



Connect. Engage. Inspire.

GLOUCESTER COUNTY SCHOOL BOARD

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

SCHOOL BOARD AGENDA ITEM

MEETING DATE: December 9, 2014

AGENDA SUBJECT: Administrative Team Report

ATTACHMENTS: Administrative Team Report

TYPE OF AGENDA ITEM:

- | | |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | CONSENT |
| <input type="checkbox"/> | REGULAR |
| <input checked="" type="checkbox"/> | DEPARTMENTAL REPORT/PRESENTATION |

- | | |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | INFORMATION ONLY – NO DISCUSSION |
| <input checked="" type="checkbox"/> | INFORMATION ONLY – DISCUSSION |
| <input type="checkbox"/> | ACTION |

BACKGROUND / SUMMARY:

Reports received from Administrative Team members have been consolidated, and are being presented as information.

REQUESTED ACTION:

That the School Board accepts the Administrative Team Report as information.

FOR MORE INFORMATION, CONTACT PRESENTER:

Name: John Hutchinson, Assistant Superintendent for Administrative Services

Phone: (804) 693-5304

E-mail: hutch@gc.k12.va.us

Administrative Team Reports for the December 2014 School Board Meeting

Construction – Scott Shorland

Employee Services & Communications – Craig Smith

Energy & Security – Dave Simmons

Security

- We facilitated the repairs of the cameras at Peasley Middle School and the cameras and central recording system at Gloucester High School.
- We received a grant for security upgrades. A security kick-off meeting was held to fine tune the process with the individual school leadership teams. Mid-Atlantic was authorized to order parts and start the scheduling process. The schedule order for the installations is as follows: Petsworth, Botetourt, Abingdon, Bethel, and Peasley. Installation for the first school began on Friday, November 21st. All installations will be completed and operational by the end of the school year.

HVAC

- We received 45 HVAC work requests. Approximately 30 were deferred to Honeywell for service under the maintenance contract. We have also received an additional 20 calls w/o work orders, which were handled through this office. There are no outstanding issues.

Misc.

- We met with Hudson & Associates and mechanical/electrical engineers for more information gathering at Achilles. We also requested Mr. Phillips of Phillips Energy meet with us concerning capacities at Achilles and Petsworth.
- I met with the Bay Electric/Ansell Systems representative to complete the shunt trip system at Achilles. A deficiency in the process was addressed and fixed, and the inspection was performed. This job is now complete.
- We met with Net Zero numerous times, and are prepared to issue the authorization for the LED retrofit for approximately ½ of Achilles. It is expected that this will begin in the next few months.
- We met with MJT, and addressed related inquiries concerning engineering at both Botetourt and Peasley.

Environmental Health & Safety – Shirley Chirch

Trainings Attended

- Online half-day meeting with National Institute of Medicine, CDC, etc. on Ebola updates and status
- Online webinar on winter weather preparedness
- Online webinar on holidays and religious accommodations

Safety/Security Actions

- Met with Transportation Security Administration regarding vulnerability assessment of GCPS
- Accompanied VML safety representative on inspection of TCWEC
- Consulted with grounds foreman on school visibility issue (tree blocking view of driveway)
- Participated in concussion protocol review meeting with concussion management team
- Attended biweekly construction meetings at Page and weekly site visits
- Conducted monthly safety committee meeting, and distributed information on winter weather preparedness
- Conducted monthly nurses' meeting
- Participated in GCPS comprehensive planning meetings
- Tracked threat assessments for November
- Visited each school on weekly basis, and observed for safety concerns

Health

- Conducted 8 Tuberculosis screenings on new employees
- Conducted monthly check of TCWEC defibrillator and Epi pens
- Filed required chronic medical conditions report (of students) to DOE
- Provided Holiday Food Safety information to employees
- Provided updated Ebola information to employees
- Followed up on staff visits to ER
- Tracked concussions for October

Facilities – Dave Miller

Food Service – Steve Patton

- Finalized Verification (3% of the applications per Federal requirements)
 - Sent out 2nd notification letters and answered phone calls
 - Connected with families and followed up
- Began preparation for Federal Review
 - Watched a Webinar

- Held Managers' and Asst. Managers' meeting
- Started working on budget for 2015-16
- Finished on-site Accountability Reviews at each school (for Federal Review)
- Hired 6 new substitutes
- Switched all of our computers to Windows 7
 - Bought 29 computers and a server (saved over \$22,000)
 - Worked with Technology Department to organize/switch all 29 computers during professional days on 11/3 and 11/4

Grounds – Jimmy Viars

Training

- Sitting President for the Professional Grounds Management Society - attended after hours meetings
- Director at Large - Virginia Turfgrass Council - attended after hours meetings
- Counseled employees on morale and safety
- Attended The Professional Grounds Management Society School of Grounds Management
- Attended an equipment demo at Brent and Becky's Bulbs

Inspections

- 9 campus lawns
- 18 playground units
- Peasley, Petsworth and Bethel nature trails
- Snowplows and pusher boxes

In-House labor

- Approximately 200 man hours of campus lawn maintenance (mowing/edging/trimming/flowerbed maintenance/applying pesticides)
- 112 man hours of leaf removal
- Approximately 106 man hours of athletic field maintenance (mowing/edging/trimming/applying fertilizer and pesticides)
- Marking athletic fields
- Planted winter rye on the stadium field, field hockey field, and baseball infield
- Spread fertilizer in accordance with soil sample requirements for the athletic fields
- Performed mower maintenance (changed oil/greased spindles/changed blades)
- Relocated some equipment for the Grounds Department relocation
- Researched storage solutions for Abingdon and Botetourt pre-school equipment
- Worked on the design for the TCWEC landscape
- Working on a design to increase the parking availability at Petsworth and at the Facilities building
- Purchased steel for framing interior of Grounds Shop
- Building interior layout of the Grounds Shop
- Ordered repair parts for Achilles 2nd & 3rd grade playground
- Installed signs and sign posts at GHS and Botetourt
- Ordered speed bumps for repairs
- Replaced raised flowerbed frames at Peasley
- Purchased steel to build work benches
- Worked on new job descriptions

Student Services – Bryan Hartley

Technology – Jim Brogan

- Continuing to work on improving the wireless experience. A survey of all schools that identifies known dead zones and areas of saturation has been completed. The next step is to begin adding access points and adjusting the placement of existing access points. This process will be ongoing for the foreseeable future. Ultimately, we will be adding over 300 additional access points to provide complete wireless coverage.
- Contracted with Verizon to increase our bandwidth to 600 MB/second, a six fold increase. A completion date of December 1, 2014, is still anticipated.
- The e-Backpack initiative at GHS is progressing, with Margaret Williams and ITRTs working with GHS staff to move the process forward. We have issued iPads to almost all the GHS teachers with the hope that all GHS staff will use the iPads to begin identifying strategies for using this tool for classroom instruction. The GHS staff is scheduling staff development, and we are looking to create classroom sets for the Math Department as soon as the GHS principal indicates that the department is ready to implement them.
- ITRTs KC Woller, Eryn Pluim, Nina Carter, and Sherri Miller are collaborating with teachers on a variety of tech-related instructional projects in their respective schools.
- The Technology Department has completed 1746 tickets this year (as of 11/17/14). There are 348 outstanding tickets; most involve classroom projection issues. The staff is working through the majority of these, having closed over 200 this month.

Transportation – Anne Lanan

Maintenance

- Performed routine maintenance on school buses
- Performed repairs as needed

Office/Transportation Staff

- Continuing to assist parents with transportation issues
- Continuing to handle/fill athletic trips and field trips
- Anne Lanan, Butler Knight, Megan Gothaus, Christina Mahoney, Fran Goforth and 4 bus drivers met Friday, November 14th, to continue planning the PBIS program for the school buses. The meeting was very productive; we hope to implement PBIS on the school buses by next semester.

Safety

- Monitoring drivers while on routes
- Spot “Pre-Trip” inspections will be done soon
- The last patch of random drug and alcohol tests have been performed and fulfilled for this calendar year. So far so good!

New Bus Driver Training and Recruitment

- Continuing the recruiting campaign for drivers
- A new training class is in process with 3 new recruits who will begin their “on-the-road” training very soon