



APRIL SUPPORT SERVICES UPDATE

Gadsden Technical College

Director Willie Jackson

Milestone Accomplishments: Marquee Repaired, Council on Occupational Education (COE) Accreditation Reaffirmation through 2030, Award letter funding the GATE Program (students who receive GED attend technical or community college tuition free), a favorable Risk Analysis Report from DOE's On-site Review of Perkins and Adult Education funds, and Financial Aid (Pell and Veteran Affairs) annual reapproval.

Ongoing Projects: Student Common/Event Center Renovation by Carpentry Program, Post-secondary FOCUS Rollout (April 2025), associate in science degree application (one objection-Tallahassee State College), equipment acquisition for the new Applied Engineering Program at GCHS, and Nursing Clinicals.

Day to Day Activities: Open Enrollment (April-July), Grant Renewal process, Occupational Advisory Council Meeting (April 24), Open House (May 8), Teacher and Staff Appreciation Week preparation (May 5-9), and GTC's Graduation Ceremony preparation (May 20)

Anticipated Projects: GATE Program equipment acquisition (April), Veteran Recognition Day (June 14th), Summer Youth Dual Enrollment Program (June 2025), AS Degree approval and implementation (Aug 2025), Student Common/Event Center opens (Aug 2025), and Building Construction Management Technology Program "Tiny House" Partnership with Jones Construction (Aug 2025).

MARK YOUR CALENDAR

May 8, 2025
GTC Open House

May 5-9
Staff Appreciation Week

May 10, 2025
District Field Day

May 20, 2025
GTC Graduation Ceremony

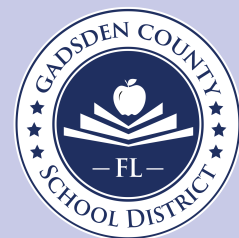
April 23, 2025
Administrative
Professionals' Day

April 25, 2025
6:00 P.M.
Relay for Life

*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 Gadsden County School District's Safety Specialist, Tiffany Buckhalt received a promotion to lieutenant from the Quincy Police Department Reserve Officer Division. This is a sworn officer rank assigned to the department's Support services and Community Relations Commander.

As Reserve Lieutenant, Lieutenant Buckhalt assumes a leadership position within the Quincy Police Department's Reserve Division. This role strengthens partnerships between the department and local schools by promoting safety, open communication, and youth engagement.

The liaison works collaboratively with school officials, students, and families to support school safety efforts, educational outreach, and proactive problem-solving with school resource officers (SROs), patrol units, and school administrators to address safety concerns, truancy issues, and potential threats. Responsibilities include:

- Providing presentations, training, and workshops on topics such as bullying, drug prevention, internet safety, and emergency preparedness.
- Supporting investigations involving school incidents, including threats, assaults, vandalism, or other law enforcement matters.
- Building positive relationships with students through mentorship and consistent, respectful engagement.
- Representing the Quincy Police Department at School Board meetings, parent-teacher association (PTA) meetings, and other education-related events.
- Preparing and delivering reports to the Chief of Police regarding school and juvenile-related matters.
- Presenting updates and insights to the City Commission or City Council as requested, particularly on youth trends, juvenile justice issues, or school safety initiatives.
- Maintaining accurate records and submitting regular reports to the Support Services and Community Relations.

MIS Department

Coordinator Darlean 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 Key Departmental Activities/Projects

Activity	Status
Complete student and staff final data submissions for Surveys 3	Complete
Submit survey R to FLDOE	Complete
Set up HR calendars and roll control and staff data for 25-26	Complete
Roll control data and student demographics for 25-26	Ongoing
Correct approval flow for requisition processing (Finance)	Complete
Set up Pay Code for Teacher Increase	Complete
Post 4 th 9-week progress reports	Ongoing
MIS Quarterly Data Entry Meeting	Ongoing
Update student photos	Ongoing
Start EOY processes and Survey 5 Prep	Ongoing
Complete audit process for State AGO	Ongoing
Performance Matters data scrubbing	Ongoing
Parent Portal signup campaign	Ongoing

Technology Department

Dr. Sheantika Wiggins, Director

SSES Audio paging system installed and active

GTC Digital sign board is active

GCHS Back bus gate has been configured and is up and running



Family & Community Engagement Office

Coordinator Gary Russ-Sills, MSW

Volunteer Services & Families in Transition Services

- The Title I Parent & Community Meeting was held on **Thursday, April 10, 2025**, at Havana Magnet School. There were resources available from various departments, as well as multiple community partners & vendors to ensure our students and families are aware of community services being readily available.
- Staff attended the Positive Pathways webinar, as well as the PAEC McKinney-Vento Mini Conference to gather valuable information to help our MVP students, particular those who are transitioning into postsecondary arenas, access support and financial resources.

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

- We are constantly providing insight and information to parents and schools on the process of home education & virtual instruction programs. The office is preparing to end of the year reviews and check-ins on students enrolled in GVIP (Gadsden Virtual Instruction Program).

Action Steps:

- Working to develop climate surveys for students, parents, school/district staff, as well as community members to gather pertinent information to improve the services offered by the district to begin facilitating in **May 2025**.
- Plans for the end of the year recognition event are underway to ensure that we recognize those teachers and support staff who have exemplified outstanding achievement over the past year to be held in **May 2025**.
- Working with United Way of the Big Bend to kick-off our donation campaign, with the campaign period to be determined and implemented no later than the end of **Summer 2025**.

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.

