



GLOUCESTER COUNTY PUBLIC SCHOOLS
DIVISION LEADERSHIP TEAM MEETING
June 13, 2019 @ 8:30 A.M.

SUPERINTENDENT/DIVISION UPDATES

Dr. Clemons welcomed everyone, thanking them for everything done this year, encouraging them to take time to rejuvenate and spend with family, friends, and loved ones and come back ready for another year.

FY'20 Budget Update – Dr. Clemons presented information regarding the budget and explained how the ranges work regarding employee salary increases, depending on positions, qualifications, and where employees are on the scale. Dr. Clemons feels the new scales will be helpful moving forward and is pleased with the progress made. Next year, GCPS may be able to close the gap on the remaining 1.8% below where we had hoped to be based on market value.

GHS Master Plan – On June 24, 2019, the School Board will have an important joint meeting with the Board of Supervisors (BOS) regarding the GHS Master Plan. Currently, the BOS is proposing 38.5 million for maintenance/renovations, but the School Board proposed 54.5 million in order to have items addressed other than maintenance. Dr. Clemons encouraged DLT members to attend the meeting. The Achilles bus loop should be started in FY'20 as well as the Page ball fields. Work to GHS would not begin until FY'21 due to procurement requirements, the bidding process, etc.

Retirees – Dr. Clemons thanked John Hutchinson, Asst. Supt. of Administrative Services, Robin Zophy, School Nurse Coordinator, and Jim Brogan, Technology Director for all they've done and congratulated them on their upcoming retirements.

EXECUTIVE LEADERSHIP TEAM UPDATES

Instructional Items – Dr. Wagner is in the process of purchasing some electronic textbooks with remaining end of the year funds. Curriculum work is currently underway and the August Professional Development calendar is being planned. Transportation is in place for summer school and classrooms being used are being consolidated, if possible. In addition, Dr. Worley and Mr. Mygas are attending a Performance Matters conference and have learned that updates in PowerSchool may be delayed.

Budget & Finance Items – Ms. Lucas informed members that FY'20 student fees were sent out to principals on June 12 and the FY'19 budget year is wrapping up. All FY'19 purchases need to be posted by June 30th. During the week of June 17, auditors will review records for the past year. In addition, Craig Smith has the new leave policy updated on the website. Beginning in FY20, employees will receive three (3) days personal leave annually, which will be available at the beginning of the year (12 mo. in July & 11/10 mo. in Aug) and if needed, one day of sick leave may be transferred to personal leave each year.

Human Resources Items – Dr. Clemons asked members to keep Ms. Ciemniecki in their thoughts and prayers and is hopeful she will soon be able to return. In Ms. Ciemniecki's absence, Dr. Clemons has been working with Mr. Smith and Ms. Hugate and believes they are currently in a good place in regards to hiring. All contracts have been returned with the exception of a couple which are having final details worked. In addition, there are very few vacancies. Employees have until June 30th to submit notice if they plan to leave, but Dr. Clemons hopes that will not be an issue. If anyone has questions regarding Human Resources, they may contact Dr. Clemons, Ms. Hugate, or Mr. Smith. Dr. Clemons wished Jesse Dutton well as he leaves GCPS for a new position and thanked Vic Rajpaul for his service in the 2018-19 school year.

Administrative Service Items – Mr. Hutchinson thanked everyone for the memories, laughs, and good times. Mr. Hutchinson also informed members that Christi Lewis is retiring as the Community Engagement Coordinator for Gloucester County.

DEPARTMENT UPDATES

Grounds Department – Mr. Viars' staff is busy keeping the grass cut. Please let him know if you have anything that needs to be addressed.

Facilities Department – Mr. Miller's staff will be working in classrooms over the summer. Any additional maintenance work needed should be submitted on a work order.

Safety Department – Mr. Dautrich informed members that a radio air check will be added to the lock-down drill procedures beginning in September. Also, online safety modules will be available beginning June 17th.

Food Services Department – Mr. Patton indicated he will be replacing two manager positions due to retirements.

Transportation Department – Mr. Rajpaul stated that summer bus maintenance is underway and routes are being planned for the upcoming year. (See report at the end)

Construction Services – Mr. Shorland indicated that lighting and roof repairs were nearing completion at Botetourt and HVAC work was occurring at Peasley.

Nursing Department – Ms. Zophy informed members that at least one hour of concussion management training needs to occur in buildings and she also highly encourages "stop the bleed" training and will send the app out to everyone again to have on their phones.

Technology Department – Mr. Brogan stated that Performance Matters will be ready to go out on August 1st and a variety of online offers are now available. Two days of on-site training will be available for 30-35 people. The technology department is compiling a "who does what" in their department to issue to staff. Technology technicians will also be taking inventory of every device that has been issued through the technology department in each building.

Dr. Clemons thanked Ms. Lewis for all she has done working with the schools over the years and wished her the best in her retirement.

Community Engagement Department – Ms. Lewis indicated that July 8 is the deadline for the fall Beehive items. She thanked everyone for the partnerships with her department and gave kudos to the Community Engagement Coordinators.

Department Report: Transportation

Maintenance

- One mechanic remains hospitalized...unknown return date
- Finalizing application for one summer hire mechanic (GHS student)
- Major bus repairs: Bus 6 – Replace fuel injectors
Bus 32 – Replace radiator
Bus 34 – Replace high pressure oil pump
- Summer School Bus inspections: 7 buses...in progress
- Annual School Bus inspections: entire bus fleet...begins Jun 24, 2019

Transportation Office Staff

- Jul 16 – 21 Virginia Association for Pupil Transportation Conference, Richmond, VA

New Bus Driver Recruitment

- Efforts continue to recruit bus drivers/bus aides
 - relocate bus with “Driver Needed” banner along highway 17

Driver/Bus Assistant Substitute Coverage Required

- Summer school begins, July 1. We are currently plotting summer school students into routes and aligning bus drivers/bus aides.

ADJOURNMENT --- 9:31 AM