

# JANUARY 2026

## SUPPORT SERVICES UPDATE



### TECHNOLOGY DEPARTMENT

Director **Dr. Sheantika Wiggins**, Network Coordinator **John Thomas**, MIS Coordinator **Darlene Youmans**

#### Status of Ongoing Key Departmental Activities/Projects

Please see the following update from the Technology Department regarding recent activities and ongoing efforts across the district:

Clever badges have been distributed to all schools and teachers in preparation for iReady testing.

Five (5) devices have been configured and delivered for students registered through the district's Homeschool program.

The gate at GWM has been repaired twice. Additional parts have been ordered to complete and reinforce the repair.

Door repairs were completed at HMS, Building 1400.

The Technology Department addressed multiple vendor-related internet and phone service outages at WGMS, GREB (TDS), and CES (FairPoint). These outages were the result of external fiber cuts and required coordination with service providers to restore connectivity. The cut was on TDS side at Atwater road, which impacted the CES area, where they are connected.

All schools participating in the WIDA assessments have received the required number of Chromebooks, as coordinated district-wide with the Assessment Coordinator.

Network configurations have been completed for all sites participating in WIDA and CLT testing district-wide. Testing is currently underway with Round 1 in progress, and all sites are scheduled to complete Round 2 prior to Spring Break.

District-wide repair, installation, and ongoing maintenance of gates, doors, and other networked entry devices continue as part of our commitment to safety and operational reliability.

## MARK YOUR CALENDAR

### February 6, 2026

Collaborative Partners Breakfast  
District Office 9:30 AM – 11:30 AM

### February 11, 2026

New K-8 Community Mtg  
SSES 6:00 PM

### February 12, 2026

Title I & Parent Engagement Meeting  
GCHS 6:00 PM



### 10 Daily Questions

As educators and leaders, we spend so much time tending to others—students, staff, families—that we forget to tend to ourselves as humans first.

These questions aren't about pressure or productivity.

They're about **purpose, alignment, and gentle growth.**

### 10 Daily Questions

- Am I putting thought into action?
- Am I setting new and interesting goals?
- Am I visualizing my goals?
- Am I stretching my comfort zone?
- Am I happy with what I have?
- Am I filling my mind with positive self-talk?
- Am I being a positive force for others?
- Are my actions aligned with my values?
- Am I staying in balance?
- Am I focused and persistent?

## **HUMAN RESOURCE DEPARTMENT**

**Director Dr. Sonya Jackson**

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

- Preparation for the January Board Meeting (Personnel)
- Collaborating with OPLS and Academic Services
- Assisted Principals and District office staff to fill vacant positions
- New Hires in the District: January New Hire (7), Death (1), Resignations (9), Terminations (0), Retirements (1)
- Contacted New Hires and Current Employees for Benefit Enrollment
- Distributed invoices to Accounts Payable for payment
- Disseminated the new hire's credentials to IT
- Provided support regarding applicants' online applications
- Office visits for January in the Human Resources Department (72)
- Investigations at School Sites and Departments
- Working on Performance Pay
- Compiled a list of eligible members of GCCTA and GESPA
- Scanned and redacted personnel files to submit to the Office of Support Services for Public Records Requests
- School Site Visits at Chattahoochee Elementary (1/27/26) and Greensboro Elementary (1/29/26)
- Investigations at School Sites with Safety Specialist

### **Current Day-to-Day Monthly Activities**

- Completed leave audits
- Substitute Training for Teachers, Custodians, and Food Services on 1/15/26.
- Total number of Substitutes:
  - ✓ Substitute Teachers (82)
  - ✓ Substitute Food Service (26)
  - ✓ Substitute Custodians (25)
- Send information to the Office of Professional Learning Services for Individuals to enroll in the Substitute Teacher Online Courses
- Provide receipts for payments made in the office (Certification Renewal, Fingerprinting, Badges)
- Scheduled appointments for ParaPro Test
- Administered ParaPro Test in the HR Office
- Verified employment for District Staff (Active/Inactive)
- Processed renewals for teachers
- Verified Account Codes with Finance and other Departments
- Assisted finance in processing Payroll

### **Anticipated Activities/Projects for the Subsequent Month**

- Site visits with Principals
- Union Meetings, GCCTA
- Tentative Agreement on TSIA with GCCTA
- Career Source Job Fair (2/24/26) located at Pat Thomas Academy
- Mock Reunification

# 2025-2026 CLASS SIZE COMPLIANCE

*Congratulations to the MIS Department, School Administrators, and Data Entry Staff for having zero schools out of compliance for Class Size Reduction during the October 2025 full-time equivalent enrollment survey.*

## *Go Gadsden!*

### MIS Department Darlene Youmans, Coordinator

Ongoing Key Departmental Activities/Projects Activity	Status
Create Files for User Provisioning in the FLDOE SSO migration	Complete
Processing Survey 2: student and staff	Complete
Engaging in the State AGO audit process	Complete
Printed Progress Reports	Complete
Preliminary Checks for Survey 3	Initializing
Submit Bright Futures	Initializing
Set up a Process to improve In/Out of field designation in FOCUS	Ongoing
Work with HR to facilitate the teacher's salary increase	Ongoing
Send the Safety Shield reunification data file	Ongoing
Creating Parent Portal letters for schools	Ongoing
Design and create an Online Enrollment Form	Planning
Reconfigure the GTC Nursing Gradebook	Planning
DMV and Learnfare Configuration	Postponed

### SAFE SCHOOLS DEPARTMENT Coordinator Lt. Tiffany Buckhalt

- Submitted additional door exemptions to FLDOE in FSSAT
- Represented the district in Gadsden County Juvenile Court.
- Coordinated Off Duty Law Enforcement for school safety coverage.
- Attended DTMC meeting and training with statewide DTMC Coordinators.
- Conducted active shooter drills and other emergency drills at various school sites throughout the month.
- Obtained quotes from vendors for safety items in schools.
- Prepared the grant for the Safe School Hardening grant through FLDOE.
- Conducted monthly safety meetings at various schools.
- Inspected every campus and documented non-compliance issues.
- Attended weekly meetings with finance to receive updates on purchase orders and safety budget.
- Attended the FS3 Regional School Safety meeting.
- Continue to hold meetings with various law enforcement agencies to ensure mandates from HB1473 are being followed.
- Conducted active assailant drills at various school sites.
- Followed up with administrators to ensure all documentation was complete and submitted for crisis response training drills and monthly SBTMT meetings for the month of December 2025 and January 2026.
- Continue to cover as the School Safety Officer at various school sites while guardians are out on leave.
- Ordered, received and delivered 30 new radios to different school sites.
- Attended School Board meeting held on January 27, 2026
- Continue to provide substitute teacher training.
- Continue to provide support to each school campus concerning safety concerns or incidents which occur and need investigations conducted.
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## GADSDEN TECHNICAL COLLEGE

Director Dr. Willie Jackson

**GTC is Physically and Financially Sound:** Copies of all grant award letters have been provided to the Finance Department. Both Perkins and Adult Education grants have transferred to the Department of Labor (DOL) and are available for pull down by the finance department. All PIPELINE grants are consolidated and available for disbursement.

**February is CTE Month:** Program incentive bonuses will be awarded at the regular scheduled board meeting. A campus tour for secondary leaders, CTE teachers, and students is scheduled for 26<sup>th</sup> of February.

**Financial Aid (Pell and Open Door):** Financial aid disbursements for the second semester were disbursed on January 23rd.

**Student Enrollment:** Open Enrollment closed on January 22<sup>nd</sup> and the enrollment numbers (93 adult students) for the second semester are higher than the first semester.

**Staffing:** All instructional (17) and support (8) positions are fully staff. Interviews for the new Adult with Disabilities (AWD) Coordinator position started on January 26<sup>th</sup>. The coordinator position is one of three new positions funded through the University of Central Florida (UCF) sub-grant to support postsecondary education for students with unique abilities.

**Student Outcomes:** The Nursing Class of 2025 earned a 100% NCLEX pass rate on the first try. The Class "B" Driving Class has an 86% licensure pass rate for the first semester. The Skills USA Club will attend the State Home Builders Conference in February. We reached 55% (11 GEDs) of the 20 GEDs set as a goal for the year.

**Projects:** The Tiny House construction is moving along. Exterior siding, plumbing, and rough electricity are completed. The interior (Sheetrock), doors, and windows are expected for completion in February. An expected completion date is set for spring, and the house will be marketed during the Parade of Homes in May. Special thanks to community partners Jones Construction and Design and Lewis Plumbing. Jones Construction taught and supervised the design and permitting. Lewis Plumbing taught and supervised the rough plumbing for phrase I. Mr. Jeff Suber taught and supervised rough carpentry. The AS Degree classroom renovation is complete.

**Applications:** The Florida Postsecondary Comprehensive Transition Program (FPCTP) application was approved by DOE and all documentations required to start direct reimbursement are on file with UCF. The AS degree application was revised and re-submitted on November 21<sup>st</sup>. If approved, the program will start in August 2026.

**Operations:** The student management system (FOCUS) challenging areas have been reduced to better support student operations. The Assessment Center wiring upgrade is complete, and 75% (15) of the 20 new computers have been imaged and in operation.

**Expansion and Growth:** The campus is running out of space to accommodate growth based on the strategic plan. Over the next year, GTC will seek funding to build a new 4000-7000 square feet building to house the school of education. FPCTP opens the opportunity to add the Fundamentals of Food Service Skills Program (Culinary Arts).



## **FAMILY & COMMUNITY ENGAGEMENT**

**Coordinator Cheryl Moody**



### ***Volunteer Services & Families in Transition Services***

- The F.A.C.E. office, in collaboration with members of the Academic Service, Title I, last year's winner, and retired educators from Gadsden schools, facilitated the TOY interview and selection process to determine our District Teacher of the Year. The celebratory school appearance and the announcement of the winner is TBD. Next steps are submitting the State Packet to the Florida Department of Education.
- The F.A.C.E. office, in collaboration with Jame A. Shanks Middle School, participated in Shanks' Parent-Students Data Chat meetings on January 21<sup>st</sup> and 22<sup>nd</sup>. The F.A.C.E. office provided door prizes for at least twelve (12) participating families. Superintendent Key also discussed possible student relocation options.
- The F.A.C.E. office has a Collaborative Partners meeting scheduled for February 6, 2026 @ 9:30-11:30 titled: "Community Organizations Networking over Breakfast." We sent invitations to over seventy-seven (77) combined with partners and potential partners. A few agenda items will include but are not limited to discussion of the following:
  - ❖ McKinney-Vento
  - ❖ Changes in the Volunteer Process
  - ❖ Upcoming events
  - ❖ Memorandum of Understandings (MOU)
  - ❖ F.A.C.E. Office Community Outreach
- The F.A.C.E. Office, in collaboration with the office of Title I, will be hosting our next Title I & Parent & Community Meeting, Thursday, February 12, 2026, at Gadsden County High School. We are looking to combine April's New K-8 and April's Title I Community Meeting for Quincy Schools for April 7, 2026. We have extended the invitation to our district partners, community partners, to ensure our students and families are aware of services readily available to meet their needs.
- We have two (2) volunteers cleared with a level II background check.
- The F.A.C.E. office is continuing to provide resources and connect families with outside resources to ensure students can show up ready to learn. We are currently conducting inventory of school uniforms, backpacks and other essential items in preparation to place an \$8,000 supply order to ensure we are adequately stocked to support our students and families in transition.
- The F.A.C.E. office, in collaboration with schools' principals, is actively supporting the schools with the McKinney-Vento required presentations and ensuring Gadsden County Employees are aware of what homelessness is and the requirements needed to adequately support our students and families.
- The F.A.C.E. Coordinator has enrolled in a Resiliency Coach Training which is being held on February 12, 2026 @ 10am. Gadsden County currently has two persons in cue to serve as a resiliency coach, once training is completed.

### ***Truancy & Attendance Compliance Services***

- The F.A.C.E. office tiered schools and are targeting the top five (5) schools with the highest number of students with 10% or more unexcused absences. Our next steps are to meet with counselors at the school and assist in moving through each of the steps to ensure follow-up and follow-through.
- The F.A.C.E. attended ESE meeting with school social workers to discuss time spent on Attendance/Truancy. Our next steps are to set goals, including practical steps to overcome barriers, and include incentives for students, teachers, counselors, and administrative staff in hopes to eliminate barriers at each phase of the attendance policy.

### ***Home Education & Virtual Instruction Office***

- There are currently (20) student applications awaiting approval or approved to be enrolled in the Gadsden Virtual Instruction Program.

### ***K-8 Steering Committee***

- We have a K-8 School Steering Community Meeting Scheduled for February 03, 2026, in the District Curriculum Library. Invitations have gone out to all Committee Members. The F.A.C.E. office is in communication with Ericka Hagan for possible agenda items. The proposed date for the next Steering Committee Meeting is April 2, 2026. Once confirmed, invitations will be sent out to Committee members.
- The New K-8 Community Meeting is scheduled for February 11, 2026, at Stewart Street Elementary @ 6pm. The proposed date for the next New K-8 Community Meeting is April 9, 2026, George W. Monroe Elementary School.

### ***Upcoming Events:***

- K-8 School Steering Community Meeting Scheduled for February 03, 2026, Curriculum Library
- New K-8 Community Meeting is scheduled for February 11, 2026, at Stewart Street Elementary @ 6pm.
- Collaborative Partner Breakfast- February 6, 2026 @ 9:30-11:30
- Title I & Parent & Community Meeting, Thursday, February 12, 2026, at Gadsden County High School

## TRANSPORTATION DEPARTMENT

Director Matthew Bryant

### Electric Vehicles (EV) Buses

The Gadsden County School District's Transportation Department will be receiving a total of eight (8) EV (Electric Vehicles) buses between May and June of this year. Engineers with Highland, along with the City of Quincy's Electrical Contractors are currently working on the installation of the infrastructure for the charging stations that will provide power to the EV buses. Once the stations have been installed and buses delivered, Highland and Florida Transportation System (Blue Bird Buses) will provide training to both drivers and mechanics on how to operate, inspect, and service the buses. Updates from Highland's Engineers are provided to me and Mr. Gerard Moore (Shop Supervisor) every other week via Zoom to share information on the progress and next steps with the infrastructure. Also, the EV buses have been delivered to the plant in Tampa, FL for the camera system installations. Please see the pictures that are attached showing the progress of the infrastructure installation. More photos and updates are forthcoming.



### HALF CENT SALES TAX TIMELINE

Month	Activity
October 2025	School Board approves <b>Resolution</b> to place Half Cent Sales Tax Referendum on the November 2026 ballot.
November 2025	District submits approved <b>Resolution</b> to the Board of County Commissioners for approval.
December 2025	County Commissioners approve an <b>Ordinance</b> to place the Half Cent Sales Tax Referendum on the November 2026 ballot.
January 2026	Gadsden County School Board submits the Half Cent Sales Tax Referendum to Florida <b>OPPAGA</b> (Office of Program Policy Analysis and Government Accountability). The Ordinance must be submitted to OPPAGA at least 180 days (approximately 6 months) before the referendum is held.
January 2026	OPPAGA assigns an <b>Audit Team</b> to conduct a Financial and Facilities Maintenance Audit.
March-May 2026	The OPPAGA audit team conducts a Financial and Facilities Maintenance Audit and submits a <b>Final Report</b> to the District and OPPAGA.



**GADSDEN COUNTY SCHOOL DISTRICT**