

Superintendent's Monthly Update



Dr. G. Victor Hellman
Interim Superintendent

Summer Edition



Open House Information:

Wednesday, August 8
CMS Open House
4:00 p.m. – 8:00 pm

Thursday, August 9
All Elementary Open Houses
4:00 p.m. – 7:00 p.m.

Thursday, August 9
CHS Open House
5:00 p.m. – 8:00 p.m.

Back to School Nights

LCES
Sept 6 5:30-7:00 pm
BGE
Sept. 6 5:30-7:00 pm
MES
Sept. 6 5:30-7:00 pm
CMS
Sept. 5 5:30-7:00 pm

INTERIM SUPERINTENDENT OF CAROLINE COUNTY PUBLIC SCHOOLS

From the Desk of Dr. G. Victor Hellman

Welcome to the 2018-2019 school year at Caroline County Public Schools. The summer months have gone by quickly. We are excited about this upcoming school year and hope that you take advantage of our school's back to school events as we gear up for a fantastic first day.

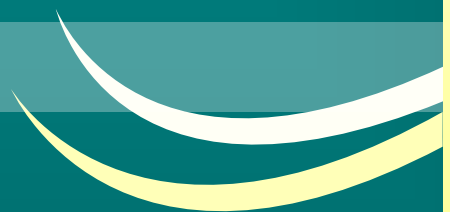
As always, there has been a lot of work going on during the summer. Instructional leaders have been busy working for a smooth opening of school. Principals and Directors have also been busy preparing for opening day. Our custodians and maintenance personnel have been working hard and have done a fantastic job of getting our school sites ready for another year. We want our school sites to look the absolute best they possibly can.

While it would be easy to maintain status quo, that is not the case here. We are going to continue the good work already started by the division. Activities will include implementation of the Division's Strategic Plan, Pathways 2022 and Profile of a Graduate. Our digital conversion will begin with a 1:1 initiative in grades six through 12 and we are working hard so that all schools reach 100% full accreditation.

We are now entering our 2nd year of our strategic plan, Pathways 2022. We will continue to focus on our mission which is to provide an innovative, collaborative, and engaging learning environment that promotes a community of life-long learners. Students, you are capable of amazing things. Whether you are a kindergartener coming in for your first day of school or a senior entering your "last" first day of high school. *Make each day count.*

The support of our community the past few years has been nothing short of amazing. We receive calls throughout the year asking how community members can help the schools. You have purchased school supplies, donated money to the different school sites and volunteered to help clean-up around our schools. All of these things are appreciated more than we could ever say. We strive to demonstrate that we are good stewards of tax-payer funds, and it is our hope that our community will continue to support our schools. When we all work together as a team we can do amazing things for our students and community. Our goal is to make Caroline County Public Schools the district of choice for employees and students alike. Thank you for your hard work and support and welcome back for another school year!

Events captured in June & July!



ASSISTANT SUPERINTENDENT OF INSTRUCTION

From the Desk of Dr. Sarah Calveric



What has the Instructional Leadership Team been working on throughout June/July?

School Opening Preparation

Administration Interviews

Data and Program Analysis

Standards of Accreditation

Digital Champion/1:1 Conversion

Pathways 2022: Strategic Planning Year 2

Curriculum Updates

CCPS Leadership Retreat

Summer School Opportunities

Policy Updates

Textbook Adoption

Community Partnerships

Preschool/K Enrollment

Conferences/Continuing Education

2018 CCPS Leadership Retreat

On June 27-28, approximately 100 teacher leaders, school leaders, and central office staff gathered at CMS and LCES to engage in continuous learning aimed at advancing the four Pathways 2022 goals: Teaching and Learning, School and Community Relationships, Health and Safety, and Organizational Effectiveness.

Day 1 included an introduction to the CCPS K-12 Profile of a Graduate, motivational remarks from nationally recognized educator, Dr. Casey Reason, and three 75-minute concurrent sessions with over 22 innovative and relevant topics. Presentations varied from using Breakout Boxes in the Classroom, to Innovator's Mindset, to guest presentations from Virginia Center for Inclusive Communities and Caroline County Department of Social Services.

Day 2 began at the YMCA where retreat attendees participated in teambuilding activities associated with the Profile of a Graduate's 5Cs (collaboration, communication, citizenship, critical thinking, and creative thinking). Teams transitioned to LCES for the remainder of the day, which included aligning each building's 18-19 school-wide plans with Pathways 2022, an interactive session on blended learning, and a session on Social Emotional Learning by Dr. Joshua Cole (Ecoff ES, Principal).

What a successful two days of collaboration and learning. CCPS is exemplifying our motto, "Explore Today, Impact Tomorrow!"

Pathways 2022: Year 1 in Review

EXPLORE TODAY, IMPACT TOMORROW



Caroline County Public School's five-year strategic plan, Pathways 2022, served as a guide to the work conducted by all educational stakeholders during the 2017-2018 school year. This living document ensured alignment between the fiscal, human, and instructional efforts of the School Board, Central Office, and school based employees. The four overarching goals (Teaching and Learning, School and Community Relationships, Health and Safety, and Organizational Effectiveness), accompanying objectives, and key measures provided collective focus and common language which supported the following '17-'18 successes:

Goal 1: Teaching and Learning

| | |
|--|---|
| <i>CCPS K-12 Profile of a Graduate</i> | Multidisciplinary Team Creation, 5 Life Ready Tenets - Leveled Learning Experiences, 5Cs - Rubrics, Engagement Strategies, Higher Order Thinking Questions, Graduation Requirements, Workplace Experiences, College and Care |
| <i>1.2 Digital Conversion</i> | Completed 6-12 Pilot Year, Training for Teachers on Schoology (Learning management System, Take-Home Pilot (CMS/CHS), Trained Twelve 6-12 Digital Champions, Planned Acquisition and Distribution, 1:1 Communication |
| <i>1.3 Professional Development</i> | Professional Learning Communities (PLCs), Monthly Digital Champions Training, New Teacher Academy, 6-12 Schoology Sessions, Two Division and Two Building Professional Development Days, Local/State/National Conferences, Book Groups |
| <i>1.4 Student Achievement</i> | Program Inventory, Needs Assessment, Resource and Program Investigation, Acquisition, and Training – DreamBox (ES/MS Math), Ten Marks (HS Math), Achieve 3000 (Reading – All Levels), Units of Study (K-8 Writing Program), Young Explorers (2 nd Grade) |

School and Community Relationships

| | |
|--|--|
| <i>2.1 Family and Community Engagement</i> | Parent and Guardian Climate Survey, "Festival of Lights" Parade, Rise Up for Education: Interdisciplinary Project |
| <i>2.2 Student Staff Relationships</i> | 2018-2019 Focus Area |
| <i>2.3 Community and Business Partnerships</i> | Increase in Partnerships to 46, Enhanced Partnerships with YMCA, Grand Canyon University, MC Dean (student apprenticeships), Realtor's Brunch, CEF Innovation Grants, Take Your Legislator to Work Day |

Health and Safety

| | |
|---|---|
| <i>3.1 Crisis Prevention and Preparedness</i> | Collaboration with Sheriff's Department and EMS - MOU Electronic Badge Entry & Cameras |
| <i>3.2 Facility Maintenance</i> | Completion of CHS/MES Renovations (Bond Supported), VSBA Green Public Schools Challenge Award, Energy Savings |
| <i>3.3 Mental Health and Wellness</i> | Division-wide Reduction of Chronic Absenteeism from '16-'17 to '17-'18: MES 28% to 7%, LCES 10% to 5%, BGES 43% to 10%, CMS 15% to 7%, CHS 20% to 13%, Positive Behavior Interventions and Supports, Virginia Tiered System of Supports Training and Grant, Navigating Dangerous Waters Parent Sessions, Partnership with Caroline County Social Services |

Organizational Effectiveness

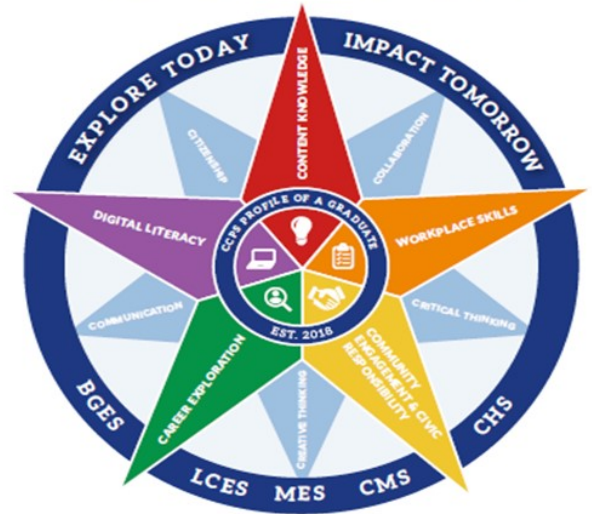
| | |
|----------------------------------|--|
| <i>4.1 Fiscal Accountability</i> | Position Tracking, Employee Self-Serve Implementation, FY19 Budget Aligned with Pathways 2022 Goals/Objectives |
| <i>4.2 Talent Management</i> | Reduction in Teacher Attrition (18% to 16%), Increased Early Letters of Intent (12 to 22), 27 Signing Bonuses for State Critical Shortage Positions, Enrollment of 2 Teachers in the National Board Certification Teacher Program |
| <i>4.3 Strategic Planning</i> | Plan, Implement, Monitor, Adjust, Alignment of Pathways 2022 Goals and Objectives with School Board, Superintendent, School-wide Plans, Teacher Goals, Professional Development, and Budget Priorities, Data Collection, Stakeholder Involvement |

Caroline County Public Schools K-12 PROFILE OF A GRADUATE

In 2015, the Virginia Board of Education (VBOE) received a number of recommendations from the Standards of Learning Innovation Committee regarding the future of teaching and learning in the Commonwealth. It was noted that earning a diploma must be about more than passing a prescribed series of courses and tests. Additionally, the board also heard from higher education, businesses and the military that graduates need skills and attributes such as critical thinking, creative thinking, communication, collaboration, and citizenship to be successful in life.

In response, the board elected to redesign the high school experience and develop a “Profile of a Virginia Graduate.” In December 2017, the Board of Education adopted the Profile of a Graduate which describes, “the knowledge, skills, experiences and attributes that students must attain to be successful in college and/or the work force and to be “life ready” in an economy and a world characterized by rapid change.” The board determined that a life-ready Virginia graduate must:

- Achieve and apply appropriate academic and technical knowledge (content knowledge);
- Demonstrate productive workplace skills, qualities, and behaviors (workplace skills);
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility); and
- Align knowledge, skills and personal interests with career opportunities (career exploration).



The Profile of a Graduate was referenced by the Board of Education as they reviewed the commonwealth’s diploma standards to ensure that high school graduates are prepared for success after high school. This new legislation which was passed by the 2016 General Assembly, and signed by Governor Terry McAuliffe, requires that diploma standards align with the Profile of a Virginia Graduate. The graduation changes are noted below and become effective with first-time ninth graders in the fall of the 2018-2019 school year (graduating class of 2022).

Emphasis on 5Cs - critical thinking, creative thinking, communication, collaboration, and citizenship

Reduction in credits verified by SOL test

Advanced Diploma = 9 verified credits to 5 verified credits

Standard = 6 verified credits to 5 verified credits

Introduction of broader types of assessments (Performance Based Assessments)

Stronger connections to careers and workforce

Emphasis on “real world” problems

Caroline County Public Schools is passionate about the adopted changes and has worked throughout the 2017-2018 school year with various stakeholder committees to develop a CCPS K-12 Profile of a Graduate. Using the CCPS strategic plan, Pathways 2022, as a guiding document, the school-based committees have generated short and long-term goals aimed at identifying clearly defined K-12 leveled learning experiences and 5C’s mastery rubrics, engagement strategies, and higher order thinking question banks to support the purposeful inclusion of critical thinking, creative thinking, communication, collaboration, and citizenship within the classroom. Additionally, the creation of experiential learning opportunities are being further developed, such as internships, externships, apprenticeships, volunteer work, and capstone projects which support career exploration.

The finalized CCPS K-12 Profile of a Graduate model was unveiled to the school board and instructional leaders in July 2018 and will be rolled out to the student body, staff, and community at the start of the 2018-2019 school year. The purposeful alignment of curriculum and instruction with the CCPS Profile of a Graduate will support the attainment of the division’s vision: “Empowering the next generation of learners, thinkers, and leaders.”

HUMAN RESOURCES

From the Desk of Debra Holt

The Human Resources Department is “tickled pink” to let the School Board members know that at the time of writing this update, CCPS is fully staffed for the 2018-19 school year. We are excited with the staffing success that we have experienced this hiring season. Kudos to the school administrators for looking for the brightest and the best for hire to educate our children. We are looking forward to bringing in the new hires on August 1st and welcoming them to one of the best school divisions in Virginia.

To continue what was implemented last year, the HR and Finance Department joined together to provide all new employee with an on-boarding session over the summer months. This will allow all new hires to concentrate on preparing for the students. During the training, we review TalentEd Records and Perform, the Teacher Evaluation Model, professional dress, social media guidelines, licensure process and finalization of their necessary paperwork for HR and Payroll. The picture below shows one of the HR on-boarding sessions.



TESTING

From the Desk of Beth Hausler

The months of June and July were full of testing, professional development, and preparation for the upcoming 1:1 device initiative in grades 6-12. Although most students were off during the summer months, some students spend June and the first week of July in summer school. High school students that were enrolled in summer school participated in summer Standards of Learning testing.

Professional development was held at CMS on July 18 and 19. On July 18, Digital Champion teachers in grades 4 and 5 participated in blended learning professional development led by Dr. Joanne Jones, Joey Robinson and Rebecca Schieber. Dr. Jones led a book discussion on the first few chapters of the book, The Innovator’s Mindset, written by George Couros. Mr. Robinson and Mrs. Schieber, instructional technology resource teachers, facilitated online learning modules in Schoology. Schoology is an online learning management system that will be used by students and teachers in grades 4-12. On July 19, Dr. Chris Gareis from William and Mary led professional development with teachers in grades 2-12, specialists, and administrators. Participants learned how to develop and critique performance-based assessments. Performance-based assessments are authentic tasks used to evaluate student learning and higher-order thinking skills. Currently, performance-based assessments are used in elementary and middle school. With the new Standards of Accreditation in Virginia, these assessments are moving into high school as part of a balanced assessment program.

In addition to testing and professional development, preparations for the 1:1 initiative in grades 6-12 were underway. Members of the digital 1:1 team worked on distribution logistics, communication, technology fee payment, and digital lessons. Students at CMS and CHS are slated to receive chromebooks the second week of school. As you can see, summer has been a busy time.

EDUCATIONAL AND FEDERAL PROGRAMS

From the Desk of Dolly Lindsay

2018 Coordinator's Technical Assistance Academy

The 2018 Coordinator's Technical Assistance Academy held on July 23-25, 2018 in Williamsburg, Virginia included updates on federal programs under ESSA for Title I, Part A (Improving Basic Programs), Title II, Part, A (Supporting Effective Instruction), and Title III, Part A (Language Instruction for English Learners and Immigrant Students), and Title IV, Part A (Student Support and Academic Enrichment Grants). The keynote speakers were Dr. Terry Morris and Mr. Roger Crawford.

Dr. Terry Morris is a systems engineer at NASA Langley Research Center, serving as the lead for Integrated Hazards Analysis within the Safety Critical Avionics Systems Branch. He has conducted dynamic research for space station robotics, independent assessment of space shuttle software and served as a decision expert on New York City's safety-critical subway system. Dr. Morris shared his life story, including homelessness, poverty, and abuse. These life circumstances were powerful influences that shaped his early life, but with the help of others and education, he rewrote his story to one of power and accomplishments.

Mr. Roger Crawford, author and Hall of Fame Keynote speaker is the first and only person in American history to be a United States Professional Tennis Association athlete and play a Division I college sport with a severe disability. Mr. Crawford shared how constant change can be an opportunity. In order for organizations to win through change, they must continually adapt, transform, and reinvent.

2018 Coordinators' Technical Assistance Academy

ESSA: Compliance. Collaboration. Creativity.

July 9-11, 2018

The Hotel Roanoke and Conference Center
Roanoke, Virginia

July 23-25, 2018

DoubleTree by Hilton Williamsburg
Williamsburg, Virginia



CURRICULUM AND INSTRUCTION

From the Desk of Dr. Joanne H. Jones

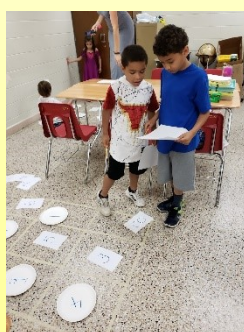
Mission Possible: CCPS Summer Academic Program

Reading was a focus during our Summer Academic Program. Every Wednesday morning, we welcomed community members to come in and read to our students. Readers consisted of senior citizens, retired teachers, fire fighters, two soccer coaches from England, and CCPS students, board members and administrators were among our mystery readers. Students in grades K-5 participated in the Barnes and Noble Summer Reading Program which challenged them to read eight books and log a summary of each book. This completed log allowed them to earn a free book while on their field trip at Barnes and Noble. Additionally, all students were engaged in story time, participated in a scavenger hunt, and took a tour to learn about store operations. Kindergarten through Grade 5 students read over 1152 books and earned 144 books at Barnes and Nobles. We really appreciate, Mrs. Cheryl Schneider at Barnes and Noble for coordinating this awesome partnership with our Summer Academic Program. A special thank you to Dr. Jaime Harnden and Mrs. Lindsey Rose for their leadership this summer.



Young Explorers Summer Enrichment Camp

This year Caroline County held its first Young Explorer Enrichment Camp to foster the potential in several second grade students. The Young Explorers program was implemented during the 2017-18 school year for all second grade students to nurture potential, and challenge students to think creatively, critically, and adopt a growth mindset. The program was also designed to identify students who are underrepresented in the gifted program. Students who attended camp were identified after a division universal screening as students having potential. We will continue to monitor these students as they transition to third grade during the upcoming year. We will kick-off the Young Explorers Program in September with all second grade teachers and students, as well as provide professional development for other teachers who wish to enhance/build critical thinking, creativity, and problem solving in their classrooms.



CURRICULUM AND INSTRUCTION

From the Desk of Dr. Joanne H. Jones

History and Mathematics Textbook Adoptions

For the 2018-2019 school year, Caroline County Public Schools has adopted textbooks in history and mathematics. This is aligned with the Virginia Department of Education textbook timeline. Teachers had an opportunity to preview texts for over two weeks from various vendors as well as participate in textbook presentations on May 25, 2018. Teachers and administrators provided input in the selection of the history and math adoptions. Five Ponds Press, a Virginia-based company was selected in History in Grades K-4 and 6-8; and Pearson in Grades 9-12. To meet the needs of our local history in grade 5, we are extending our Partnership with Discovery Education to adopt a customized tech book. Pearson was selected in Grades K-12 which will promote vertical alignment of language and skills. The K-5 students, will utilize a consumable book, while grades 6-12, will have an online edition with tiered interventions and resources; a class set of hardbound texts will be available as needed.

We are excited to partner with Five Ponds Press, Pearson, and Discovery Education because these companies have excellent products that support the educational needs of our students and teachers. Moreover, these companies provide quality customer service, personalized support, and professional development to our staff. We look forward to division professional development on August 9, 2018. Elementary teachers will meet at Madison Elementary School; middle and high school teachers will meet at their schools.



SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe

YMCA & CCP Using Teamwork to Make the “5-C” Dream Work



Every school system is unique, yet simultaneously connected by a shared aspiration: that all students have an educational experience preparing them to be effective lifelong learners and contributors. The newly developed Caroline County Public School’s Profile of a Virginia Graduate describes the knowledge, skills, experiences, and attributes that Caroline graduates must attain to be “life ready.” The Profile identifies Community Engagement and Civic Responsibility, Content Knowledge, Workplace Skills, Career Exploration, and Digital Literacy as the five life-ready tenets to ensure graduates will be successful citizens. The five life-ready tenets will be taught through essential skills called the 5-C’s. The 5-C’s identified by the Virginia Department of Education are Citizenship, Collaboration, Communication, Critical Thinking, and Creative Thinking. In order to ensure a common understanding of the importance of the 5C’s through school and community partnerships, CCPS & the YMCA used teamed work to make the 5-C dream work.

On June 28th Paul Gehring and his team of fearless leaders from the YMCA engaged the Caroline County Leadership Team in activities to bring the 5c’s to life. CCPS Leaders were divided into ***Team Citizenship, Collaboration, Communication, Critical Thinking, and Creative Thinking*** to journey through teambuilding activities that represented all 5C’s. Leaders from both the YMCA and CCPS learned new and creative ways to make learning relevant, fun, and purposeful. Everyone agreed that being able to think creatively and critically while collaborating with others will allow students, teachers, teams, schools, and communities to be more effective in achieving their goals. Using thoughtful, effective, and respectful behaviors that enhance local, state, national, and global communities is the true meaning of citizenship. The members of the Caroline Community would be proud of the collaborative efforts of the YMCA and CCPS to ensure our children receive a quality educational experience to be life-ready citizens!



Update from Caroline High School

SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe



23 Beta members qualified for nationals this year, with 16 students making the trip. **Mrs. Kline** and **Mrs. Kelly** chaperoned this 4-day excursion in June to Savannah, GA, with help from a local church and a number of parents. CHS was a finalist in the Colored Pencil and Service Snapshot categories, and it was recognized as an “Outstanding Leadership School” by the national organization. Students and staff look forward to this year’s local competitions and qualifying for the national convention in Oklahoma City.



Yamierelys Nieves proudly holds her “Colored Pencil” entry and National Finalist plaque at the National convention in Savannah, GA.



The “Service Snapshot” team shows off its National Finalist plaque in Savannah. The team is made up of Con-Markiyah Courtney, Jordyn Rollins-Williams, Allie Bishop, Katelynn Southworth, and Kaitlynn Crutchfield



Update from Caroline Middle School

SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe

July has been a busy month as we prepare for the upcoming school year. This summer, leadership and teachers engaged in the important work of vision casting and mission development for Caroline Middle School. Wanting to ensure focus on our students and the work of our staff while being part of a larger organization, CMS now has a vision and mission that is both easy to understand as well as transformational.

Our Vision:

Working together to create a safe and supportive environment that inspires and empowers students to excel both academically and as citizens.

Our Mission:

CMS will design learning opportunities where students engage in collaboration, problem solving exploration, and innovation as they navigate their learning pathway. By promoting high standards and expectations CMS will empower students, staff, parents, and community members to share in the opportunity to advance our school's vision and prepare students for their next level of learning.

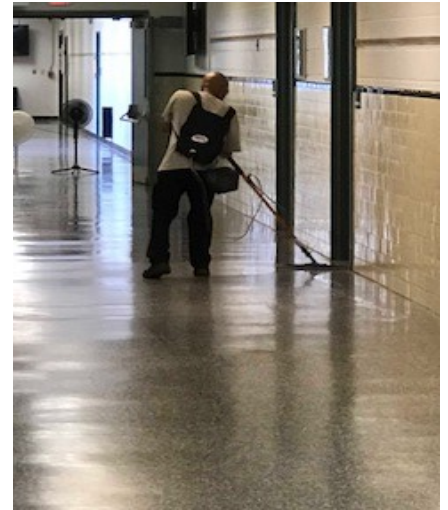
School leadership had a little fun getting ready for the school year by engaging in a team building exercise that emphasizes the 5 C's associated with the Profile of a Virginia Graduate working together to "break out" of an "escape room." Together our team used skills in communication, collaboration, critical thinking, and creativity while acting as good citizens supporting one another to successfully complete our task! Eagles ROCK!



SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe

Update from
Madison Elem.
School

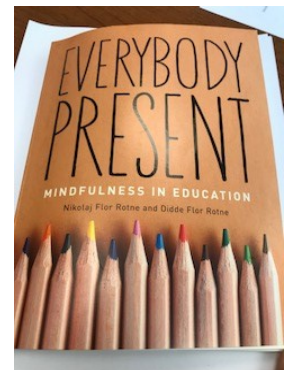


2018-2019 theme

Hats Off to MES Custodians!

Our custodial team has been diligently working to provide a clean learning environment for students and staff. The effective practices includes a strategic approach in cleaning each room from top to bottom which includes detailing furniture, walls, windows, carpets, floors, and also touch up painting. Here's a peek side...but there is much more to admire and be proud about.

Teachers have been enjoying their summer and also participating in a book reading and Google question/response to focus our mindset



Administration went into school communities during the summer (Belmont, Caroline Pines, and Breezwood)to place flyers on community boards and at homes to inform new residents that the time is now to register their children into school.

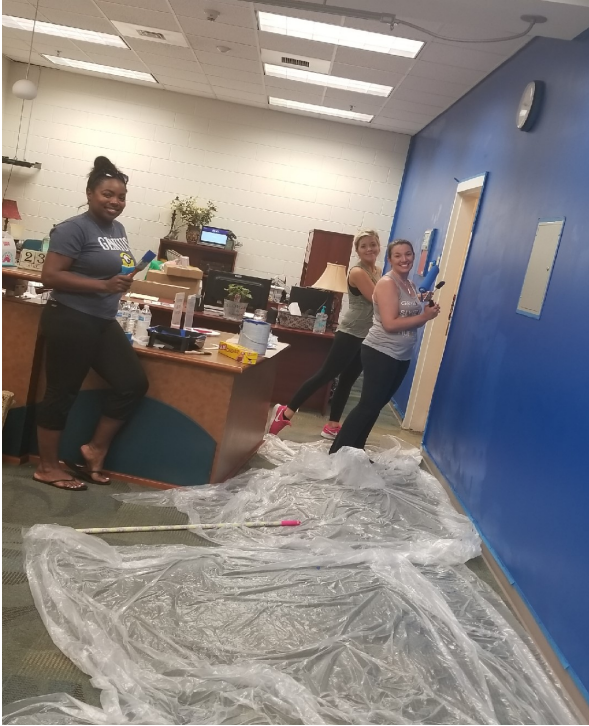
Courtyards are shaping up!



SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe

Update from
Lewis & Clark
Elem. School



We are giving our front office a new fresh look to bring out our school pride. PTA and teachers assisted with our project and stage 2 is to come in the next few weeks. STAY TUNED!!



Principals and Office Staff are continuing to work on plans for the new school year. We are hiring new staff and registering many new families to LCES.

Our theme for the new year is:

You Don't need Powers to be Super!

LCES Grizzly Men continue to

work on our Education Trail.

We are building 4 tepees to add to our outdoor class room.



GRIZZLIES

**Update from
Bowling Green
Elem. School**

SCHOOL LEADERSHIP

From the Desk of Dr. Herbert Monroe

The Bowling Green Elementary PTA, teachers, and school administrators worked together to spruce up our playground and build a memorial for our lost angel, Dacoda Booth. We are excited to see the looks on our students faces when they return to school.



NUTRITION SERVICES

From the Desk of Keith Conner



The Caroline County School Nutrition Program is pleased to report that we were selected as a VSBA award winner in the seventh annual Food for Thought Competition, a competition between Virginia's school divisions to showcase their programs that combat childhood hunger, provide healthy school meals, and encourage wellness and physical activity. The award was presented at the recent VSBA conference in Richmond.



The Division was selected for their entry in the Encourage Healthy School Meals category. The entry highlighted the new digital menu/messaging system which was implemented this year.

“The new Digital Menu / Messaging System was developed in conjunction with our IT department and our partners at NutriSlice – with feedback from our customers – the students”, stated Keith Conner, who oversees the Division's School Nutrition Program. He further stated “the Department had previously worked with NutriSlice to offer a mobile app for parents, staff and students which provided them easy to access nutritional details about our menu. With the success of that roll out we decided to expand our efforts with an additional focus on the nutritional education side. The electronic menu display boards allow us to present nutritional information, interesting fun facts, as well as the daily menu, in a format well received by the students”.

TRANSPORTATION

From the Desk of J.D. Satterwhite

Caroline bus drivers to lead new bullying prevention program

Congratulations to the Caroline school bus drivers who received a \$250 grant for an anti-bullying program. The transportation employees involved include Erick Childs, Thomas Brown, Shyla Sale, Dawn Hawkins, and Valerie Silva.



THIS IS HOW I ROLL

MAINTENANCE

From the Desk of Geoffrey Honan



Maintenance

Maintenance has received 186 new tickets this month and solved 153

Grounds

Mowing

Certified Playground mulch has been delivered to all of the elementary schools including the playground at the School Board Office

Hvac

A Major Preventive Maintenance on Air units is mostly completed at BGE, CHS, Annex, SBO, CT-Smith, and MES. LCES is in progress. Middle School is scheduled this week.

A Major PM consists of **AIR SIDE** changing filters, cleaning coils, replacing belts and cleaning unit. **Electrical** control cabinet is examined for wear of wires, lugs etc... **Operation test** is then done.

Custodial

Schools and classrooms have been thoroughly cleaned from top to bottom

Electrical

Replaced belts on all exhaust fans at the Middle School.

Repairing a defective motor on domestic water booster pump

Office

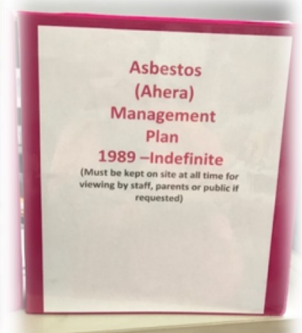
Interviewing and hiring Custodian

Safety /required inspections:

Lift inspections

Backflow test have been completed and follow up work is in progress

AHERA (Asbestos) the 3 year re-inspection was completed on July 20, 2018. Pink Binders were created and distributed to all schools with management plan and updated information on asbestos. These binders must stay in the schools forever and updated information added every 6 months.





BUDGET & FINANCE

From the Desk of Marcia Stevens



KEEP CALM
IT'S JUST
END OF
FINANCIAL
YEAR

The Finance team has been very busy in June and July. The Governor passed a budget in June and the finance team was able to submit a budget for adoption to the School Board. The School Board adopted the FY19 budget on June 13, 2018. Highlights in the budget included the implementation of the first phase of the compensation study for teachers and support staff, which resulted in the starting teacher salary of \$40,600. In addition, we were able to add the CNA program at the high school. The budget also includes a 13.1% increase for both the employee and employer shares of the health insurance premium, cuts to non-compensation budgets, and a reduction in seven positions.

Finance staff has been working with RDA (our financial system software) on a conversion of our general ledger account codes in order to assist us with the reporting requirements outlined in ESSA (Every Student Succeeds Act). Classroom instruction expenditures will all need to be coded to the individual school for FY19. In addition, we must report all expenditures by a funding source of local/state revenues or federal revenues. In order to accomplish these changes, we have added a location dimension and project dimension to our account code string. In addition, all position masters in the system had to be updated to include the new account codes.

The school district's actual expenditures and revenues have been reconciled with the county up through March and we are currently working on April, which is the last month in which the county has closed their books at this time. We will continue our reconciliations each month upon receiving the closing reports from the county team and we are expecting them to be wrapping up the fiscal year soon as the county prepares for the fiscal year-end audit.

The auditors were on-site in June for preliminary field work and the auditors were pleased with all the preparations the school division staff had made in having all the documents pulled for them and ready for review. The auditors didn't have any findings for management letter reporting during the preliminary exit conference. They will return in October for final audit field work.

Accounts Payable and Payroll continue to process out of two fiscal years in the process of closing out of the fiscal year. Staff will continue to work with county staff in order to get the year-end entries booked into the financial statement.

Finance staff has been collaborating with the instructional team and the purchase of new textbooks for math and history has been made. In addition, the teams have been working together on the roll out of the 1:1 devices and the implementation of online payment system for our parents to be able to utilize payment of fees online.

The auditors for the school checking accounts will be onsite July 30th. The school bookkeepers will be having a meeting with the Director of Finance & Budget on July 31st in preparation of the new school year.

SPECIAL EDUCATION

From the Desk of Lora Glass



The sun is shining and the busy bees are buzzing through the office. The Department of Special Education has many priorities for the start of the school year.

Susan Gayle, Parent Teacher Resource Center, professional Mandt trainer has been training administrators, teachers, paraprofessional and community members on crisis management. Staff will be prepared to assist students de-escalate when they find themselves in stressful situation.

Our summer school program integrated special education extended school year services in June and July. By providing instruction during school breaks, students will make gains on emerging skills and demonstrate less regression in the fall.

Caroline County is proud to be a member of the VA IEP Cohort I program. PCG provided train-the-trainer sessions and we will continue to train the case managers and administrators when teachers return in the fall. This program aims to be in use in all schools in Virginia, which will aid in simplification when students and their families move. Additionally, PCG has integrated various components to increase the reporting capabilities in alignment with VDOE special education indicators.

The Training and Technical Training Center at William & Mary continues to provide support on co-teaching practices. Co-Teaching Train the Trainer professional development was provided in July to assist Caroline County in our ability to maintain solid co-teaching practices in the future.

Upcoming Meetings:

8/9 – FAPT meeting

8/21 – CPMT meeting

8/24 – Region 3 Special Education Directors Meeting

9/17 – SEAC

