One of the Mosaic features is the ability to scan students' IDs, which improves the checkout process for students of all ages as they are not required to remember the PIN. The decision was made to provide all the students with ID cards, which help with cafeteria needs and offer a great way to identify the students at the school's setup, on/off-campus activities, and serve as identification for testing venues like the SAT.

Gadsden County High School and Crossroads Academy were selected for the program's launch at the beginning of the 2024-25 school year. Since then, we have added James A. Shanks and Stewart Street. This is an ongoing project, and we expect to have all the schools in the system by Spring 2025.

With the acquisition of two ID printers, we could print and distribute 4,560 cards, lanyards, and ID covers for all the schools. If the budget permits, we would like to give the schools the opportunity to print and re-issue missing cards in-house by providing each site with its ID printer.

TECHNOLOGY continued . . .

The schools can generate funds for supplies by selling lanyards with the school's logo and probably by adding a minimal cost to re-print missing cards, which can motivate the students to safeguard the cards.

Status of Ongoing Projects

Districtwide upgrades for all schools are ongoing. The following schools have been upgraded to the new Fortinet Platform: CPA, JASMS, GREB, and GTC. The Technology Department will be requesting a continuation of the current contract with Gingham LLC to facilitate the completion of the Fortinet project. This upgrade includes new switches, cameras, wireless access-points and cabling.

Other Activities

▲ Working with the F.A.C.E. to set up online voting for the SREOY & TOY. Voting begins Monday, October 21- 23 for all school level employees.

▲ The Data and voice networks are up and running throughout the district. We are updating, repairing and providing support as evidence by the listing below.

▲ GTC: Began IT assessment of assets (Computers, Printers, etc.) to determine what updates, replacements, discards are needed to support the mission of the school. Currently, training the new tech hired to support GTC technology.

▲ GCHS: Network upgrade is in progress school wide. More security cameras are being installed to ensure the safety of the school.

▲ SSES: Working with AC contractors as they move from building to building to keep IT services up and running with as little interruption as possible. (Ongoing)

▲ GEMS (PreK) (Old Bldg. West King): Server failed. We are installing a new one.

CES: Updated devices and repaired wireless access for staff and students. Also, the Intrada printer needed repair.

▲ WGMS: The Bell system will be upgraded. Waiting on Parts.

▲ HMS: Audio and Bell system are still under repair.

▲ ESE: Imaged and delivered 12 desktops to the ESE department.

School Safety

Officer Tiffany Parsons-Buckhalt

♣ Accompanied the FLDOE Office of Safe School for three unannounced inspection visits.

♣ Assisted with providing a safety team at Gadsden County High School.

Assisted with security monitoring and student safety at GCHS.

♣ Assisted Crossroad Academy with implementing a safety tab on their website to include the FortifyFL info for students, staff and parents.

♣ Filled in at different school campuses when guardians were out sick.

Attended several threat management meetings and training with the Office of Safe Schools.

♣ Conducted active shooter drills at various school sites.

Planning a preparing for a mock reunification drill before Christmas break.

♣ Will be attending the safety FS3 meeting for our region in Leon County on October 23rd.

♣ Conducted monthly safety meetings at various schools.

Conducted new threat assessments on two (2) students throughout the district.

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 the Safe School Risk Assessments for all campuses.

♣ Held meeting with various law enforcement agencies to ensure mandates from HB1473 are being followed.

♣ Followed up with principals to ensure all documentation was complete and submitted for crisis response training drills and monthly SBTMT meetings for month of September.

♣ Scheduled threat management training on Oct. 29th & 30th for new staff members to the district.

♣ Continue to coordinate the safety officers for all athletic events.