

Student and District Support Services

Board Report

April 23, 2015

Larry Curell, Chief Operations Officer

In an effort to streamline reports and better communicate to the Board activities of the District Support and Student Services, we have combined the reports into this new format. You will find reports from the various departments in this report. We have also attached some supporting information from some of the departments.

I would like to update the Board on initiatives that are presently going on:

- **CCMS Construction Project** – The walls on the gym have been completed, except for a couple of access points. They are now laying block on the north wall of the building. Most of the flat concrete has been poured and they are working on the steel and concrete for the walking track. Work has picked up since the break in the weather.
- **Athletic Complex** – The ad has been placed in the paper for bids and dates set for the Pre-bide meeting and the Bid opening.

21st Century Lighthouse

Sheila Chowning, Director

CCMS

- Collaborated with Youth Service Center to provide Babysitting Clinic
- Collaborated with 4H and Family Ties to offer Hunters Education
- Attended Community Partners Meeting
- Attended Summer Learning Planning meeting
- Assisted Carl Roberts as needed while writing for the high school 21st CCLC grant and Champions grant
- Met with Ann Shultz at the Extension Office to discuss collaboration opportunities for high school grant
- Attended Youth Service Center advisory council meeting
- Attended Counselors meeting

- Attended Champions Executive Committee meeting
- Attended Champions Coalition meeting
- Attended Truth or Consequences planning meeting
- Participated in the annual Dr. Seuss Birthday Bash at K-Winn
- CCMS Lighthouse held a Talent Show showcasing their amazing talents off to their families and community.
- Continued daily activities, tutoring, and clubs at CCMS Lighthouse.

K-Winn

Started 2 new clubs;

*Roller Skating (with Josh Mefford) - Mondays

*Discovery Science Club (with Gail Becraft) -Thursdays

*Cooking Club is currently making Jolly Rancher Lollipops

*Expanded our Writing Club to include student-initiated Student/Staff

Recognition Cards

(The staff has been writing/reading Student Recognition Cards at the beginning of programming each day for a couple of months.)

*Working towards our 10 mins of SSR (Silent Sustained Reading) each day

*CEEP (Center for Evaluation and Education Policy)

*Began Summer Camp Planning

Cartmell

- Entering new students
- 2) Shopping for Cooking and Art
- 3) Making calls to parents as to where their child will be dropped off at.
- 4) Entering daily data (Cayen)
- 5) Interviewing and hiring new staff member.
- 6) Looking up new ideas on computer for kids to do.
- 7) Schedule Lesson Plans daily.
- 8) Making new changes to spreadsheets.
- 9) Meeting in Louisville Ky.

Champions

Hayley Franklin, Coordinator

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- April 1: Community Partners Meeting at 12pm at CC Courthouse Meeting Room & Early Childhood Development Council Meeting at 1pm at CC Public Library.
- April 2: CC Chamber of Commerce Board Meeting at 12 at Downtown Subway, Ghost Out (underage drinking event) at CCHS afterward-went great, lots of key community members involved!
- April 3: Decorating for Child Abuse Awareness Event rescheduled due to rain, Summer Learning Meeting at 10:30am @ BOE rescheduled.
- April 6-10- Spring Break for CCS and Asst. Coordinator Kimberly Fain.
- April 7: Non Paid Day for Coordinator
- April 8: Guest Speaker at Carrollton's Rotary Club Meeting, passed out goodie bags to each person in attendance, and answered any questions they had, explained Champions grant and the drug identification guide. Also had a "Young Leaders" interview on this day at 3pm.
- April 9: Drug Free Communities Meeting with Office of National Drug Control Policy Director Michael Botticeli and The NKY Prevention Alliance. Police Dept. presentation regarding Heroin, needles and law enforcement officers within their job with NKY Expert, Jason Merrick at 6pm at City Hall.
- April 10: Permission Slips due to NKY Health Department's Elishia Scholes regarding CCHS Focus Groups, recording with FROGGY at 10:30am for The Child Abuse Awareness Event, pick up Child Abuse Awareness t-shirts from Spencer County Child Services.
- April 13: Champions events announced at City Council Meeting and places in The News Democrat Community Calendar of events. Also, Junior Champions at Cartmell from 4-5pm- topic Child Abuse Prevention and the drug abuse connection.
- April 14: Chamber of Commerce Membership Meeting at Butler Park, Champions events announced to everyone in attendance. Also, Junior Champions at CCMS from 4-5pm with Kimber.

- April 15: More copies of Child Abuse Awareness Event fliers made and disseminated throughout the community. Look for them at local businesses windshields and grocery bags.
- April 16: Youth Advisory Council Meeting at 12 at CCHS with Tracey Reynolds, will announce Champions events to everyone in attendance and talk about The Ghost Out.
- April 17: Champions will be speaking to all 6th and 7th grade classes with Health/PE Teacher Ashley Bowling about drug use and the consequences. Time slots are 12:15-1:39 and 1:45-3pm at CCMS. Also, Summer Learning Meeting at 10:30 at BOE.
- April 20: Champions Executive Committee Meeting at 11:30 at Champions Office
- April 22: Rotary Meeting at 12pm at Butler Lodge to talk about Child Abuse Awareness Event.
- April 23: Champions for a Drug Free Carroll County Coalition Meeting at 11:30 at The CC Public Library. Coordinator will be a guest speaker at Owen County Champions Faith based event from 3-6pm.
- April 24: Child Abuse Awareness Event on the courthouse square from 7-9pm to showcase the unfortunate connection between substance and child abuse. Guest speakers, free food, inflatables, resources, and booth from throughout the community with resources. Partnered with other organizations to bring a successful event to the community.
- April 27: Champions events will be announced at City Council Meetings to get more advertisement and placed in The News Democrat.
- April 30: Panther Tot event at Carroll County Memorial Park from 5:30-6:30 in conjunction with Early Childhood Development Council, "It's Spring!" Sponsored by Champions for a Drug Free Carroll County geared towards pre-K aged children. "We've got better things to do in our town than drugs!"

Community Education

Jeaneen Crutcher, Community Education Director

- Teacher/Guidance Meetings
- Truth & Conference
- Attended 2 days of Community Education Training
- Teacher Consults
- Met with Mebs and Associates Therapists
- Met with CDW
- Parent Conferences (one on one and phone)
- Met special Education teachers
- Student Mediations
- Weekly PEEL Meeting District Wide (CCHS, CCMS, ALC, Cartmell, Winn)
- Court weekly
- Change of Custody Assurance
- Behavior Management Meetings
- CPS Conferences
- Principal and Vice Principal Meetings/consults
- Parental Home visits
- Impatient Psych Hospitalization Coordination
- Classroom observations
- One on One student counseling
- Resources to parents
- CPS Reporting /consultations
- District Counselors Meeting
- Student Risk assessments
- Meetings with school nurse
- Organized OLOP Mobile assessments
- Counselors Meeting
- Classroom Observations
- Met with Center for Accelerated Learning
- Coord Meetings with Northkey Therapist/phone conferences
- ARC meetings
- Medication assurance/parent consultations
- Classroom Observations
- Attended Ghost Out at CCHS

Energy Report

Brian Linder, Energy Manager

Even though February 2015 was much colder than February 2014, 14% colder, Carroll County utility bills were \$374 less than last year. Overall, the district continues to have a great year. February pushed the current cumulative fiscal year total of heating and cooling degree days over the first eight months of last fiscal year. As of the end of February, this fiscal year is 2.1% colder/warmer than last fiscal year, but the district overall energy use is down 5.4%.

Please see attachment.

Food Service

Lisa Gault, District Nutrition Director

I am so happy to report that the State Administrative Review of the School Nutrition Department is completed and closed. I have attached letters and emails that I received following up with me from the state reviewer and team. I could not have ask for it to have went any better, especially being a first time review for me as a Director. We had zero findings at each school that was being reviewed. The two schools were Cartmell and the High School. I had only two things to correct which were minor according to the reviewer, Diana Drury. One being to place an “And Justice for All” poster where snacks are distributed during the afterschool program at Cartmell and the second to update the nondiscrimination disclosure statement on my lunchbox system letters. I corrected both of these on site with Diana present and she considered it to be taken care of and no further action required. The menu compliance reviewer, Brenda Zahn, said that everything was in very good order and had no issues with anything whatsoever. She added that it was perfect! Overall, I couldn’t be happier with the outcome of this review! My staff listened to instruction and worked very hard to help me accomplish this. My hat is off to them for a very fine job!

I am getting prepared to serve meals to the Board/SBDM for their meetings this week at the High School. I hope they find them to be enjoyable and satisfying. We have been contacted by Sheree Richter to do the annual Rotary Academic Banquet again this year which will be held on May 6th. We will finalize details of that by next week.

The annual Rotary Pancake Breakfast is being held on May 9th. They will be using the High School kitchen for this and Monica Meadows has volunteered to supervise the use of the kitchen. As always, I really appreciate her generosity and commitment.

We are asking for your approval to participate in the Summer Feeding Program again this year. There is a meeting about summer learning this Friday. Hopefully, they will have details and final numbers of students by then. After these details are complete I can begin filling out the application for the state to participate in this year's Summer Feeding Program. This application must be completed 30 days prior to the first day of meal service. I want to have everything approved and ready to go in order to meet that deadline.

I am waiting on word from Central Office on what they would like to do for closing day this year that is currently scheduled for June 5th. We will begin working on organizing this once a decision is made.

I'm waiting to hear if any employees decide to retire or not return for the next school year. As of yet, I have only heard of one, Joann Snow, at Kathryn Winn. She is taking a custodial position at the Middle School. I hate to lose her. She is a very hard working employee. Her position has already been posted and her replacement will be hired and ready to go by the beginning of the next school year. Once I am made aware of any other changes, I will be checking to see if there are any other adjustments that need to be made in the scheduling of employees with their hours or positions.

We recently hired a new employee at Kathryn Winn. Her name is Sandra Peelman. She has taken a 5 hour position. She seems to be working out well and we're glad to have her aboard.

Health Services

Carrie Smith, Director of Health Services

We have advertised for a pool of nurse's to cover if one of the Health Services staff is out for any reason or on a field trip. At first I agreed we needed an RN, however if I am going on trips because I'm salary and cheaper then we could just hire LPN instead which would cost less. We have decided to pay the nurses sub pay instead of by the hr.. We are busy this time of the year for several reasons : we all are going on trips with each school making sure all students are being taken care of. Health conditions of our students are becoming more several and more students are developing serious health issues. This is the time of the year to update and work on policies, to inform the other schools what students are coming to them with health concerns and developing a medical/medication information form for parents to fill out for next yr. (in an attempt to catch as many health problems and medications as we possibly can instead of finding out late in the year a student had health concerns for yrs.). My staff and I

cont. to scan students medical histories into IC under that student's name. We are running out of supplies a lot faster and more often this year because of the increase in serious health problems. Also, I had to furnish and stock a complete health office that we now have at the high school. We have been receiving some donated supplies as well. Tristate Biomed along with Carroll County Hospital donated an exam table to our High School Health Room and delivered it to the school. It is in great shape and works. I was not able to find an actual exam table under \$5000-6000. A Geri- chair or recliner was running anywhere between \$900-2,000. Our new nurses: Katrina Lipe and Lindsay Noble have caught on quickly and are doing a wonderful job. Linda is also doing great. I will begin to schedule CPR/First Aid classes soon for the staff and Medication classes from May- June for summer school employees and train them again in July since the training is only good until July 1st. In Aug. I will hold another Medication training class for next school yr.

Maintenance

Dwayne Smith, Maintenance Director

The HVAC systems are now in cooling mode for the summer. The athletic fields have been fertilized and the district grounds have been sprayed for broad leaf and weeds. A new oven has been installed and hooked up for operation in the Middle School kitchen. A new motor has been installed on the green house cooling unit. The doors are now on site for replacement in the Area Technology Center, this will start soon. The addition of the HVAC system will start when school is out. The last RTU at Middle School on the 6th grade wing is in place and in operation. I will be pricing replacement of the units on 7th, 8th, library and computer lab to hopefully replace in the coming fiscal year. The new parking area at the tennis courts is finished all but the edges to be filled in and sloped down with fill dirt. Work orders are addressed daily to keep all needs in check. Insulated Roofing Co. has been on site to help resolve a few roof leaks and will continue to assist until all is covered.

Student Attendance Larry Curell, Director of Pupil Personnel

Student count for Carroll County Schools on March 17, 2015

<u>Kathryn Winn (498)</u>			
K	166	1	183
2	149		
<u>Cartmell Elementary (438)</u>			
3	150	4	153
5	133	2	
6	2		
<u>Carroll County Middle School (407)</u>			
6	134	7	134
8	139		
<u>Carroll County High School (503)</u>			
7	3	8	1
9	129	10	137
11	132	12	100
14	1		
<u>Carroll County Alternative Learning Center (17)</u>			
6	1		
7	4	8	3
9	3	10	5
11	0	12	1

K-12 Total 1,863
 Child Development Center 170

District Total 2,033

Attendance percentages	Month 7	Year
Kathryn Winn	93.62%	94.19 %
Cartmell	95.60%	95.53 %
Carroll County Middle School	94.887%	94.35 %
Carroll County High School	93.69%	92.90 %
Carroll County Alternative School	84.33%	86.76 %
District	94.28%	94.12%

Transportation **Nadena Mahoney, Transportation Director**

Tim Ellis is now a driver for Carroll Co. He is from Carrollton. He has taken the Worthville route, bus #151. We are still looking for more drivers. Our last bus evacuation was done on March 19th, 2015. Drivers had a great spring break and are refreshed for the last days of the school year.