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GLOUCESTER COUNTY SCHOOL BOARD

The Thomas Calhoun Walker Education Center
6099 T.C. Walker Road • Gloucester, Virginia 23061

SCHOOL BOARD AGENDA ITEM

MEETING DATE: February 13th, 2024

AGENDA SUBJECT: Operations Team Report

ATTACHMENTS: Operations Team Report

TYPE OF AGENDA ITEM:

- CONSENT
- REGULAR
- DEPARTMENTAL
REPORT/PRESENTATION

- INFORMATION ONLY – NO DISCUSSION
- INFORMATION ONLY – DISCUSSION
- ACTION

BACKGROUND / SUMMARY:

The Operations Team Report is being presented as information.

REQUESTED ACTION:

No action requested; this report is being submitted to the School Board for informational purposes only.

FOR MORE INFORMATION, CONTACT PRESENTER:

Name: Bryan Hartley, Executive Director of Operations

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Operations Team Report January of 2024

Custodial Services / Policy / Safety / Security / Central Office Special Projects – Craig Smith

Custodial Services / Warehouse

- Implemented new process and procedure for items being declared surplus as per Budget & Finance (i.e., January, April, July and October)
- 14 new auctions are currently running on Publicsurplus.com
- Creating GCPS School Furniture & Chair Inventory for intra-departmental and school requests
- Public Surplus 2023-24 (YTD) Revenues:

2023-24	2022-23	2021-22	2020-21	2015-2020	2011-2014	2005-2010
\$9,345	\$73,094	\$121,438	\$1,823	\$25,279	\$112,036	\$52,611

- Conducted two professional development/summit meetings for all custodial foremen and assistant foremen (January 22 & 23)
- Developing on-site cleaning, disinfecting, and floor care training plan for all custodians with current vendors
- Participated in on-site custodial inspections at various school campus locations
- Coordinated repair of custodial equipment at various school campus locations
- Revised custodial cleaning checklist
- Created custodial cleaning cards for all custodians to use as a quick reference on their cleaning carts
- Developed strategic plan for monitoring custodial purchases YTD to Y/E

School Board Policy Manual

- 48 policies, regulations, and forms were reviewed this month
- Preparing 5 to 10 items for March and April School Board meetings
- The BoardDocs® Policy Manual Conversion Team continued its work on the new look and feel for the Policy Manual
- Working on a Quadrennial Policy Manual Review Schedule for adoption and implementation for the 2024-25 school year

School Safety

- Participated in on-site lockdown and fire drills at various school campuses
- The January Safety Advisory Committee (SAC) was cancelled due to inclement weather; a follow-up summary narrative was sent out to all SAC members (Lisa Jones & Craig Smith)
- The Intrado Safety Shield® Implementation Team has begun the implementation process
- Participated in various on-site internal and external safety inspections at various school campus locations
- Purchased eight (8) BearCom® walkie-talkie radios for Botetourt Elementary School and twelve (12) for Peasley Middle School

School Security

- Placed first SSO outdoor apparel order

Special Projects

- 2023 United Way and Gloucester County Public Schools Educational Foundation, Inc. Campaign Results: (United Way = \$1,035; GCPS Ed. Foundation = \$360)
- 25-Year Cumulative Results: (United Way = \$239,558; GCPS Ed. Foundation = \$57,267; Both campaigns = \$296,825)

Workers' Compensation

Workplace Injuries	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
Report Only	24	45	35	18	21
Completed Claims	22	23	34	13	23
Denied	2	4	4	5	3
Total	41	72	73	36	47

Facilities – Dave Miller

- Requested work orders made since the last meeting - 428
 - Closed work orders since the last meeting - 390
 - Spent labor hours fixing vandalism since the last meeting – 8.5
- *****

Food Services – Lydia Gilbert

- Hosted Santa Breakfasts held at Abingdon, Botetourt, Bethel and Page
 - Catered DLT meeting and Trego Trainings
 - Processed free/reduced applications
 - Interviewed and hired several new subs, Assistant Manager, and Floating Assistant Manager
 - Supervised After School Snacks at Peasley, Abingdon and Petsworth
 - Held Managers Meeting
 - Submitted an advertisement for the Spring Beehive
- *****

Grounds – Jimmy Viars

- Completed routine school grounds/equipment maintenance
- *****

Health / Safety – Lisa Jones

- Supported the implementation of Standard Response Protocol (SRP) across the division
 - Presented the SRP to the Local Emergency Planning Commission
 - Seven school nurses attended a conference sponsored by CHKD on Saturday, January 20, 2024
- *****

Student Services – Katina Keener

- Informational Membership Report, Visiting Teachers Report, and School Discipline Report are being included in the Consent Agenda
- *****

Transportation – Tanya Deckard

Student Transportation

- Cold and flu season has created shortages in bus route coverage
- An increase in the number of special education students has created the need for 2 additional special education bus routes

Fleet Updates

- 2 Chevy cargo vans have been delivered, and will go into service for Facilities on 1/31/2024
- Transportation has received delivery of 2 SPED buses, and 1, 77 Passenger bus
 - These buses are now Inservice
 - This completes our order from the 2023 CIP

Staffing Shortages

- Transportation is avidly working on recruitment of school bus drivers
 - We have 1 available daily substitute drivers at this time
 - We have 3 sporadic substitute drivers at this time
 - Current positions:
 - 0 open bus routes at this time
 - 0 open car routes at this time
 - 5 bus drivers in training
 - 2 potential car drivers in training
 - 1 potential bus aides in training

Maintenance

- All maintenance is up to date
 - Budget constraints are limiting repairs
- *****