



April 22, 2020

### Facilities, Transportation, and Safe Schools

#### Transportation:

- Utilizing one driver to assist with food delivery.
- All buses are being inspected and we have a couple that will need to go out for some repair work. One is still under warranty.
- Drug and Alcohol Clearinghouse Consent form has been attached. All drivers will need to agree to the limited query in order to determine if there have been any related drug or alcohol issues reported. This is a mandatory requirement from the Federal Motor Carrier Safety Administration.
- Due to the recent recommendations from Governor Beshear, all drivers and monitors have been assigned online trainings they are to complete as their required work. This will be monitored by Ms. Baldwin on a weekly basis. The schedule is attached.

#### Facilities:

- The ceiling and lights at the NHS library have been replaced. Books have been moved from the wall units so they will be removed and the outside walls will be painted as we move forward.
- NHS library furniture will need to be declared surplus.
- Filters are currently being replaced. Waiting on filter order to complete NHS. Air Handling Units at NIS should have the filters replaced by end of this week.
- Disinfectant machines are now available in each building for them to utilize as needed.
- Newport Fire Dept. Lt. Kohrs, approached me concerning availability of thermometers. We were able to provide them with 3 of our 6 to help out short term.
- LED lights have been installed in NPS hallways.
- Duke is replacing outside lights at the Bus Garage.
- Will continue work at NHS on creating new Technology Office and relocating the Curriculum Coach office.
- The chiller is also receiving some preventive maintenance so it will be ready when needed.
- The BG for the water heaters has been approved. Bids are in the process so we can get these two projects out of the way before summer arrives as water will have to be shut off for a limited time at NIS and NPS. During the replacement.

#### Safe Schools

##### Newport Regional School

- Student numbers at DJJ have been in the single digits recently. Will possibly continue to be the trend due to the potential spread of the virus in detention centers.

## NTI Online Training Newport Transportation Department

Training site can be found at: <https://newportwildcats-ky.safeschools.com>

Anyone having difficulty logging on to site please contact Kathi Baldwin. Each week is to be completed during the week assigned. Failure to complete a section during the assigned time will result in loss of pay. Example: complete 8 out of 10 you would be considered only to have worked 4 days. Therefore, you would have to utilize a sick day or be docked a day. Kathi will be checking each Monday for the previous weeks assignments.

### **Week One (April 13 – 17)**

#### *Transportation Section*

- 15 Passenger Van Safety
- Bus Behavior and Discipline
- City Driving
- Crossing Guard Safety
- Defensive Driving
- Evacuation Planning for Students with Special Needs
- Road Rage
- Transportation Safety
- Van Safety
- Wheelchair Securement

### **Week Two (April 20 – 24)**

#### *Human Resources Section*

- Conflict Management Staff to Staff
- Customer Service Overview
- Drug Free Workplace
- FMLA
- General Ethics in the Workplace
- Sexual Harassment Staff to Staff
- Workplace Bullying
- Workplace Violence
- FERPA: Confidentiality of Records
- HIPAA Overview

### **Week Three (April 27 – May 1)**

#### *Information Technology*

- Email and Messaging Safety
- Online Safety and Predators
- Password Security Basics
- Protection Against Malware

#### *Social and Behavioral*

- Bullying: Recognition and Response
- Child Abuse: Identification and Intervention
- Child Abuse: Mandatory Reporting
- De-escalation Strategies
- Human Trafficking Awareness

#### *Trauma Informed Practices*

- Trauma Awareness

### **Week Four (May 4 – 8)**

#### *Health*

- AED
- Bedbugs in School
- Bloodborne Pathogens Exposure Prevention Full Course
- CPR
- Common Illness Prevention
- Coronavirus Awareness
- Coronavirus: Preparing Your Household
- First Aid
- Head Lice
- Health Emergencies: Asthma Awareness

### **Week Five (May 11 – 15)**

#### *Health*

- Health Emergencies: Choking and Heimlick Maneuver
- Health Emergencies: Diabetes Awareness
- Health Emergencies: Life-Threatening Allergies
- Health Emergencies: Overview
- Health Emergencies: Seizures
- MRSA Awareness
- Opioid Overdose Response Awareness
- Pandemic Flu
- Severe Bleeding Response
- Stress Management

### **Week Six (May 18 – 22)**

#### *Security*

- Arson Awareness and Prevention
- School Intruders
- Visual Weapons Screening

#### *Environmental*

- Asbestos Awareness Full 2 Hour
- Back Injury and Lifting
- Energy Conservation
- Fire Extinguisher Safety
- Hazard Communication
- Slips, Trips, and Falls. Full Course
- Workplace Injury Prevention