



GLOUCESTER COUNTY PUBLIC SCHOOLS  
**DIVISION LEADERSHIP TEAM MEETING**  
May 10, 2018 @ 8:30 A.M.

**SUPERINTENDENT/DIVISION UPDATES**

**Complimentary Lunches** – Dr. Clemons reminded everyone that lunches are being provided today at elementary and middle schools and on Friday at GHS.

**Comprehensive Plan Meeting** – The second Comprehensive Plan meeting will be held on May 14<sup>th</sup> from 7:00-8:30 p.m. @ TCWEC Cafeteria). Dr. Clemons hopes that DLT members will be able to attend as well as representation from the community and members from the board of supervisors. He would like for everyone to have an opportunity to provide input.

**FY19 Budget Update** – The school board has not approved an FY19 budget at this time, as we are still awaiting the final budget from the General Assembly. They are scheduled to reconvene on May 14, however; Dr. Clemons does not anticipate a finalized budget at that time due to issues regarding Medicaid Expansion. It could be June before the school board is able to adopt a FY19 budget. Currently, what is proposed is built around the former governor's allocation. He asked DLT members to please ask staff to be patient regarding contracts, noting that every division is in this situation. If we get to a point where it becomes necessary, contracts may be sent out with a "pending appropriate appropriation" statement. Dr. Clemons and Heather Lucas are working with our health insurance provider and are optimistic that we will be able to close the gap in that area. Clarification was given regarding the Comprehensive Plan as it relates to compensation noting once more that the teacher salary scale has been the primary focus for FY19 from the onset and support staff receiving a 4% salary increase this year.

**EXECUTIVE LEADERSHIP TEAM UPDATES**

Ms. Lucas (**Budget & Finance**) will post the FY19 budget as soon as it becomes available.

Gwyn Ciemniecki (**Human Resources**) is in the process of staffing position vacancies. She noted that millennial hires are different in that many are slow to commit to an offer and are keeping their options open. She also noted, in response to Katina Keener's inquiry, that substitute hiring has been slow. Ms. Ciemniecki informed members of personnel changes in the Human Resource office, with Kara Tyler moving to Instructional Services and Craig Smith back to Human Resources as the Coordinator of Human Resources. Patricia Hade has resigned to take a position with the federal government.

Dr. Clemons also elaborated on millennial hires to the teaching profession and spoke on characteristics of millennials.

John Hutchinson (**Administrative Services**) informed members that Morgan Miller's preschool class would be moving to another classroom and that room used will be used for head start. He also informed members that the bookroom is being emptied and not to send any more books to be stored there, adding that principals could loan out unused books. If anyone needs any furniture, let him

know and he will try to procure what is needed. The new Director of Transportation, Vic Rajpaul, will begin training with Anne Lanan next week.

## **DEPARTMENT UPDATES**

Dave Miller (**Facility/Maintenance**) asked to be notified of times when repairs can be made in buildings during SOL's.

Del Dautrich (**Safety**) plans to release safety modules on June 19<sup>th</sup>. He also mentioned a training simulation held on May 7<sup>th</sup> for a Category 4 hurricane, with Peasley & Bethel being used as shelters. In addition, he stated that when doing threat assessments, if students are not acting right, take notes and refer them.

Steve Patton (**Food Services**) recently had a state and federal procurement review. One area that has changed regarding free lunch is that last year, anyone on Medicaid was eligible, even though some didn't want it. This year, more families went on Medicaid in order to become eligible, however if their information wasn't received directly from a list from Medicaid, they weren't eligible.

*Your Pie*, a newly opened business in Gloucester, raised funds from donations to pay off all outstanding charges on student lunch accounts.

Jimmy Viars (**Grounds**) discussed parking issues that are being looked into at some of our schools. Often, this occurs when we aren't in session, but other groups are using our property, such as baseball/softball. These are creating safety issues at the bus loops and playgrounds as well as potential damage to drain fields, etc. It was also noted that staff members have been treated disrespectfully by some offenders. Members discussed signage and possible assistance from the Gloucester County Sheriff's Office to help mitigate this situation.

Robin Zophy (**Nursing**) is arranging for "train the trainer" sessions with all of our nurses on "Stop the Bleed" training. The nurses would then be qualified to train our staff.

Dates are needed for June and August for medication training for school staff. Ms. Zophy asked principals to send her a full day and a half day for both months. Each school will need a minimum of two qualified staff to administer regular medications and insulin and more would be better. Any overnight field trips should also have someone attending who is trained to administer medication. She would prefer each grade level have someone trained. She also mentioned the need for someone to be trained to do rectal diastat.

Ms. Zophy is also planning to have rectal diastat training for bus drivers. Bryan Hartley (**Student Services**) added that we have to be prepared because calling 911 is not sufficient when medication needs to be administered within five minutes of a seizure. In response to bus drivers' concerns regarding liability, Mr. Hartley stated that we are more likely to be liable if we do nothing. We also need someone trained to go on field trips if a child with that need is going or we will need to cancel the field trip. Ms. Zophy added that she will have a full-time registered nurse on staff this year who may be able to go on those trips, if notice is given.

Principals should inform Ms. Zophy of the students attending summer school who need medication.

Nurse Training Day will be held in Richmond on August 22<sup>nd</sup>.

Jim Brogan (**Technology**) – Techs are setting up for SOL testing. Accelerated Reader and PowerSchool are fine to use during testing, but not streaming video or music. Mr. Brogan also added that additional security cameras are being installed as well as replacement projectors for ones that are broken.

Christi Lewis (**Community Engagement**) – The summer *Beehive* is out and features articles on some of our schools as well as a summer youth camp insert, which is available for the first time in the *Beehive*. Ms. Lewis mentioned that a newly formed partnership with Arts on Main after school has been very successful, with 300 children participating. She thanked members for their support and Mr. Brogan and Mr. Hutchinson for their assistance in providing a summer computer camp that will be held at TCWEC for the first time. This is a four week program with scholarships available if needed to attend.

Dr. Clemons also informed members of the GHS artwork displayed at the county library throughout the month of May and recognized the Botetourt Odyssey of the Mind group on their national competition as well as the Peasley Future Problem Solvers who are also attending a national competition.

Anne Lanan (**Transportation**) informed members that all contracted buses will have cameras next year. (Transportation report is below)

#### **Transportation – Anne Lanan**

##### Maintenance

- Continue to perform routine maintenance
- Large jobs consist of head gasket, EGR cooler and starter replacements and repair of cylinder head

##### Transportation Office Staff

- Continue to assist parents with transportation issues
- Continue to fill athletic trips and field trips
- Office and garage staff continue to cover bus routes for drivers out on sick leave and/or athletic trips
- The last Region III Transportation meeting was held in Gloucester County at the school board office on May 1st. Several subjects regarding transportation issues were discussed
- Wreaths and magnets were distributed the first week in May to the schools for the PBIS winners for third and fourth quarters

##### Safety

- The 2<sup>nd</sup> mandatory bus evacuations were completed and went very well with the assistance of the schools
- The last Advisory Council meeting was held May 7<sup>th</sup>. Planning for the end of the year picnic was put in place. Drivers, bus assistants, office and garage staff will come together for fun, good food and comradery on June 2<sup>nd</sup>

##### New Bus Driver Training and Recruitment

- New class began April 20<sup>th</sup> with one recruit to become a bus driver

##### 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 March 21, 2018 to April 20, 2018:

Coverage for drivers – 129

Coverage for bus assistants – 16

Office/Garage staff covering driver positions for both sick/personal leave and field trips – 95

**ADJOURNMENT: 10:05 A.M.**