

GADSDEN COUNTY SCHOOL DISTRICT

Extended Executive Team Management Support Service Monthly Update



The cost of the above will approach \$100,000.

One half penny of every sale in Gadsden County could go a long way toward preventative maintenance and serving district facilities.

PAVING PARKING LOTS, REPLACING ROOFS, MAINTAINING CYBER SECURITY, MAINTAINING AND UPGRADING ATHLETIC FIELDS, REPLACING CHILLERS, REPLACING WATER, ELECTRIC, SEWAGE, AND TECHNOLOGY INFRA-STRUCTURE, INSTALLING BEST PRACTICE SAFETY MEASURES

These are not one-time expenditures. They are on-going and lack of funding has resulted in minimum and sometimes inadequate attention.

GADSDEN COUNTY SCHOOL DISTRICT
Extended Executive Management Teams
September Department Updates

Technology Department-Dr. Sheantika Wiggins

Status of Ongoing Key Activities/Projects

- **URGENT:** (Hurricane Helene) – Prepping all systems, data and devices for inclement weather district-wide.
- Data and voice networks are up and running throughout the district. We are updating, repairing and providing support as evidence by the listing below.
- Updated student data files completed. These transitioned at the beginning of the 2024-2025 school year, improving functionality without disrupting instruction.
- Worked with its facility department to complete network connections for new security systems in schools.
- Technology distribution: distributed new equipment to students and staff, including laptops, iPads, and MacBooks.
- Districtwide continued repair, installation and maintenance of gates, doors and other networked entry devices. (Ongoing)
- Greensboro Elementary: New network was installed at the school and will require all devices to be synchronized to use the new network to resolve issues (ongoing).
- CPA/GCA: Audio System Upgrade: Completed
- GCHS: Bus gate entrance – The new gate was fixed and activated but has once again received additional physical damage incurred to the gate and fence from vehicles.
- SSSES: Restored data and voice communications in Bldgs. 3 and 5; working with the AC contractor as they move from building to building to keep IT services up and running with as little interruption as possible. (Ongoing)
- GEMS (Old Bldg West King St) – We are developing a plan to move IT assets from this building. The power in the building is very faulty.
- JASMS & GTC – Waiting for PO to order the required parts to fix signs (This will allow/ restore the ability to change the message.). It is recommended the schools power down signs until we can get those parts. As soon as a purchase order is generated, we will order the parts.
- WGMS: The Bell system will be upgraded. Waiting on parts.
- HMS: Bell/Audio system being updated. (Ongoing)
- Districtwide upgrades for all schools are ongoing. The following schools have been upgraded to the new Fortinet Platform: CPA, Shanks, GREB, and GTC. All schools not listed above will be upgraded during the fiscal year. We will be requesting a continuation of our current contract with Gingham LLC to facilitate the completion of the project; This upgrades includes new switches, cameras, wireless access-points and cabling.

Technology MIS-Darlen Youmans

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

Ongoing Activities

- Process PK-12 data to transmit to FDOE for Surveys 1 & 5
- Process WDIS data to transmit to FDOE for Surveys F & G
- Correct approval flow for requisition processing (Finance)
- Submit PREID files for the Assessment office
- Survey 2 for student and staff
- Import Student Photos
- Posted VPK Test Scores
- Talent Search Data Collection
- Missing Child
- Online Registration Form –PK 12 and Adult
- Process Direct Cert – Free and Reduced Lunch data

Anticipated Activities

- Reconfigure the GTC Nursing Gradebook
- Data Entry Meeting – Survey 2 prep
- Threat Management Module Integration
- Print Report Cards
- DMV and Learnfare Activation

Human Resource Department

Dr. Sonya Jackson

- Assisting Principals and District office staff to fill vacant positions
- Processing New Hires in the District: 7 Instructional Staff and 7 Non-Instructional Staff, a total of 14 new hires in the District for September
- Working on Performance Pay, Recruitment and Retention spreadsheets
- Working on GESPA salary spreadsheet-proposed hourly and annual salary
- Contacting 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
- ParaPro Assessments
- Assist finance department with payroll processing
- Assist Academic Services with VAM data

Family & Community Engagement Office

Gary Russ-Sills, MSW

Volunteer Services have been actively accepting applications and conducting Level 1 background checks to ensure that are equipping our schools with adequate support. During the month of September 2024, we have received, processed and cleared over 180 volunteer applications to aid and support to our Gadsden students and schools. Also, formal MOUs for mentoring support services have been sent to the Superintendent's office for review and anticipate formalizing those agreements within the next month.

Families in Transition Services are continuing to support our students in need by working with the transportation department to ensure that those students have access to their school of origin so that there are no gaps in academic growth and well-being of that student. We are anticipating hosting our first collaborative partnerships meeting for the 2024-25 school year in the coming weeks so that we can update memoranda of understandings with our current partners, as well as work to develop new partnerships with other stakeholders within our community so that we are efficient in providing necessary resources and support to our families in transition. Additionally, there was a parent liaison and volunteer coordinator meeting scheduled for Wednesday, 9/25, however that meeting will be rescheduled due to the inclement weather.

Truancy & Attendance Compliance Services have begun the Attendance Intervention Team meetings for the 2024-25 school year so that we can begin to accurately progress monitor student's nonattendance behaviors. We have conducted meetings at Carter Parramore & Gadsden Central, Gadsden County High School, Chattahoochee Elementary, as well as Havana Magnet. Other schools have been scheduled/re-scheduled due to the developing inclement weather. We have identified strategies, interventions and incentives that will be implemented to help encourage and motivate students to attend school more regularly. Furthermore, we have celebrated "Attendance Awareness Month" throughout the month of September, which served to provide the students, schools, families, and communities with vital information and statistics to engage around the importance of attendance and ways that they impact learning. We are grateful for the schools that participated in the initiative. Attend TODAY, Achieve TOMORROW #SchoolEveryday!

Home Education & Virtual Instruction Office has been working to ensure that those students and families interested in entering in home school/virtual instruction have access to those services. Throughout the month of September, we have had (8) annual evaluations submitted and filed, (16) letters of intent submitted to establish/maintain a home education program, (4) notice of terminations of home education (many due to the Personalized Education Program admission), and (4) new enrollment into the K12 virtual instruction provider. Additionally, we have issued (5) laptops to virtual instruction students to ensure that they have what they need to be successful in their academic pursuits. Furthermore, the updated The Gadsden County Home Education & Virtual Instruction Program information packet has been uploaded to the district's website.

Action Steps:

- Working to update the 2024-25 Parent and Family Engagement Plan
- Initiating the SREOY and TOY nomination and selection process for the 2024-25 SY
- Training the school-level parent liaisons and volunteer coordinators
- Updating the office's page with updated documents on the district's website
- Reviewing and submitting the Controlled Enrollment Plan
- Updating the FIT Compilation of Providers list

Office of Safe Schools

Officer Tiffany Buckhalt

- Conducted four (4) training sessions of the new school-based threat management.
- Organized and created threat management teams for each school site.
- Attended Emergency Management tracking the upcoming storm.
- Attended several threat management meetings and training with the Office of Safe Schools.
- Conducted active shooter drills at various school sites.
- Attended the "Handle with Care" training to implement program in Gadsden.
- Attended safety FS3 meeting for our region.
- Conducted new threat assessments on four (4) students.
- Ensured all administrators received training for SESIR.
- 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.
- Set up threat management training for new staff members to the district.
- Continue to coordinate the safety officers for all athletic events.
- Conducted walk through at every school on weekly basis.
- Implemented safety plan and safety team members at GCHS.
- Tracking students supervised by the Juvenile Justice Depart.

Gadsden Technical College

Dr. Willie Jackson

Ongoing Projects: Cafe Renovation, Technology repair and upgrade

Day to Day Activities: Student Services procedures, Curriculum and Instruction Monitoring, COE Visit Preparation, Enrollment, 12 Grants Management (All award letters received)

Anticipated Projects: GATE Program Application, AA/AS Degree Implementation, Construction Management "Tiny House" Partnership with Wilson Construction

Transportation Department

Matthew Bryant

- Finalizing the purchase of 9 new buses under the New Start Time Grant. The buses will start arriving in mid-October 2024.
- Completed training with the Transportation shop technicians (Conflict Management, Workplace Bullying, CPR, First Aid, AED).
- Met virtually with Safe Fleet, Transfinders, and Tyler Technologies to discuss routing software to purchase next month.
- Met with the Safety Team to plan and prepare for Hurricane Helene (Bus transport for shelters).
- Will meet with John Thomas to prepare for upcoming RTA training for shop and parts inventory that will take place in Atlanta in October.
- All student transport data has been updated in focus for the 24-25 school year.
- The 2nd session of FTE opens 09/27/24 through to October 11th.
- All transportation drivers and attendants will have in-service training on October 18, 2024.
- Continue to finalize purchases for signage, equipment, and materials that will be purchased with the New Start Time Grant.
- Planning and preparing for School Bus Safety Week during October 2024.
- Ongoing Vector Safety Training for all Transportation Staff.

**Gadsden County School District
Emergency Management Team**

Officer Tiffany Buckhault (Safety and Team Lead), Marleni Bruner (Finance), Mathew Bryant (Transportation), Brenton Hudson (Facilities), Brad Arnold (Facilities), Samuel Burgess (Food Service), John Thomas (Technology), Robin Watkins (Communications), Anitria Daniels (Social Media), Dr. Sheantika Wiggins (Technology), Dr. Sylvia R. Jackson (Asst. Supt. Support), Elijah Key (Superintendent)

The school district partners with Gadsden County Emergency Management office to shelter county residents during major weather events such as Hurricane Helene (September 2024) and Hurricane Debby (August 2024). This partnership consists of synchronized communication and coordination between the district’s Emergency Management Team, the County’s Emergency Management Office, Red Cross, the Sheriff Department, the State of Florida Emergency Management Office and Florida Department of Education Emergency Management Taskforce.

General Procedures for Shelter Activation

- Red Cross, State and Local Emergency Management offices make the determination of shelter activation based on storm tracking data.
- Local Emergency Management offices facilitate regular update meetings between all county stakeholders.
- District Emergency Management team is activated and facilitates school shelter meetings.
- School closure notifications occur the day before the shelter activation date. Generally, a minimum school day is required to allow Red Cross to set up the shelter site(s).
- Shelter site school administrators conduct pre-activation a meeting with all agencies working on their campus during the shelter activation (Red Cross, County Emergency Management, Sheriff Office, Cafeteria Support, Custodial Support, and Maintenance Support).

Timelines

1:00 p.m. Pre-Activation Meeting
 2:00 p.m. Red Cross Begins Setup
 4:00 p.m. Shelter is Opened

- A school administrator is required to always be on duty during the shelter event. To facilitate this, the school principal establishes coverage schedules for each day.
- The Sheriff Department provides round-the-clock safety supervision of each shelter.
- The lead school administrator ensures all district shelter workers document their work service on the district’s shelter activity log and submits the completed and signed logs along with the district’s Other Compensation form to the Finance Director. The Maintenance and Transportation departments submit their documentation independently to the Finance Director. All documentation is submitted to the County’s Emergency Management office by the Finance Director for processing for reimbursement.
- Red Cross provides snacks to the sheltered individuals and generally, the school cafeteria staff provide at least two meals per day. If the shelter event occurs at a time when the cafeterias are not stocked with food (e.g. Hurricane Debby), the County and/or Red Cross find alternative methods of feeding sheltered individuals.
- Red Cross and County Shelter workers are required to clean up the areas of the school used as a shelter. School custodians follow up with additional cleaning and sanitizing to prepare the school to resume instruction on the subsequent school day.

Hurricane Helene Shelter Data

Gadsden County High School Shelter Team

Principal Hughes-Leeks (Administration)
 Assistant Principal Wiggins (Administration)
 Delores Quintero (Admin Support)
 Kayotris Thomas (Admin Support)
 Eric Toussaint (Admin Support)
 Dennis Moye (Custodial Support)
 Cedrick Akins (Technology Support)
 Jenice Williams (Food Service Support)
 Ronterrius James (Food Service Support)
 Lillian Jackson (Custodial Support)
 Dorothy Ward (Custodial Support)
 Robert Gordon (Custodial Support)

West Gadsden Middle School Shelter Team

Principal Cummins (Administration)
 Assistant Principal Williams (Administration)
 LaForest Gee (Custodial Support)
 Randy Thomas (Custodial Support)
 Romeko Baker (Custodial Support)
 Debra Brown (Food Service Support)
 Vanessa Betsey (Food Service Support)
 Saddrick Winbush (Food Service Support)

GCHS Shelter Occupation

268 General Population, 74 Special Needs Population
 (Medical Conditions), 12 Pets

WGMS Shelter Occupation

242 General Population