

Richmond Public Schools

Presenter: Harry L. Morgan, III
Date: August 6, 2012
Department: Pupil Personnel Services
Current Issue: School Readiness

The Office of Pupil Personnel Services has completed the following functions to ensure that schools are prepared for school opening:

- The Office of Pupil Personnel Services continues to receive requests for the Open Enrollment Waiting List and students are being added to school enrollments daily. Waiting list applications will not be accepted after September 7, 2012.
- The Standards of Student Conduct Handbooks have been revised and are being printed. Mailings to homes will begin August 16, 2012.
- The Homebound/Home-based Manual has been revised and printed for the Homebound/Home-based Instructor training August 31, 2012 at Thomas Jefferson High School.
- Re-enrollments from incarceration are being closely monitored and students are being placed for the September 4, 2012 opening.

Richmond Public Schools

Presenter: Charlene Rodgers

Date: August 6, 2012

Department: School Health Services

Current Issue: School Readiness

School Health Services will complete the following in an effort to help schools prepare for school opening:

- Nursing personnel school assignments will be mailed with a calendar of events for the week of August 27-31, 2012.
- Will complete physical examinations for bus drivers and monitors on August 1, 2012 and August 8, 2012.
- Will continue to provide training in cardiopulmonary resuscitation/First Aid for nursing personnel, safety & security, and Virginia Pre-School Initiative.
- Mailed letters to Head Start and VPI students entering Kindergarten regarding physicals and immunizations in May 2012.
- Will mail Tdap immunization letters to parents of non-complaint rising sixth graders and will include Back to School events.
- Provided contingency plan for non-compliant Tdap students in collaboration with the Richmond City Health District.
- Collaborated with lead social worker and LensCrafters to provide eye examinations and glasses for eligible students in December 2012.
- Will provide Anaphylaxis Policy for Leadership Conference in August 2012.
- Nursing personnel in-service to include medical updates, anaphylaxis policy, and TRAX training in August 2012.
- Continue Medicaid training and billing for nursing personnel.

Richmond Public Schools

Presenter: Robin Dalton
Date: August 6, 2012
Department: Hearing Office
Current Issue: School Readiness

The Hearing Office is in the process of completing the following in an effort to help schools prepare for school opening:

- Staff development training during Leadership Academy August 6th and August 9th. Discuss procedures for panel hearing process in regards panel packets and TRAX.
- In-service training for new school administrators on the panel hearing process, TBD.
- Olweus Bullying Prevention Program training for elementary schools, TBD.

Richmond Public Schools

Presenter: Keith Brown
Date: August 6, 2012
Department: Procurement & Control
Current Issue: School Readiness

The Department of Procurement and Control has completed the following in an effort to help schools prepare and ready for school opening:

- Facilitated the procurement of contactors and equipment to repair, prepare and clean the school buildings for the new year.
- Ordered textbooks for the schools.
- Stocked warehouse with supplies for school start-up.
- Collected surplus equipment and furniture and make available for redistribution to the schools.

Richmond Public Schools

Presenter: Dr. Ernestine H Scott
Date: August 6, 2012
Department: Federal Programs Title I and Career and Technical Education
Current Issue: School Readiness

The Office of Federal Programs (Title I & CTE) provides the following functions to ensure that schools are prepared for the 2012-13 school opening:

- Determine Title I school allocations and provide principals with budget codes for 2012-13
- Set-up Carl Perkins and state budget codes for 2012-13 allocation
- Set-up budgets for Adult Education Region 15 consolidated program
- Advertise for Regional Program Manager position for Adult Education
- Approve Evening school fiscal plan, budget projections, marketing and promotional materials
- Confirm FTE teacher count per school and notify principals of changes
- Work with principals to identify vacancies in schools and work with Human Resources to fill vacancies at the elementary and secondary level
- Assign Math Resource Teachers (MRT) to middle schools
- Develop and disseminate Title I and CTE calendar with dates for major events and activities
- Assign staff, resources and services to Title I schools to increase parental involvement
- Expedite processing requests for materials and supplies to address needs for opening of school
- Meet with new principals to provide customized training regarding budget allocation and to ensure Title I compliance
- Collaborate with coordinators for Homeless and ESL programs regarding budget allocations, compliance and program implementation
- Schedule professional development for Math teachers in our Title I elementary and middle schools (throughout school year)
- Complete requirements to submit Title I application to VDOE
- Provide the Department of Transportation with a list of the students who need school choice transportation
- Update current contracts for tutors with vendors on file and establish start date for tutors to begin working with students in elementary and secondary schools
- Plan and implement professional development and training at the Title I Institute for administrators, teachers, instructional assistants, coaches and tutors (August 14-16)
- Develop the tutorial placement plan

- Develop and market Parent University workshops for parents during Title I Institute to provide additional resources and support for parents and ensure optimal support for students and teachers
- Collaborate with Office of Professional Development and Department of Instruction to support staff development at the New Teachers Institute (August) in the areas of math, reading and science
- Collaborate with Office of Professional Development and Department of Instruction to support staff development during Opening City-Wide Staff Development in August in reading, math and science intervention and remediation
- Identify schools to receive additional support from tutors and coaches and schedule training sessions for tutors and coaches for the end of each marking period
- Compile handbook to ensure compliance with federal program implementation requirements for Title I
- Provide Title I schools with current regulatory information about new state accountability plan for 2012-2013
- Plan and implement professional development and training at the CTE Institute for teachers
- Updates for Title I and CTE websites
- Disseminate expectations for Financial Literacy program
- Provide 2012-13 school administrators with CTE regulatory updates and equipment allocations
- Provide school administrators with Title I compliance for 2012-13

Richmond Public Schools

Name: Felicia D. Cosby

Date: August 6, 2012

Department: Public Information

Current Issues: School Readiness

- Internal
 - Public Information is producing a special Back-To-School telecast for employees and staff. This will air on RPS TV99 on August 27, 2012 several times throughout the day with at least two morning and two afternoon airings.

- External
 - Media
 - Negotiating time for a special Back-To-School segment on TV 8 scheduled to run the last week of August/first week of September.
 - Working with other traditional broadcast media outlets to secure air time re: back to school updates
 - Working with the Free Press on its annual Back-to-School supplement
 - Developing back-to-school advertorials to run in the Free Press and the Voice.
 - Working with the Times Dispatch on upcoming school leadership changes

 - Social Media
 - Posting Back-To-School information on Twitter and Facebook. Parents are being directed to these vehicles via special messages on Parent Link, which are scheduled to start the end of the third week in August.

 - Print Publications
 - Negotiating with City of Richmond's Public Utility department for a special RPS Back to School insert in the September or October 2012 utility bill
 - Working with the Department of Transportation to produce its annual Bus Schedule (included in district-wide mass mailing).

- Web

- The Public Information Department, in collaboration with ICTS, will be posting back to school tips/information on the webpage. Early information posted included back to school giveaway dates/venues.
- Working with new principals to update website information
- Creating a new Back to-School tips log on the division's homepage titled Ready, Set, Learn to begin the second week in August

- Forums

- Back to School Coffee and Tea sessions with the Superintendent are being scheduled for the second week in September. Exact times and locations are TBD.

Richmond Public Schools

Presenter: Maria Crenshaw
Director of Instruction

Date: August 6, 2012

Department: Instruction

Current Issue: School Readiness Report

The Department of Instruction has completed the following functions to ensure that schools are prepared for school opening:

- **Curriculum Revisions**

The curricula in all four core content areas K-12 have been revised along with pacing charts by lead teachers and Instructional Specialists. The common core standards continue to be infused into the curriculum across content areas. The curriculum and pacing charts are being made into electronic “binders” for administrators and will be placed on their ipads during Leadership Institute. Administrators will also receive training on curriculum revisions at the Leadership Institute. The Curriculum Instructional CDs will be distributed to schools by August 27th and the curriculum is being placed on RPS website. All teachers will receive training at new teacher and opening city-wide staff development sessions.

- **Assessment Calendar**

Principals will receive assessment calendars at Leadership. All diagnostic assessments will be sent to schools the first week of September. Teachers will begin assessing students in reading and mathematics on September 10, 2012.

- **Advanced Placement Plan**

Principals have selected AP teachers and determined course selection. AP teachers and high school principals have attended training this summer. All AP materials will be ordered and will be delivered by August 29, 2012. Instructional Specialists will review all course outlines. A training calendar for the year has been developed focusing on infusion of additional rigor into the curriculum and improvement of test scores.

- **Online Courses**

Principals received information about Virtual Virginia classes in April. The Department of Instruction is working with high schools to ensure students are scheduled into classes, including Capital City Program (CCP). We will continue to provide P.E. online for students. ICTS and Department of Instruction will have all computers accessible by the beginning of the school year.

- **Training Calendar**

Professional development sessions for assistant principals, department chairs, lead teachers and specific content area teachers have been developed for the 2012-13 school year. Dates will be shared with PMOC and all school administrators.

- **New Teacher Institute**

In partnership with the Department of Professional Development, the New Teacher Institute will be held on August 20-23, 2012 at Richmond Community High School. New teachers will receive training on the RPS instructional model, curriculum, instructional planning by grade level and content, classroom management and conflict resolution.

- **Opening City-Wide Professional Development**

All teachers inclusive of exceptional education teachers will receive training on August 28-29, 2012. Training will focus on the new standards, curriculum revisions, content, academic vocabulary, infusion of the Common Core standards, differentiation of instruction, and how to infuse rigor and relevance into teaching and learning. Lead and master teachers will train their peers. New elementary teachers will also receive training on TRAX, the new student information system.

- **Art, Music, PE, FLES and Instructional Technology Resource Schedules**

Instructional Specialists reviewed enrollment numbers and will disseminate schedules to schools for art, music and physical education teachers during Leadership. Schedules for FLES and instructional technology resource teachers will also be disseminate at Leadership.

- **Spanish Immersion**

Southampton and William Fox Elementary Schools will continue with the Spanish Immersion Program at the first and second grade levels. The third and fourth grade students will receive enhanced instruction utilizing Rosetta Stone program through the FLES. These students will also be afforded a Spanish Extended Day Program. Foreign Language Instructional Specialist and school principals have been meeting and planning.

- **Textbooks**

Textbook orders from each individual school will be reviewed to ensure orders have been placed for each school. Barbara Smith, the textbook manager, will monitor the delivery of textbooks. We will ensure deliveries will be on schedule for delivery before school begins.

- **Early Reading First Plan**

Head Start and VPI will be working with our VCU partners and school principals to continue to promote and enhance early literacy skills. We will utilize the ExCELL (Excellence in Children's Early Language and Literacy) program at selected Northside and East end schools.

Richmond Public Schools

Presenter: Michelle Boyd
Date: August 6, 2012
Department: Exceptional Education and Student Services
Current Issue: 2012-13 School Readiness

The Office of Exceptional Education and Student Services has completed the following functions to ensure schools are prepared for the opening of the 2012-2013 school year:

- Established 2012-2013 Autism Teacher Cohort
- Reassigned instructional specialists from the Office of Exceptional Education and Student Services to ensure optimal support to schools
- Developed class assignments for preschool students with disabilities that have Individualized Education Programs
- Provided the Department of Transportation with a list K-12 of students with disabilities who require specialized transportation for the 2012-2013 school year
- Provided the Department of Transportation with a list of preschool students with disabilities who require specialized transportation
- Provided schools with an updated list of students with disabilities who are scheduled to attend for the 2012-2013 school year
- Provided updated information to Human Resources to ensure students will have individual staff supports as indicated in students' Individualized Education Programs on the first day of school / updated staff location as appropriate
- Assigned a school psychologist and social worker to all schools
- Assigned a speech language pathologists to all schools
- Assigned a physical therapist and occupational therapist to all schools
- Provided staff development at Leadership Institute for school-based administrators on instruction, assessment, Medicaid, and compliance with state special education regulations

- Disseminated letters to parents of preschool students with disabilities that identify the student's school assignment
- Provided school administrators 2012-2013 information on the Virginia Assessment and Accountability System for students with disabilities (SOL, VGLA, VMAST, VSEP, VAAP)
- Provided information to elementary, middle, and high school administrators on Tier III Reading Intervention Programs for students with disabilities
- Provided school administrators with 2012-2013 information on the following administrative processes:
 1. IEP/FAPT Process
 2. Behavioral Aides
 3. Capital City Program Referral / Placement Process
- Provided school administrators 2012-2013 Information on Medicaid
 1. Medicaid Consent
 2. Medicaid: Random Moments Time Study (RMTS)
- Provided school administrators with 2012-2013 special education compliance information / reports
 1. 2012-13 Compliance Report Due Dates
 2. 2012-13 Disciplinary Documents
 3. 2012-13 Duties and Responsibilities of School Based Compliance Coordinators
 4. 2012-13 State Indicators
 5. 2012-13 Inclusive Practices Report
 6. 2012-13 Exceptional Education Meeting Dates
 7. 2012-13 Teacher and Staff Responsibilities for Students with IEP or 504 Plan
 8. 2012-13 Monitoring Out of State and In State Transfers to RPS
 9. 2012-13 IEP Checklist
 10. 2012-13 Eligibility Determination Worksheets
- Provided a two - day staff development for select paraprofessionals relative to the requirements of House Bill 325
- Provided staff development for School-Based Compliance Coordinators
- Provided staff development for new exceptional education teachers at New Teacher Institute on the following: overview of roles and responsibilities, special education procedures, state assessments, instruction, and IEP-Online
- Provided staff development on instruction and compliance relative to students with disabilities (IDEA / 504) at the August 2012 City-Wide Staff Development

Richmond Public Schools

Presenter: Valarie A. Jones
Date: August 6, 2012
Department: Americans with Disabilities Act Office
Current Issue: School Readiness

The Americans with Disabilities Act Office has completed the following and will continue to monitor these items in an effort to prepare schools for the 2012-2013 school year:

Monitoring the completion of approximately 43 projects prior to the beginning of school year 2012-2013 in the following categories:

ADA Year 3 Projects 2011-2012

Playgrounds: Work has been completed at Blackwell, Cary and Miles Jones. They are near completion at Woodville. Work started today at Ginter Park. The last school is Ginter Park Annex. The anticipated completion date is on or before August 31, 2012 for all playground projects.

Signage: Seven additional signs were purchased for Henderson, Ginter Park and CCP. Signs are to be installed on or before August 2012.

Ramps at Stuart: The ramps at Stuart (front and rear) will be remediated following the completion of the elevator at the school.

In summary, all Year 3 projects have been completed, except the playgrounds, ramps and the additional signage projects. It is anticipated that all Year 3 projects will be completed per the Settlement Agreement on or before the end of August 2012.

ADA Year 4 Projects 2012-2013

Playgrounds: Installation is to start during the first week of August and all six playgrounds are to be installed on or before the end of September 2012.

Auditorium Lifts: Twenty three auditorium stage lifts and one power operated door are to be installed on or before the end of September 2012.

Elevator: (Stuart) Work is proceeding on the elevator at Stuart. We are pushing the manufacturer to adhere to the delivery date for the elevator. If there are problems with the delivery date on or before the first of September, the elevator will be sealed off to prevent persons from entering that area.

Elevator: (Swansboro) The architect is moving forward with this project. This elevator will include two platform lifts on both sides of the building because of the layout of the school. The construction bid accepted was at a cost of \$329,946. Because the elevator bid was not approved by the School Board until on or about June 4th, this elevator will not be completed until the end of December 2012.

In summary, all ADA Year 4 projects, excluding the elevator at Swansboro, are to be completed per the Settlement Agreement on or before the end of October 2012.

ADA Year 5 Projects 2012-2013 Projects to be completed during 2012-2013 school Year.

- **Playgrounds - 12**
The projects are to bid out in January 2013 and completed on or before the end of May 2013.
 - **Interior Door Hardware Projects 13 (main office only)**
The invitation for bid is to be completed by August 1, 2012.
 - **Exterior Door Hardware Projects 14**
The invitation for bid is to be completed by August 1, 2012.
 - **Elevators 2**
Capital City (RPS has requested a Feasibility Study, \$13,250)
Norrell Annex (To be discussed at next court session)
 - **Auditorium Stage Lift**
Capital City
 - **Counter Remediation Projects - 11**
The invitation for bid is to be completed by August 1, 2012.
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- Reviewing purchase orders and invoices related to projects to ensure that funds are properly allocated as per the Settlement Agreement.
 - Preparing documents for and meeting monthly to ensure the remediation of the projects is consistent with specifications contained within the Settlement Agreement.
 - Working with contractors and architects to ensure that projects are correctly completed, timely completed and within the projected budget.
 - Drafting publications to communicate with RPS staff related to ADA issues/concerns.
 - Working with RPS building principals to ensure that Evacuation Safety Plans are completed for all RPS students.
 - Working with principals and other RPS staff in assisting employees who request workplace accommodations under the Americans with Disabilities Act.

Richmond Public Schools

Presenter: Darlene L. Currie, Ed.D.
Date: August 6, 2012
Department: Professional Development
Current Issue: School Readiness 2012-2013

The Office of Professional Development has completed the following functions to ensure that schools are prepared for school opening:

- Planned the 2012 Leadership Institute with the support of the Richmond Public Schools Education Foundation and Departments of Instruction, Exceptional Education and Student Services, Federal Programs, Administrative and Support Services, Operations, School-Community Partnerships and Grants Management. The theme of the Leadership Institute is Innovation & Creativity: The Foundation for Achievement, Action and Accountability. Four days of follow-up/additional training on observation and feedback provided by the New Teacher Center have been planned. Participants will receive the Academic and Operational Focus and Expectations for 2012-2013 and the initiatives to reduce truancy and violence/bullying, the procedures to report child abuse/neglect, and the procedures to follow in the event of an allergic episode. Participants will also receive training from the following departments: Human Resources, Risk Management, Facilities, School Nutrition Services, Safety and Security, Information Communication and Technology Services, Instruction, Exceptional Education, and Administrative and Support Services.
- Planned in collaboration with the Departments of Instruction and Exceptional Education and Student Services, the New Teacher Institute which will be held from August 20 through August 23, 2012 at Richmond Community High School. In addition to instructional related topics, the Institute will provide training in customer service, the procedures for reporting child abuse/neglect, violence prevention and bullying and conflict resolution-the intervening agenda. The yearlong calendar of support activities for new teachers has been planned.
- Facilitated with ICTS, the training on student information system for principals and assistant principals.
- Planning in collaboration with the Department of Education and Student Services, the mandatory training for instructional assistants who support students with autism as required by HB 325.

- Planning in collaboration with the Department of Instruction and Exceptional Education and Student Services the August district wide professional development for teachers. Teachers will receive training on instructional and exceptional education initiatives, the new teacher evaluation system, and the procedures for reporting child abuse/neglect.
- Planning the Teacher of the Year Celebration which is scheduled for Thursday, November 15, 2012 at the Crowne Plaza Hotel.
- Collaborated with University and regional partners to plan the EduLead: Leaders in Transition Summer Institute and assigned coaches for the new principals, the National Board Certified Teacher cohort training calendar, the Metropolitan Educational Training Alliance (META) meeting calendar, the Region I Superintendents' Learning Series calendar of events, and the Next Generation Leadership Academy.
- Collaborated with University partners to place practicum students and student teachers and counseling and administrative interns.
- Collaborated with Virginia Commonwealth University to begin training the second cohort of teacher residents in the Richmond Teacher Residency Program and second learning community of RPS teachers in Project ALL.
- Planned the implementation of year 3 of the Teacher Incentive Fund program.

Presenters: Irene Williams, Ph.D.
Executive Director of Elementary Education

Thomas H. Beatty, Ed.D.
Executive Director of Secondary Education

Date: August 6, 2012

Department: Elementary and Secondary Education

Current Issue: School Readiness Report

The Offices of Elementary and Secondary Education have completed the following in an effort to help schools prepare for school opening:

High School

- Collaborated with principals to determine which students would benefit from attending Twilight School or enrolling in a PLC for 2012-2013
- Collaborated with principals to mail student schedules during the week of August 20
- Worked closely with three new high principals to ensure a successful transition to new positions as well as successful school openings
- Met with High School athletic directors to reiterate the focus on safety at night games; to explore recruitment strategies to increase participation in high school sports; and to review the new RPS grade point average requirement to participate in VHSL sports
- Ensured all schools established a date for New Student Orientation
- Established a new Memorandum of Understanding with Bon Secours for Certified Athletic Trainers.

Middle School

- Worked with principal of MLK to ensure building readiness for the new school year
- Worked the Office of Community Partnerships, Grants Management and the Department of Instruction to facilitate successful implementation of the Middle School Renaissance

- Worked with two new principals to ensure a successful transition to new positions as well as a successful school opening
- Worked with principal of Lucille Brown to develop a retreat which addresses school culture and other concerns
- Scheduled meeting with Charlene Rodgers to develop a plan for students who are non-compliant with T-DAP
- Worked with principals to continue to develop strategies to improve discipline and reduce in and out of school suspensions
- Encouraged principals to include more extracurricular and after school activities as a strategy to improve attendance, student behavior, and student academic performance
- Ensured all schools establish a date for New Student Orientation
- Ensured all schools established a time to implement the Life Skills Training (LST) curriculum into the school schedule by grade level
- Ensured all teachers who will be teaching the LST curriculum will be trained

Elementary School

- Worked with Title 1 and the Department of Instruction to ensure that training was offered during the summer to address the new SOLs in mathematics
- Encouraged principals to attend VDOE workshops on the state's newly adopted Evaluation Process for Teachers (Approximately 60% have attended the workshops; others are scheduled to attend sessions later this summer)
- Met with the principals of Broad Rock and Oak Grove to review closing procedures in preparation for open of the new schools in January 2013.
- Developed plans to meet with newly appointed elementary principals and assistants prior to the opening of school
- Collaborated with Facility Services regarding the reassignment of custodians

High, Middle and Elementary

- Worked in collaboration with the Office of Professional Development and the Department of Instruction, to prepare for the Leadership Institute, New Teacher Orientation, and City-Wide Staff Development
- Developed a calendar of monthly meetings for principals, which includes suggested topics for detailed professional development
- Collaborated with the Testing Services to assist in the development of the School Opening Procedures manual
- Collaborated with all principals on developing master schedules
- Collaborated with the Truancy Department to increase student attendance
- Updated *Standards of Student Conduct*
- Collaborated with Principals to ensure successful transition/orientation activities
- Worked with principals to ensure that all school websites are updated by August 16, 2012
- Developed schedule for placement of students in intervention programs
- Ensured all schools established a date for Open House
- Ensured all schools have ordered/received adequate supply of textbooks

Richmond Public Schools

Presenter: Andy Hawkins
Date: August 6, 2012
Department: Finance & Operations
Current Issue: School Readiness

The departments listed below have completed the following tasks in an effort to help schools prepare for school opening:

Budget

- Loaded and disseminated all school and departmental budgets for use beginning July 1st
- Provided training for new principals on financial and budgetary procedures
- Provided financial support and guidance to PHSSA for per pupil funding budget development and reporting
- Provided supervision of Comprehensive Annual Financial Report (CAFR) preparation
- Provided supervision of Annual Superintendent's Report (ASR) to the Virginia Department of Education
- Provided support and financial guidance for other state reporting requirements

Finance

- Scheduled professional development for principals, assistant principals, timekeepers for payroll
- Updated Financial Procedures Manuals (which includes the Accounts Payable procedures manual)
- Provided guidance and support for implementation of the new VRS requirements that went into effect on July 1, 2012
- Verifying accuracy of payroll each pay period
- Obtaining updated authorized signature forms for finance records and bank accounts

Human Resources

PHSSA Actions		Special Notes
Hired 6 teachers		1 vacant (LD)
		Guidance Counselor (just transferred to high school)
Current Vacant Positions	# of Positions	Special Notes
Teacher – Elementary General Education	2	In process of interviewing
Teacher – Elementary Special Education	4	1 recent promotion and 1 to be advertised
Title I Reading	1	Recent opening
FLES – (part-time)	3	Interviewing - (lack of teachers with dual endorsements)
Elementary Spanish	2	

Teacher – Secondary General Education	20	Critical Shortage Areas – Math, Science, Business Ed., Spanish, German, Music. (lack of qualified applicants & recent promotions)
Teacher – Secondary Special Education	8	4 LTS – working towards certification
Support Staff (Instructional Assistants)	9	Interviewing/reference-checking: VPI – 3 Exceptional Ed. – 4 Exceptional Ed. (PHSSA) – 1 Guitar – 1
Clerical	6	
Custodians	14	Principals are interviewing applicants
Security Specialists	4	Advertised positions will interview applicants
Roving Security	1	
Nurses	2	Advertised and will be conducting interviews
HVAC Tech I	1	Advertised and will be conducting interviews
Maintenance Scrub Crew	1	Will advertise
Maintenance Worker	1	Will advertise
Food Service Assistants	11	Will hire subs
Manager Food Services	1	Temp in position – will advertise

Information Communication & Technology Services

CIMS (Comprehensive Information Management System) – Finance and Human Resources

- Updates for FY2013
- Produced employee contracts
- Updated benefits – payroll to meet Virginia Retirement System, change of health and dental
- Updated system for furloughs

WEB – Websites are all migrated to DotNetNuke Content Management System

- Built new functionality into district website for school board documents (includes search capabilities within documents)
- Completed building online Pre-School Registration form.
- Upgraded Java software on all lab computers for compliance with recent upgrade in Pearson's SOL tool.
- Upgraded IEP server software to include new HTML capability to allow ease of integration for mobile users and position for coming release of increased reporting features.
- Adding new thin client labs in schools to increase ratios of equipment to student and availability to cloud technology.
- Assisting in the restoration of all computer labs in all sites due to building renovations and cleaning efforts.
- Performed maintenance on computer labs (cleaning, tuning and maintenance) that are still assembled during the summer.
- Labeled all computers in labs for identification after summer disassembly to ensure fast identification/setup prior to school.
- Introduced new password self-service tool to reduce possible down time when administrators return from time away.
- Migrated remaining CTE labs at RTC with upgraded software in preparation of new classroom needs.
- Installed new vendor Transportation server system all associated desktop computer software upgraded for integration.
- Installed new School Nutritional Server "FUNDamentals" software for financial management.

- Participated in the production conversion process for School Nutritional Services closing out financial information from previous school year in preparation for new year.
- Training of three (3) students as incoming interns to assist at Server Desk for faster resolution of anticipated high call-volume for opening of school process in all sites.

Procurement and Control

- Ordered textbooks for the schools
- Stocked warehouse with supplies for school start-up
- Collected surplus equipment and furniture and made available for redistribution to the schools

Safety and Security

- Conducting 80 hours in-service training for all security personnel. Instruction includes, but is not limited to, de-escalation, CPR, new radio familiarity/use and monitorial assignments.
- Coordinated deployment of the RPS Security Resource Teams for the first week of school. These teams, consisting of Central Office and Facility Services personnel will be strategically deployed, at schools, throughout the city.
- Collaborated with Richmond police and truancy officials to provide services/resources for the first week of school.
- Conducting fire inspections at all school sites.
- Will have conducted and completed a communications readiness test of all RPS devices issued to principals and other designated RPS staff. These devices include 800 MHz radio, pagers, email, and FAX.
- Collaborated with the Office of Professional Development to assist with New Teacher Orientation.
- Collaborated with Pupil Transportation to provide staff development for bus operators.

Facilities Services

- Coordinated facility cleaning efforts; includes interior and exterior
- Provided Project Management for ADA Elevator and CIP Projects
- Performed preventive maintenance to building systems
- Met with City Department of Public Works (DPW) to discuss MOU and improvement of service
- Capital Improvement Projects (CIP) will be completed by August 31, 2012:
 - ***Elevators -***
 - Stuart – the school will be functional for school activities and the elevator will be operational in the fall
 - Swansboro - the school will be functional for school activities and the elevator will be operational in the fall
 - ***Split System HVAC -***
 - Complete before school opening; Munford, Westover Hills, and Mary Scott (Ginter Park Annex)
 - ***Facility Assessment -***
 - Complete before school opens – physical facility assessment completed July 19; compiled report ready by November 30, 2012
 - ***Roof Repairs (warranty repairs)***
 - Wythe, Maymont, Hill, Jefferson, Boushall, Overby-Shepard, & Elkhardt

- **Emergency HVAC -**
 - Jefferson – Chiller emergency overhaul
 - Thompson cooling tower replaced
 - Cary – HVAC replacement
 - Armstrong – HVAC replacement
- **Painting Interior -**
 - Carver, ACDC, Amelia Street, George Wythe, and Marshall
- **Painting Exterior -**
 - ACDC, Mary Scott (Ginter Park Annex), Jefferson, & Franklin Military

(Provided Implementation and oversight of 15 CIP and several ADA projects)

School Nutrition

- Completed September Elementary and Secondary Breakfast & Lunch Menus
- Completed Food /Supplies Bids & Orders for first week of school
- Scheduled deliveries for food & supplies for September 1st & 2nd
- Scheduled Cafeteria Manager Training Workshops for August 29th and food service workers on August 30th
- Scheduled VA Department of Education Training Workshop for Managers August 31st at the New Market Center
- Prepared Free & Reduced Lunch Applications for mailing to households.
- Prepared Direct Certification file for student letter to students on August 2nd
- Completed Job Fair for recruiting Part-Time Food Service Assistants for opening schools
- Scheduled interviews for Food Service Assistants August 16 and 17th.
- Developed staffing plan for all school cafeterias with managers and workers
- Conducted preventive maintenance on kitchen refrigeration equipment
- Scheduled Supervisors' school kitchen inspections for the week of August 15-24
- Received USDA Fresh Fruit & Vegetable Snack Program (FFVP) Award for 15 Schools
- Developed FFVP Nutrition Education Resource Tool Kit for each FFVP building
- Provided Parent-Link announcements about the MealPay Plus System
- Developed Elementary Promotions Calendar to increase student meal participation
- Replaced the Elementary Schools plastic food containers with Eco-Friendly Panda Pak Bags
- Scheduled Bullying Awareness Training for all Staff on August 30th
- Updated Staff Handbook

Will implement the following initiatives:

- Supervisors' meeting with building principals to build relationships and identify challenges (this process is ongoing)
- Implementation of MealPay Plus online payment system for parents September 2012
- Updating department webpage with menus and new information
- Identifying strategies to Increase Breakfast & Lunch Participation in Secondary Schools
- Implementing Program Performance Benchmarks for Supervisors, Managers and Staff(continuous process)
- Promoting Nutrition Education
- Restructuring Catering Program

Transportation Services

- **Driver Training** – There are four (4) school bus operator candidates in training at this time. Their projected test dates are August 2nd, 6th, 7th and 8th. Another class has been scheduled to commence on August 13, 2012. A school bus monitors' class has been scheduled for August.
- **Drivers' License Review** – All licenses will be verified by August 20, 2012 to insure that school bus operators are in compliance.
- **Professional Development** – The department will host the “2012 Professional Development” (In-Service) for school bus operators and monitors, 8:00 a.m., Wednesday, August 28, 2012 at George Wythe High School. Topics will include:

Accident Prevention

Safety Presentation

Dry Runs

(Assigned Runs will be driven)

- **Regular Education** – School bus route designs will closely mirror those routes which were active on the last day of the 2011-2012 school year. Hard copies will be sent to the schools for viewing by the students/parents no later than August 28, 2012. Soft copies should be provided to ICTS for scanning and posting to the Transportation page of the RPS website by July 31, 2012. Route information should be provided to the printing office by July 31, 2012 for conversion to InDesign format for eventual publication and distribution.
- **Exceptional Education** – Hard copies of the Exceptional Education routes will be sent to the schools for viewing by school administrators by August 28, 2012. Parents will either receive a postcard or a phone call with their student's bus information the week of August 27, 2012.
- **Call Center** – The call center will be located at the main office of the Department of Pupil Transportation, 3501 Belt Blvd.