



GLOUCESTER COUNTY PUBLIC SCHOOLS
DIVISION LEADERSHIP TEAM MEETING MINUTES
September 12, 2019 - 11:00 A.M.

SUPERINTENDENT/DIVISION UPDATES

Dr. Clemons welcomed everyone and introduced new members (Jessica Duren, Executive Director of Human Resources & Compliance; Tanya Deckard, Director of Transportation; Gwendolyn Wallace, Petsworth Principal; Scott Mecca, Director of Information Technology; Lisa Jones, Nursing Coordinator and Elizabeth Ripley, Senior Community Engagement Coordinator). Jenna Dominquez (former GHS English teacher) has moved into the secondary reading specialist position and Stefan Mygas (former Division Secondary Math Coach) will become the new assistant principal at GHS beginning next week.

Comprehensive Plan Update – Members were encouraged to review the Comprehensive Plan and contact Dr. Clemons with any suggested additions or changes. In addition, Dr. Clemons reminded everyone to review their websites to ensure the most up-to-date information is provided.

FY'21 Budget Priorities – Dr. Clemons asked members to begin thinking about the FY'21 budget priorities and what is needed to enhance efforts in both the operational and capital budgets.

Joint School Board/Board of Supervisors Mtg. – September 17, 2019 at 6:30 p.m. in the TCWEC auditorium, the School Board and Board of Supervisors (BOS) will hold a joint meeting. Dr. Clemons encouraged members to attend at least one of the annual joint meetings. A handout showing opportunities to make connections and visit schools will be provided to both the School Board and Board of Supervisors. In addition, information will go out to the public and on the school division website, asking for input regarding what the citizens of Gloucester County want Gloucester County Public Schools to be known for, “What is our Brand?,” “Who are we?”

EXECUTIVE LEADERSHIP TEAM UPDATES

Budget & Finance – Heather Lucas, Chief Financial Officer, welcomed everyone and stated that budget information would be going out next month in preparation for FY'21. In addition, our auditors are looking into the Government Accounting Standards Board (GASB) initiative that may require us to begin reporting school activity fund balances in the budget either this year or next.

Katina Keener (Achilles Principal) expressed concerns regarding the growing number of students unable to pay fees. Mrs. Lucas and Dr. Clemons will review our current fees to determine if any adjustments can be made. Mrs. Lucas will also communicate with bookkeepers at a meeting on Oct. 3.

Human Resources & Compliance – Jessica Duren, Executive Director of Human Resources and Compliance, is looking forward to meeting everyone and has scheduled meetings with principals. As of Oct. 1, Human Resources will be working on the IPAL report and Craig Smith (Human Resources Coordinator) is currently working on the Master Schedule Collection Report. Mrs. Duren expressed kudos to everyone for efforts during the recruitment season, noting the only professional vacancy currently open is due to a promotion.

Members were reminded to follow Workman's Compensation procedures if an injury occurs at work and to inform Mrs. Duren if Workman's Compensation training is needed. Principals were asked to notify Mrs. Duren of any internal building moves and reminded to complete walk-throughs and observations. Evaluation data from those will be needed to send to DOE. GCPS will host a Job Fair again this year. Mrs. Duren will inquire with principals regarding possible dates.

Operations Department – Bryan Hartley (Executive Director of Operations) thanked the operations department for ensuring our buildings and grounds looked great and everything was in order for the opening of school and reminded members to submit work orders for any maintenance needs that arise. Dr. Clemons also thanked Mr. Hartley who has assumed the administrative oversight responsibilities of Mr. Hutchinson (former Assistant Superintendent for Administrative Services) in addition to responsibilities associated with Student Services.

DEPARTMENT UPDATES

Food Services – Steve Patton (Director of Food Services) thanked principals for a good start and a positive environment in the cafeterias. Please notify him with any issues that may arise. Currently, there are 2092 students on the DC list who automatically qualify to receive free or reduced lunches. This is more than we have ever experienced. National School Lunch week is Oct. 14-18.

Transportation – Tanya Deckard (Director of Transportation) thanked everyone for their support and apologized for any confusion at the beginning of the year, noting that the Transportation Department is dealing with old software that is currently being updated. Every effort is being made to be fully staffed and new drivers coming in will alleviate some of the buses that are full and will help activity runs occur on time. If a student's bus route changes, notice will be given a week in advance. The transportation department is working hard to make improvements and appreciates your input. Members should contact Mrs. Deckard with any concerns.

Facilities – Dave Miller's (Facilities Manager) department has completed over 1000 work orders since July 1. Mr. Miller asked members to call 693-2879 or 1241 during business hours. If an urgent need arises after hours, call his cell phone instead of texting. Members were also asked to be cognizant of utility costs when holding events after hours. Reducing the time requested for setup and breakdown can help.

Safety – Del Dautrich (Safety Manager) shared important dates: School Safety Surveys are due by Sept. 25; Fire Marshall visits are scheduled for Oct. 1; Earthquake drills are to be held on Oct. 17 (always 3rd Thursday); Safety Modules need to be completed by Dec. 20; and each building is required to have an inventory of all hazardous chemicals per the Dept. of Environmental Quality.

Grounds – Jimmy Viars' (Grounds Manager) crew has made a lot of progress this summer, with all schools ready for the new school year. Mr. Viars plans to address signage needs after

the cutting season ends. Principals were reminded to keep students away from mowers. In addition, Mr. Viars is currently looking for volunteers to maintain the school yard habitats.

Technology – Scott Mecca, Director of Information Technology, thanked everyone for welcoming him and shared some information regarding his background. Mr. Mecca will be looking at ways to best utilize what we have and determine what is needed, as well as ways to save, such as limiting printing. Please let him know of any issues with email, etc. and include as much detail as possible. Mr. Patton (Director of Food Services) thanked the technology staff for having his department up and running for the first day. Mr. Mecca has received many compliments for the work that the technology dept. has done over the summer. Anna Harwood (Abingdon Principal) asked about the sign-in clock license that expired. Mr. Mecca said the update would soon be available.

Nursing – Lisa Jones, Nurse Coordinator, thanked everyone for the warm welcome. She is working on the flu shot memo to go out and has trained those unlicensed staff who will be administering medications at times. In addition, the vacant nursing position at Petsworth should soon be filled.

Construction – Scott Shorland, Construction Manager, asked members to attend the September 17 School Board and Board of Supervisors Meeting to find out what is being discussed for GHS.

Community Engagement – Elizabeth Ripley, Senior Community Engagement Coordinator, informed members to email her with any needs for the Community Engagement department. Mrs. Ripley will also relay what was said today to the Community Engagement Coordinators.

Mary Runnels, Special Education Learning Coach, informed members of a preschool delivery grant received. As part of the “ready to grow, ready to go” initiative, staff will be participating at the Guinea Jubilee. Please send any families with children in that age group to see them there.

OTHER ITEMS SHARED

None

The meeting was adjourned at 12:04 p.m. and members were provided lunch.

Transportation Update

Updates to Current Fleet

- 2 New buses were delivered, a 3rd bus will be delivered this week.
- Increases coming to SPED fleet
- A/C buses in next round 20/21

Staffing

- A parts specialist has been hired
- A fleet technician has been hired, will begin October 1, 2019
- 1 open fleet technician position
- Office / shop staffed at all times

Transportation Office Staff

- Routing issues within the antiquated software caused delays in information to parents, students and administrators
- All Staff reported throughout the holiday weekend to ensure all concerned parents received bus information

New Bus Driver Training and Recruitment

- Recruitment efforts have been strengthened.
 - Banner Bus
 - Community events
- Interviews are currently in process for new bus driver recruits
- 3 new drivers are now on fleet
- 5 new drivers are scheduled to test September 18
- 5 potential drivers to begin classes on 9/20

Department Goals

- Improve current school bus routes to decrease ridership times
- Improve communication
 - Attentiveness / accessibility
 - Clear and concise information
 - Follow through
 - Knowledge of operation
 - Positivity / willingness to learn / accept new ideas
- Begin training and implementation of new Transportation Software Suite
- Increase the substitute driver pool
- Two –way radio communication systems
- Provide updates to administration on student, route lists bi-weekly
- Goal oriented focus