



GLOUCESTER COUNTY PUBLIC SCHOOLS
DIVISION LEADERSHIP TEAM MEETING
October 10, 2019 - 11:00 A.M.

AGENDA/MINUTES

WELCOME /EXECUTIVE LEADERSHIP TEAM UPDATES

Heather Lucas, Chief Financial Officer and Jessica Duren, Executive Director of Human Resources & Compliance, welcomed members and asked for departmental updates.

DEPARTMENT UPDATES

Transportation (See Bulleted Items Below) – Tanya Deckard, Director of Transportation, noted that address errors in Power School (i.e. Geo Wash for George Washington or dashes for periods) are causing those addresses to not to be recognized. Mrs. Deckard asked that new student transportation requests be submitted at least 48 hours in advance. Oct. 21 – 25 is School Bus Appreciation Week. Mrs. Deckard noted that flooding is occurring today in some areas, causing some to be impassable and she is expecting tomorrow's tides to be even higher.

- Data integration has begun between the new Transportation Software Suite, and Power School
- Sub drivers have begun – please have patience as they get accustomed to bus routes
- Bus Garage is now fully staffed
- School Bus Safety week, and School Bus driver appreciation week is October 21 – 25
- Transportation encourages schools to participate in state school bus safety poster contest

Safety – Del Dautrich, Safety Coordinator, thanked everyone for the preparations made for the fire marshal visit that was scheduled. Mr. Dautrich is trying to contact the fire marshal to determine when he plans to reschedule. Mr. Dautrich also thanked members for completing the School Safety Surveys and indicated that Safety Modules should be completed by Dec. 18. In addition, HIPPA training reminders were emailed from Budget & Finance to the appropriate personnel. Earthquake Drills should be held on October 17 at 10:17 a.m.

Grounds – Jimmy Viars, Grounds Manager, asked members to submit work orders if any trees need to be cut or anything outside of routine maintenance is needed at their locations.

Food Services – Steve Patton, Director of Food Services, informed principals that lists will be sent out to schools of students who are coming off of the free/reduced list because they haven't sent in updated applications.

Principals inquired about inequalities of services at the elementary level. Dr. Wagner will discuss this issue at the Principals' meeting.

Construction – Scott Shorland, Construction Manager, stated that the School Board was continuing to discuss with the Board of Supervisors about what amount will be spent on the GHS and transportation projects. He recommends everyone read the information from the recent candidates' forum and vote. The Achilles Elementary School bus loop is ready to be bid. Lighting and roof work has occurred at Botetourt Elementary School and HVAC work is being done at Peasley Middle School.

Facilities – David Miller, Facilities Manager, reminded members to turn in work orders for any maintenance issues.

Community Engagement – Elizabeth Ripley, Senior Community Engagement Coordinator, thanked the School Board for nominating the Community Engagement Coordinators for the VSBA Media Award and informed members that Carol Dehoux is representing GCPS on the *Count Gloucester 2020* Census Committee.

Operations Department – Bryan Hartley, Executive Director of Operations, informed members that all parent information needs to be in the contacts area of Power School in order to integrate with the new online registration. Lisa Riley, Division Registrar, is currently updating necessary information for students already in the system. Mr. Hartley hopes to have the online registration active beginning Nov. 1.

School Board Work Session – Dr. Wagner, Assistant Superintendent for Instructional Services, informed members of the School Board Work Session being held on October 15 at 6:00 pm. He shared agenda topics, including presentations as follows: Disability Awareness Month; Bullying Prevention Month; potential changes to weighted classes/grades; regional calendar survey results; before/after school child care; GHS air quality update and redistricting. He also indicated that it would be a good time for advocacy to begin as we start the budget season.

Gwendolyn Wallace, Petsworth Elementary School Principal, expressed her appreciation for the responses and assistance she has received as a new principal for GCPS.

Katina Keener, Achilles Elementary School Principal, noted that she had not had any substitute issues this year. Mrs. Duren asked about the amount of professional leave she is seeing and asked if there was a limit to what could be taken.

Eileen Kersmarki, Bethel Elementary School Principal, added that custodial substitutes need to be advised that when called, it will be for evening assignments. Daytime vacancies are filled by evening staff due to the need to unlock the buildings.

Human Resources – Mrs. Duren mentioned having a mechanism for allowing students to shadow GCPS employees. The Human Resources office should be informed when supervisors know of an employee planning to resign. In addition, she reminded members that when a staff member uses a county vehicle, they are to stop if an accident occurs. It should then be reported to the authorities as well as our transportation department. Staff should also be aware that such occurrences could include having a drug/alcohol test. Mrs. Deckard and Mrs. Duren shared their personal contact information with principals in the event they should need it.

Budget & Finance – Mrs. Lucas indicated that staff verification reports will go out next week to verify teachers are teaching where the records indicate.

OTHER ITEMS SHARED: N/A

ADJOURNMENT – 12:00