



GLOUCESTER COUNTY PUBLIC SCHOOLS  
**DIVISION LEADERSHIP TEAM MEETING**  
February 8, 2018 @ 8:30 A.M.

Dr. Walter Clemons welcomed everyone and congratulated Ms. Cathy Balderson on the addition of her grandchild. He also stressed the importance of family.

FY'19 budget considerations were discussed. The school board will review what is being proposed by the superintendent before adopting its budget. Compensation is the major goal in the proposed budget. The teacher salary scale will see the biggest increases regarding compensation in the proposed budget this year. However, Dr. Clemons plans to look at all classifications of employees in future years to ensure appropriate compensation for all based on positions. The FY'19 budget proposal presentation is available on the GCPS website under the January 24<sup>th</sup> school board work session. Some new positions are being considered in the FY'19 proposed budget, including a focus on improving our substitute teaching dilemma. Additional full service schools are also being proposed. Health insurance rates are always an issue and won't be known until March. We will also be waiting to see what the Governor's final budget will be and how that will impact education. Dr. Clemons added that the county is also in a position of working to provide competitive compensation for their employees. We want to provide the best possible compensation for our area. Dr. Clemons would like to see Gloucester in the top 1/3 in the state. Dr. Clemons feels like this is the year, especially with the county in a position of retiring some of its debt. Dr. Clemons encouraged members to attend upcoming board meetings (see below), especially 2/27 when both boards meet.

- School Board Budget Work Session – February 21, 2018  
(Superintendent's Proposed Budget)
- Joint School Board/BOS Meeting – February 27, 2018

Ms. Christi Lewis shared that the county administrator will be presenting his budget at the Board of Supervisors (BOS) meeting on Monday, March 5<sup>th</sup>. BOS meeting times have changed to 6:00 pm. with the exception of joint meetings which will still begin at 7:00 pm. Ms. Lewis added that Gloucester County currently has the highest turnover rate (12%) in its history.

Dr. Chuck Wagner thanked elementary principals, Ms. Goforth, Ms. McSweeney & Dr. Runnels for coming in early to discuss summer school. Elementary summer school will be at Achilles and Botetourt this year, with middle at Peasley (after follow-up discussion) and high school at GHS.

CPR training is being scheduled. Principals were asked to encourage staff to sign up. The capacity is eight per class and some waiting lists have started. Dr. Wagner has emailed those on the waiting lists to ask them to sign up for a different session. Sessions will be scheduled until everyone is trained and will occur before the school year ends. There are also 30-40 who need recertification. Those who need to be certified by the July 1 deadline will have priority. GCPS is covering the cost for this training as well as CPI training. Dr. Wagner is hopeful that a line item will be in place to continue to offer this as a paid requirement.

Ms. Heather Lucas informed members that based on recommendations from the executive leadership team, the School Board opted not to take part in COVA (health insurance) due to significant rate increases and the interest pool across the state appearing to be mostly groups who were high risk. In the end, the interest was actually too low state-wide for the COVA plan to start. When our projected insurance rates for the upcoming year become available, we will look at where we are with premiums and also how that compares to other localities to see if adjustments need to be made.

Ms. Lucas informed members that travel reimbursements and requests should be sent to her as well as Title 1 requests, VPI and intervention time sheets.

Ms. Gwyn Ciemniecki thanked everyone for allowing their clerical staff to participate in the professional development session last week. A session was held on Goggle Drive, as well as sessions with the CIGNA health educator on releasing stress and mindfulness. Principals suggested that these be held each semester or possibly in the summer. The GCPS Job Fair will be held on March 10<sup>th</sup> at Page M.S. from 8:00 a.m. -12:00 p.m. Everything will be held in the commons area again this year with an opportunity to setup on Friday afternoon. Ms. Ciemniecki hopes to have all areas represented and will have an advertisement in the local newspaper, Richmond and Newport News papers. Walk-ins are welcomed, but she would prefer people pre-register. Principals were asked to inform Ms. Ciemniecki who will be representing their schools.

Intent forms were emailed earlier this week. Please encourage staff to complete those by Feb. 13<sup>th</sup>. If someone isn't planning to return, they will still need to submit a letter of resignation. Ms. Ciemniecki will send a report of those who still need to complete the form. Transfer request forms will be sent out next week for employees interested in moving from one building to another, not necessarily one grade to another within a school. She appreciates principals' recommendations regarding student teachers. Ms. Kersmarki added that at one point GCPS went to W & M to ask for student teachers and that we helped with their toll expenses. We feel like if they come here to student teach, they will want to stay. ITRT and tech assistance is a work in progress.

Mr. John Hutchinson said the GHS Master Plan would be presented at the joint board meeting. The plan was designed based on the community input that was provided from the design committee meetings. The executive leadership team will meet with the architects next week to try to look at options regarding the proposed costs of the renovation. We see the renovated GHS as a place that will help accommodate many needs. The HVAC and roofing issues at GHS are not the only pressing issues we currently have at GHS. We also have electrical and plumbing issues that have increased. The building needs attention. Mr. Hutchinson asked members to encourage families to come out to support the proposed plan at the upcoming joint meeting on February 27<sup>th</sup>.

Mr. Jim Brogan is sending an email out to all staff regarding technology issues. We have 286 access points in all buildings and they all work independently. There are two employees on his staff to handle any issues with those. They must be given the specific location, etc. before they can fix issues. Staff should email or text Jim Brogan or Bill Diehl with this type of issue. Help tickets are still needed for computer issues, but internet issues that impact learning need to be addressed as quickly as possible. The BYOD connection at GHS is currently not operable, but staff are trying to fix it. Mr. Diehl is also replacing approximately 60 switches, which should bring everyone up to a gigabit. The phone system is creating some issues with that progress.

Mr. Jimmy Viars shared that his staff will be ready for spring and to remind teachers to keep students away from their lawn mowers. Trees at some locations will be removed that are blocking security cameras. He informed principals that the winter has been hard on some of the plastic equipment on the playgrounds and that some deteriorating equipment will need to be removed due to condition. The backyard bird count is February 16-19 if schools want to participate.

Mr. Del Dautrich reminded staff that with the onset of warmer weather to remind custodians to be policing the grounds to ensure there aren't any undesirable objects laying around. He also thanked principals and their staff for their cooperation during the recent Fire Marshall visits.

Ms. Anne Lanan informed principals that an email had been sent to them regarding PBIS winners. She thanked them for their patience with substitutes during a time when a lot of drivers have been sick. (See attached transportation report.)

The meeting was adjourned at 9:53 a.m.

## **Transportation – Anne Lanan**

### Maintenance

- Routine maintenance continues; larger maintenance jobs consisted of replacements of an oil pan and bolts and an intake throttle valve

### Office/Transportation Staff

- Assisting parents with transportation issues continues
- Athletic trips and field trips continue to be filled
- Staff spent several hours driving Gloucester county roads after both snow storms we experienced in January

### Safety

- School bus stops and the monitoring of drivers continues on a regular basis
- Advisory Council Committee meeting will be scheduled in February
- The next PBIS winners will be presented in February with the “wreath and magnet of fame”
- The Transportation department had attendees present at the second CPI Initial and Refresher course at Bethel
- Second In-Service/Safety meeting will be held on February 14<sup>th</sup>. Guest speakers are scheduled to speak on the following topics, Do's & Don'ts of Using Social Media and Concussion Awareness

### New Bus Driver Training and Recruitment

- Recruiting campaign for drivers and aides continues
- Two new trainees have completed all training and are actively filing bus routes. One trainee has begun the “behind the wheel” training. This trainee should be complete in a couple of weeks

### 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 December 16, 2017 to January 31, 2018:

Coverage for drivers – 224

Coverage for bus assistants – 14

Office/Garage staff covering driver positions for both sick/personal leave and field trips – 45

\*\*\*\*\*