

MEMORANDUM

TO: School Board Members
FROM: David A. Cox, Ed.D.
Division Superintendent
DATE: February 17, 2006
SUBJECT: Staff Week in Review (February 13-17, 2006)

Superintendent

Meetings this week:

School Board
Elementary Principals
Career Academy Luncheon
VSBA Legislative Conference
PREP
Alaphia Thomas-Cox (NAACP)
Phone Conference with SB Attorneys (Friday)

Legislative Conference - Elizabeth Hutchins, George Dasher, and I attended the VSBA Legislative Conference on Thursday in Richmond. We visited Ed Scott and Edd Houck in their offices to discuss legislative positions.

NHS - The contract for the New High School is on its way to Shockey and Associates. There were additional details that were worked out after Monday.

Career Academy - I was the guest speaker at the Career Academy luncheon on Tuesday. Our topic was communications.

Instruction Department – Dr. Eric Conti

Finance Department – Jeff Shomo

1. Finished reviewing February accounts payable.
2. Attended School Board meeting Monday night.
3. Updated 07 budget from School Board Meeting. Lauren finished entering school budget into AS-400, Wednesday Morning.
4. Computed final school allocations for 06 budget, based on January 31, 2006 student counts at each school.
5. Attended Elementary principals meeting Tuesday morning.
6. Started computing projected fund balance at 6/30/06.

Technology Department – Dr. John Nicolay

1. Met with ITRTs. Activities progressing within each school. Digital photography project moves to SPES next week.
2. Provided ITRTs with administrative management concerns.
3. Capacity on outbound AT&T long distance/state/local calling doubled to 48 concurrent calls. We will monitor phone costs for efficiencies.
4. Form 471 (specification of vendors) for Universal Services eRate for FY 2006-2007 submitted. There were no bids for services. We continue under sole source.
5. Met with Dr. Carter to discuss role of Technology and Instruction on the management of the ITRTs. Met with several ITRTs to discuss future plans; met with Superintendent et al re SOC meeting for Thursday, subsequently canceled.
6. Met with Maria Weiss to discuss Efficiency Review reporting requirements, and storage of data tapes in a fire proof vault.
7. Worked on district's Moodle (Interactive Posting Forum)
8. Audit of bills for telephone and cabling at the Annex
9. Met with audio-visual contractor to discuss cabling the Annex for PA system and to use FM system for morning announcement to CCHS faculty in CMS and as a redundant system.
10. Other routine activities occupied staff for the week, including ongoing SOL training for teachers.

Human Resources Department – Starr Rowe

Office of Special Education – Angela Neely

Administrative Services – Dr. Larry Carter

Meetings:

- Parent re: discipline problem
- Superintendent's staff meeting
- CLec/BZierdent re: OCR complaint
- CPMT meeting
- Planning/redistricting meeting
- SHarkness re school issues

Telephone calls:

- Discipline issues w/ parents
- Principal re: Custody issues
- Parent re: Student enrollment
- FTBMS/dance issues
- Parent re: bus pick up
- FRankin

Visitations:

- CCHS
- CMS
- Annex

Review: Policy LBE, LBD