

ORANGEBURG COUNTY SCHOOL DISTRICT

FOR YOUR INFORMATION

MAY 10, 2019

INTERIM SUPERINTENDENT

School boards are invited to submit proposals for SCSBA's 2020 Statements of Belief and Legislative Priorities and/or changes to the association's constitution by June 21, 2019. A call for proposals and process information was sent to board chairs and superintendents. Proposed resolutions are acted upon annually by the membership at the association's annual business meeting in December. To receive a resolution proposal form, or for more information, contact Judy LeGrand at 1.800.326.3679. School boards are also invited to submit proposed amendments to the SCSBA constitution. To receive a proposed constitutional amendment form, or for more information, contact Judy LeGrand at 1.800.326.3679.

The next Board meeting is May 14, 2019, Nix Professional Development Center, 770 Stilton Road, Orangeburg. The meeting begins at 6:30 p.m.

Report from Interim Superintendent:

- A. Curriculum and Instruction - Information
- B. General Fund Budget/ 1st Reading
- C. Finance - Information
- D. Salary Schedules /Action
- E. Extended Workdays Schedule /Action

The request for proposals for legal services is posted until 12:00 noon, May 14, 2019.

INSTRUCTION

Graduating With College Credit - All parents of high school students are invited to the May 13th Early College Summit at Orangeburg-Calhoun Technical College (O-C Tech). The Summit will be held at 6:00 p.m., in the Roquemore Auditorium in O-C Tech Building R. Come and bring your students and find out how to “**Reach Higher and Arrive Sooner**” by earning college credit while still in high school. College credit is available through an O-C Tech District Partnership for both university transfer, as well as for technical education Early College Pathways, such as Health Science, Project Lead the Way (Engineering Technology), Advanced Manufacturing, and others. The program will introduce parents and students to the 2019-20 Early College program, explore Early College Career Pathways, and provide some Pathway demonstrations. Early College students are eligible for SC Lottery Tuition Assistance, as well as for a new scholarship program recently provided through South Carolina legislation.

Early College is one of the most rewarding experiences students can participate in as a high school student. It is a "soft launch" to college where students get the opportunity to understand the rigor and expectations of college-level work while still receiving the support and encouragement from high school and home. We look forward to meeting you at the Summit!

Weekly Update

- The Office of Assessment and Accountability is in process of gathering and analyzing all assessment data for the three districts for the past three years. An analysis of SC READY data at the district level has been completed.
- The process of merging the Enrich databases for the districts has begun and will be conducted in multiple phases. The phases includes the merging and reconciliation of IEP data and assessment data. At this point, we have successfully merged various data elements such as:
 - IEP configuration data
 - Assessment data and test administrations

- Security (users, roles, sign in contexts)
- District and School instances
- Program documents
- Student/Guardian relationships
- SLO configuration records

The Enrich platform, which is used for analyzing, storing and transferring student testing data and special services records, is being merged as originally scheduled. The latest conference call occurred on Friday, May 10, 2019 and included the new directors of accountability, special services and technology in addition to the project manager. The Enrich service team is prepared to have the merger complete by June 30, 2019.

The Office of Curriculum and Instruction conducted interviews the last three and a half weeks to fill the positions of directors and coordinators who will serve in the Curriculum and Instruction Division. Each applicant's resume was screened based on a rubric to determine if the past experiences and qualifications met the criteria expressed in the advertisements for each position. Once each applicant's resume was screened, the top three candidates for each position were selected and interviewed. The interview team was composed of personnel from Orangeburg 3, 4, and 5. All curriculum and Instruction interviews were conducted with representatives from all three districts.

During the interview process, one person asked all of the questions posed to applicants and the other panelists listened and ranked each candidate based on the responses to the questions. A rubric was used to assist panelist in scoring each applicant's responses. All persons interviewed received the same questions in the same order. The same process was utilized from start to finish. Each interview was 30 minutes in length, and all interviews consisted of ten questions. Once the applicants finished answering each of the required ten questions, the panel was allowed to ask follow up questions and the candidate was also allowed to ask questions of the panel, if time permitted. At the conclusion of the interviews for each category, panelists were asked to turn in their response sheet for each applicant who housed the individual ranking for each question. All score sheets were tallied and each applicant received an overall point total based on the interview. Panelists were also asked to place a number from 1-3 on another ranking form prepared by the facilitator to indicate their 1st, 2nd, or 3rd choice for the position. The pre-rubric score, the interview score and the ranking, assisted each team in making the final recommendation for each position.

The panel selection process ensured each district had a voice in the decision as well as promoted teamwork and the fostering of new relationships. When the process started initially, many persons did not know each other; however, this has really assisted the three districts to begin to work together for the benefit of the new Orangeburg County School District.

Once the application review and the interview process determined the applicant was qualified for the position, the final decision was based on suitability and fit, which is the sole call of the interim superintendent. The interim superintendent submits a recommendation to the Board for acceptability and final approval.

Child Early Reading Development Education Program registration is in progress and ends on June 30, 2019.

FINANCE

The Finance Department has accomplished the following tasks:

The finance employees have undergone weeks of training on iVisions Software to include setting up employee profiles, vendor profiles, chart of accounts, special programs, and revised iVisions calendar. The goal is to have general ledger and payroll operations on the new platform beginning July 1, 2019.

The schedule for adoption of the 2019-2020 budget is as follows:

OCSD May 14 - 1st Reading (draft) – The administrative salary schedules will be recommended for adoption.

OCSD May 28 - 2nd Reading /Public input session

OCSD June 11 - 3rd Reading

HUMAN RESOURCES

Administrative Staffing - The process of adding to the administrative team continues. Several administrative employees were given teacher contracts as reasonable assurance of employment until the administrative team staffing process is completed. Other employee were issued contracts with fewer contractual days than the current school year. That, too, will be modified as the staffing process continues. Every effort is being made to complete this process as quickly as possible. Contracts will be modified when the process is complete.

The timeline for the hiring process is as follows:

May 23 – Support Staff (Classified) Intent to Employ Letters distributed **(this date is being modified in an effort to allow the administrative team time to present proposed recommendations for work days and position titles to the Board for approval.**

May 20 – 31 – Principal Candidates Interviews

June 14 – Principals, Assistant Principals, Academic Coaches, Guidance Counselors Assignments Finalized

AUXILIARY SERVICES

Transportation Update - No matter the size of our district, school bus routing will always be at the core of transportation operations. The State Department has partnered with the current 3 OCSD transportation departments for 2019-20 to pilot the implementation of a routing program using a revolutionary routing software called Traversa by Tyler Technologies. The State Department recognized the overall scope of transportation involves more than just routing buses. Transportation also involves planning field trips, managing GPS data, and fleet maintenance. At one time the information was collected with different interfaces, data sources, and required training and installation. However, the Traversa software offers a program that is all inclusive and integrated functionally for student management. The GPS function of Traversa gives us a real-time location of the buses which is vital in the case of mechanical breakdowns and being able to re-route others buses to assist in getting students off of the road and home in a timely manner. As we continue to implement this program, it will prove to be an asset in the efficient, and effective day to day operations of Orangeburg County School District's transportation program.

Fixed Assets Update – District 3 currently keeps its fixed assets database (items purchased for greater than \$250) in iVisions. Districts 4 and 5 keep their databases in CSI, with plans to convert these into iVisions. We anticipate that there will be greater than 20,000 fixed assets items in the new iVisions database after all of these items are transferred. Items include student computers, maintenance vehicles, teaching materials, etc.

PUBLIC INFORMATION SERVICES

The request for proposals for marketing specialists are due by May 13, 2019, at 2:00 p.m. Board members and select employees, students and community members will be asked to participate in a survey to help establish the motto for OCSD.

All employees will be using Microsoft Office 365 and Outlook to send and receive email. The email address format will be the first name, dot, last name@ocsdsc.org. For example if the name is Jane Doe, the email address will be jane.doe@ocsdsc.org. All current email accounts will continue to work as normal until otherwise

notified. Once the old email accounts have been retired, a forwarder will be used to automatically send any mail being sent to the old email addresses to the new email addresses.

During the technology transition, Microsoft OneDrive will be used for all employees to store files. Existing OneDrive accounts will be transferred to the new Orangeburg County School District's One Drive instance. Employees who are accustomed to saving files on their current district's servers will need to migrate that information to their new OneDrive account. Anyone needing assistance with this process, when the time comes, should contact the technology team to provide assistance.

Orangeburg County School District will have a website soon! Keep a look out for the newly created <http://www.ocsdsc.org>.