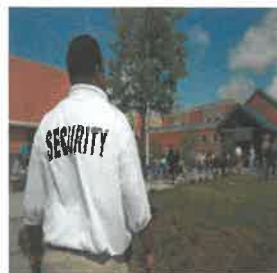


**GADSDEN COUNTY SCHOOL DISTRICT**  
**Extended Executive Management Teams**  
**Monthly Department Updates**



**June 2024**



**GADSDEN COUNTY**  
**SCHOOL DISTRICT**



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## Family And Community Engagement (FACE)

**Jerome A. Maples, Sr.**

June 24, 2024

### Status of Ongoing Key Departmental Activities/Projects

- Updating Volunteer applications to correlate with updated security requirements
- Preparation for July Board Meeting: Retirees and Volunteers recognitions
- Be A Mentor Initiative application and guidelines development – Next meeting scheduled for July
- Working with Academic Services to update the Gadsden Virtual Instruction Program Procedures and Guidelines to reflect updated policies and procedures, among other things.
- Developing a more comprehensive truancy intervention plan
- Actively engaging parents and community stakeholders to ensure FIT students are identified and helped.
- Planning for next school year Parent Engagement along with Federal Programs
- Preparing for District-wide surveys through Panorama

### Current Day-to-Day Monthly Activities

- Manage Volunteer Requests
- Manage Home/Virtual School Requests
- Manage School Records Request
- Phone Calls, Emails, etc. pertaining to F.A.C.E

### Anticipated Activities/Projects for the Subsequent Month

- July Board Meeting Recognitions
- Parent Engagement 2024-2025 Scheduling
- GCSD Surveys
- GCSD Mentoring Initiative

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# Gadsden Technical College

**Major Willie A. Jackson, Ed. D.**

Director

Career Technical and Adult Education

*"Opportunity at Your Fingertips"*

201 Martin Luther King Jr. Blvd.  
Quincy, FL 32351

Telephone: (850)875-8324 FAX: (850)875-7297

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Angela G. Sapp  
Career & Technical Education  
Coordinator



Miranda D. Cole  
Adult Education  
Coordinator  
Doris Drake  
Practical Nursing  
Coordinator

## June 24, 2024 Update Summer Focus and Milestones

*Proactive instead of Reactive  
Proof not Promises*

**Daily-to-Do List:** A task checklist planner to manage the daily tasks or goals to ensure productivity. The list should be written and not tracked in the head.

**Weekly Timetable:** A weekly schedule is a way to keep track of your activities and tasks for the week. A weekly schedule includes everything you have to get done, and helps you plan out when you can get things done. It also helps you see how much time you have available. Activities are tracked throughout the week and labeled complete or incomplete at the end of the week.

**Milestones:** A milestone is a significant event during the school year. It often marks the start of a new task or event. The summer milestones should consist of a list of events/tasks required from June 10<sup>th</sup> through August 23<sup>rd</sup>.

<u>Target Date</u>	<u>Task</u>
6-24-24	Summer Semester Begins (Youth Work Program)
6-25-24	Attendance Recording Training
6-27-24	Mission, Vision, and Values Review
6-30-24	Strategic Plan Review
6-30-24	Annual Calendar Review
7-1-24	Open Enrollment
7-8-24	PAEC Conference
7-11-24	Proposed Budget Review and Approval
7-16-24	Gadsden Leadership Conference
7-23-24	Recruitment Plan Review and Approval
7-23-24	Student Handbook Review and Approval
7-23-24	Faculty Handbook Review and Approval
7-23-24	Course Catalog Review and Approval
7-24-24	GTC OAC Meeting (approval of Mission and Strategic Plan)
7-26-24	<b>Nursing Pinning Ceremony (Graduation)</b>
8-2-24	Professional Learning Communities Calendar
8-2-24	Summer Semester Ends
8-5-24	In-service
8-30-24	Self-study
9-23-24	<b>Lead Evaluator Preliminary Visit (COE Accreditation)</b>



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## Human Resources Department

Dr. Sonya L. Jackson

June 24, 2024

### Status of Ongoing Key Departmental Activities/Projects

- Set up employees in Skyward who will be working summer school
- Send out reappointment letters to staff
- Enter the term date for non-renewals in Skyward
- Distribute names to the Finance Department, IT, PL, and Insurance for deactivation
- Process pay record for PreK bonuses
- Input records for performance pay payroll run
- Create payroll period schedule/calendar for 24-25 SY
- Interview for vacant positions
- Roll employees in Skyward

### Current Day-to-Day Monthly Activities

- Complete requested documents with the Office of Professional Practices
- Process resignations and retirements
- Set up employees in Skyward
- Complete public record requests (union, subpoenas, etc.)
- Staff Certification
- Process renewals
- Answer Phone calls

### Anticipated Activities/Projects for the Subsequent Month

- Finish collecting all evaluations for the district
- Complete public record requests (union, subpoenas, etc.)
- Complete requested documents with the Office of Professional Practices
- Process resignations and retirements
- Interview for vacant positions
- Set up employees in Skyward
- Provide in-service for incoming staff
- Survey 5
- Input records for performance pay payroll
- Union Bargaining Meetings

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### School Safety Department

Officer Tiffany Parsons-Buckhalt-School Safety Specialist

June 2024

### Monthly Updates/Progress

- Attended District Threat Management Annual Retraining in Walton County.
- Attended the 2024 School Safety Summit to obtain my annual recertification with the Office of Safe Schools.
- Guardian assignments and monitoring for Summer School Enrichment.
- Safety equipment was ordered and received which was funded through a safety grant provided by FLDOE-Office of Safe Schools. The equipment consists of Stop-The-Bleed kits and First Aid kits for each campus.
- Safe Space signs were ordered and install for restrooms that are designed for exclusive use by male or females, as defined by Section 553.865(3), F.S.
- Guardian equipment and uniforms were ordered for each Guardian.
- District Threat Management meeting held with different staff members throughout the district to remain in compliance with the New Florida Model Threat Management Requirements during the summer.
- Researched and prepared a PowerPoint in regards to the new Florida House Bill 1473 requirements and will train administrators at the Leadership Summit in July.
- Distributed and obtained reappointment acceptance for all (7) guardians 2024-2025 school term.
- Reviewed and submitted invoices regarding safety.
- Updated School Resource Deputy Contract to be submitted to board in July.
- Reported threat assessment data to Office of Safe Schools for prior school term. Submitted data in FSSAT to the Office of Safe Schools for June school reports and SESIR data.
- Attended School Safety meeting with Office of Safe Schools to prepare for new HB1473 requirements, which will take effect July 1, 2024.
- Secured the School Mapping Grant from FLDOE-Office of Safe Schools.
- Set dates for upcoming training for all district staff regarding school safety.

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### Technology Department

#### Dr. Sheantika Wiggins - Director

John Thomas - Network Coordinator

Darlean Youmans - MIS Coordinator

June 24, 2024

### Status of Ongoing Key Departmental Activities/Projects

- Roll over students for the upcoming school year
- Send out reappointment letters to staff
- Security/Wireless/Switch installation: CPA was completed May 30, 2024 with the installation of new cameras, wireless access points and network switches.
- GBES- Ongoing installation of cameras, wireless access points, switches and upgraded cabling to the portables. Anticipated completion date; July 12, 2024.
- District wide continued repair, installation and maintenance of gates, doors and other networked entry devices. (Ongoing)

### Current Day-to-Day Monthly Activities

- Techs are assessing, repairing and replacing student and teacher devices which access our network. Moving assets to cover the 4<sup>th</sup> grade class which will become a part of GWMES for the new school year.
- Upgrading the current devices to ensure compliance with end point protection
- Ensuring that work areas are safe and clean.
- Providing support for the Migrant summer school and other areas in the district where summer instruction is happening.
- Responding to Help tickets.

### Anticipated Activities/Projects for the Subsequent Month

- HMS, GCHS, WGMS are on the list for upgrade of wireless, cameras, switches and cabling.
- Gate and all entry devices upgraded
- Cyber-Security upgrades for the district
- Warehouse area clean up

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**Department:** Transportation Department

**Department Head:** Matthew Bryant, Director

**Date:** June 24, 2024

### Ongoing Key Departmental Activities/Projects

- Route changes in preparation for new school start time (review all routes to determine any necessary changes due to safety concerns and Florida Statute mandated time restrictions)
- Safety Training for all Transportation Staff
- Meetings with Transportation team in preparation for new school start time
- Summer Camp Transport

### Current Day to Day Activities

- Seat work repair (Mechanical)
- A/C work (Mechanical)
- Tire work (Mechanical)
- Brake repair (Mechanical)
- DOE inspections for buses (Mechanical)
- Service Buses (Mechanical)
- Emission system diagnosis (Mechanical)
- Coolant system repair (Mechanical)
- Summer Camp Transport
- Driver Physicals
- Daily checks on driver Motor Vehicle Records

### Anticipated Activities/Projects

- Camera repair/service on all school buses
- School Bus Routing Software implementation
- Gadsden County Community Traffic Safety Team - meeting with County, City, Police, Sheriff's Office, and District Team to discuss updates and changes in Gadsden County (July 2, 2024)
- Forklift Training (All Mechanics)
- 2024 PAEC Bus Driver/Aide Training (July 23, 2024)
- RTA Training for fleet vehicle parts, repair tickets, and routine maintenance schedules (October 7-11, 2024 in Atlanta, Ga.)
- CPR Certification Training (July 2024)
- Driver/Aide return to work workshop

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