



GLOUCESTER COUNTY PUBLIC SCHOOLS  
**DIVISION LEADERSHIP TEAM MEETING**  
**December 14, 2017 - 8:30 A.M.**

Dr. Clemons gave an update on budget preparations. The executive leadership team is currently in the process of meeting with departments to determine FY19 needs, which will allow us to begin formulating a budget. We will also review the governor's budget, which is expected to come out on Dec. 18. In a recent meeting with the county administrator (Mr. Fedors), Dr. Clemons believes that compensation will be the top priority for the FY19 budget. We want to be competitive in attracting and retaining employees. There is a national teacher shortage that needs to be addressed and with fewer people entering the field, we have to do all we can to retain the teachers we have on staff through compensation, benefits and work environment. Fifty percent of the national teacher shortage is due to attrition.

The GHS Master Plan is progressing. The second meeting to inform and hear suggestions from the community was held on December 11<sup>th</sup> at GHS. Dr. Clemons thanked those who attended the meetings. Moseley Architects will give their final presentation with cost estimates at the school board work session on January 24<sup>th</sup>. Please help get the word out. The plans for GHS will have an impact on our middle and elementary students and families. We only have one high school and we should make sure that we have a facility people want their children to attend with adequate program offerings.

The Comprehensive Plan has been updated and is available on the website. Dr. Clemons asked members to review it. Many of the goals on the plan have been reached and the plan is aligned to our budget requests. In January, we will send out notices for two meetings (Jan. & Feb.) for community and school staff to work together to refine and enhance the plan. One area that we need to focus on is emotional/mental health. There will be various areas for members to serve on sub-committees.

Unspent appropriation requests were approved by the school board at the meeting on Tuesday and will be taken to the BOS in January. Dr. Clemons noted that these are one-time expenditures which are typically supported and will focus on security upgrades. Dr. Clemons commended Ms. Lucas for her oversight of the budget.

Dr. Clemons expressed his appreciation to members for all they do and wished them a happy holiday season. He said that he will determine next week if he is able to gift anytime over the holidays.

Dr. Wagner thanked everyone for their input with regards to budget requests. He plans to discuss considerations for summer school in the principals meeting following DLT. The fall non-writing testing will begin at GHS on January 9, 2018.

Mrs. Lucas informed members that a brief update was given to the school board regarding the COVA health insurance plan. Currently, we are comparing the plan to our current plan to determine which will be the better option for employees. If we sign on with COVA, we must commit by January 15<sup>th</sup> and the commitment would be for three years. The plan appears to be more expensive but with better benefits. The state has been with Anthem for over 40 years, but they go out to bid again in 2020. If the minimum number of employees needed throughout the state is not reached, the plan will not be an option at this time. We are also asking the state to provide their current trend analysis over the past several years. Mrs. Lucas also provided principals with financial reference manuals.

Mrs. Ciemniecki reminded everyone of the GCPS Job Fair on March 10<sup>th</sup> at Page Middle School beginning at 8:00 a.m. She hopes for a good turnout. Last year we had about half of the number of participants from the year before. On January 26<sup>th</sup> she is planning an in-service day for all clerical staff in the TCWEC Cafeteria.

DLT members received a guidance email regarding sexual harassment a couple of weeks ago. Mrs. Ciemniecki said a follow-up will be sent in the next few weeks and thanked members for all they do to monitor situations.

Mr. Hutchinson thanked everyone for all they do. He and Del Dautrich met with the new Emergency Management Coordinator and are looking forward to working with him. He also said they plan to reiterate to staff that we are not to have appliances in the classrooms.

Mr. Hutchinson also informed members of an event being held in the TCWEC Cafeteria on Monday, December 18<sup>th</sup> at 7:00 p.m. The event, which is hosted by Gloucester Emergency Management, is intended to bring families who have experienced loss together for support.

Mrs. Lanam provided a report from transportation. (See below)

Mr. Dautrich spoke about concerns regarding communication during modified lockdowns. We need to be sure that the receptionist at the main desk is notified (693-5300). She will then notify Dr. Clemons' office. When events happen prior to 8:30 a.m., let Mr. Dautrich know. Dr. Clemons will send out a list of "need to know" people.

Mr. Dautrich also reminded members that safety modules need to be done prior to January 1<sup>st</sup>. Please remind your staff.

Mr. Miller's staff is currently replacing a busted pipe at Peasley Middle School that required the HVAC unit to be shut down for a brief period.

Mr. Patton informed members that the Santa breakfasts held in the elementary schools have been a huge success.

Mr. Brogan notified every one of plans to switch over the server this weekend. Bill Diehl will be working with the vendor on Sunday. He will be sending out an email request asking that everyone leave their computers on over the weekend to ensure the updates take place. If you have a laptop and carry it home, updates will occur when you log back in on Monday morning. Please let him know if you have questions or complaints.

Mr. Brogan also informed members that Reba Bolden, former school board member, passed away on Monday. Dr. Clemons also paid respect to Mr. Patton on the recent loss of his father.

Mr. Smith updated members regarding the Master Schedule Collection, the 2017 GCPS Educational Foundation Inc. Campaign results and the 2017 United Way Campaign results, noting that a total of \$5,700 was raised. Many thanks to those who contributed. If any employees would still like to give through payroll deduction, contact Mr. Smith. Updates were also provided regarding Family Medical Leave, Workers' Compensation and a reminder to send Mr. Smith medical notes.

The meeting was adjourned at 10:00 a.m.

## **Transportation – Anne Lanan**

### Maintenance

- Continued routine maintenance on school buses; performed repairs as needed

### Office/Transportation Staff

- Continue to assist parents with transportation issues
- Handling/filling athletic trips and field trips for winter sports
- All routes have been reviewed and updated. Continued reviews will be performed throughout the year
- Anne Lanan and Crystal Blowe attended the Transportation Region III meeting Tuesday, December 5<sup>th</sup> in Spotsylvania. Numerous topics were discussed. The reoccurring topic was how each locality is getting students to and from school when drivers are out sick or on field trips. Each locality discussed how their office staff and mechanics are filling in as we do here in Gloucester. It still is a state and nation wide problem
- The Transportation department will begin celebrate the holidays with its annual “Holiday Luncheon” Friday, December 15<sup>th</sup>. Office/garage staff, drivers/aides and retirees will enjoy lunch and a fun filled couple of hours

### Training and Recruitment

- Recruiting campaign for drivers continues
- Four interviews were held for bus driver applicants. New class began Friday, December 1<sup>st</sup> with three new applicants

### Driver/Bus Assistant Substitute Coverage Required

- The following information reflects substitute coverage required for drivers and bus assistants due to their absences from the job for sick or personal leave and/or for employees performing field trips during the period of November 1, 2017 to November 30, 2017

Coverage for drivers – 221

Coverage for bus assistants – 36

Office/Garage staff covering driver positions for both sick/personal leave and field trips – 44

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