

# 2024-2025 Administrative Services Directory



[CAPITAL OUTLAY](#)

[FACILITIES](#)

[FOOD & NUTRITION](#)

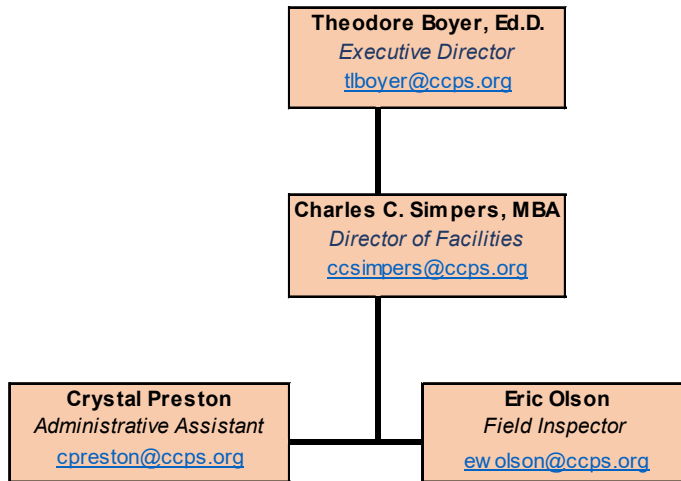
[TRANSPORTATION](#)

[TECHNOLOGY](#)

[WHO TO CALL](#)

# Administrative Services

## Capital Outlay Department (School Construction)



### Our Mission

To administer a school planning and construction program in a way that provides new and renovated facilities that support educational programs, enabling each student to achieve their highest potential in safe, secure, and inviting environments.

### Our Vision

The Capital Outlay Department seeks to be responsible stewards of resources while providing effective and inviting educational facilities.

### About Us

The Capital Outlay Department is responsible for assessing present and future school construction needs and implementing a plan to address these needs. The Department provides the planning, design, and construction of new schools, as well as additions and renovations to existing schools in accordance with the approved Educational Specifications. Additionally, the Department oversees facility modifications including, Aging Schools, QZAB (Qualified Zone Academy Bonds), and the installation and relocation of portable classrooms.

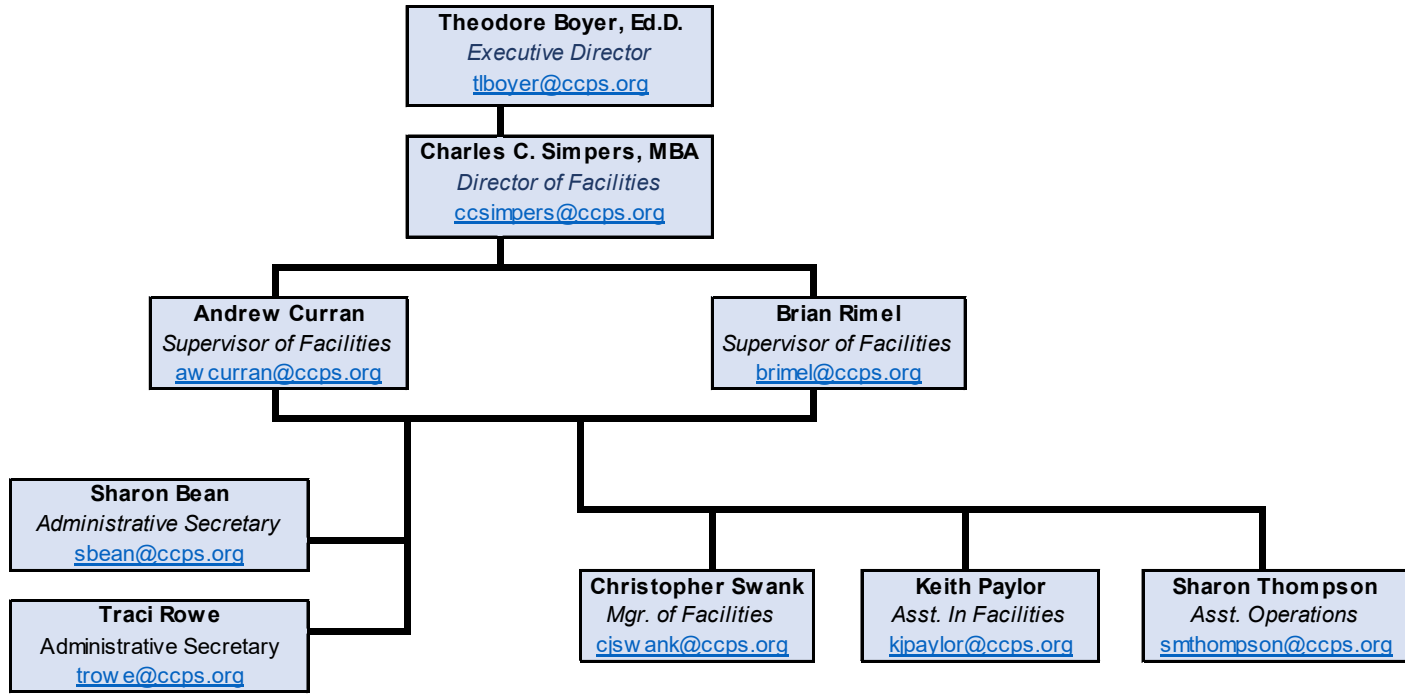
# Capital Outlay Team

## 410-996-5034

<b>Charles C. Simpers, MBA</b>	<b>Director of Facilities</b>	<b>x 50010</b>	<a href="mailto:ccsimpers@ccps.org">ccsimpers@ccps.org</a>
<ul style="list-style-type: none"> <li>• Responsible for capital project planning including selection of Architectural/Engineering firms, design, and bid process</li> <li>• Manages construction projects to ensure financial, contractual, and implementation obligations are met</li> <li>• Available to assist schools in planning minor modifications for incoming students with IEP/ADA needs that impact the facility</li> <li>• Responsible for application to obtain all PSCP funds such as but not limited to: Aging Schools Program (ASP), Capital Improvement Plan (CIP), Healthy School Facilities Fund (HSFF), and School Safety Grant Program (SSGP)</li> <li>• Responsible for Educational Facilities Master Plan and Capital Improvement Plan</li> <li>• Works with committee to create Educational Specifications for new capital projects</li> </ul>			
<b>Eric Olson</b>	<b>Construction Field Inspector</b>	<b>x 50009</b>	<a href="mailto:ewolson@ccps.org">ewolson@ccps.org</a>
<ul style="list-style-type: none"> <li>• Inspects ongoing construction projects for quality of workmanship, compliance with contract documents, and school system standards</li> <li>• Coordinates with school administration, construction personnel, maintenance, and others to minimize the impact of construction on the educational process</li> <li>• Movement and installation of relocatable classrooms</li> </ul>			
<b>Crystal Preston</b>	<b>Administrative Assistant</b>	<b>x 50008</b>	<a href="mailto:cpreston@ccps.org">cpreston@ccps.org</a>
<ul style="list-style-type: none"> <li>• Maintains floor plans for schools</li> <li>• Maintains AHERA (Asbestos Hazard Emergency Response Act) records for school system</li> <li>• Educational Facilities Master Plan</li> <li>• Enrollment Projections</li> <li>• Administrative support for all functions of the team</li> </ul>			

# Administrative Services

## Facilities Department



### Our Mission

To provide services and maintain facilities to support lifelong learning and productive citizenship to all Cecil County Public School Students.

### Our Vision

The Department of Facilities seeks to improve and grow as a department in order to provide support, guidance, resources, and services to all schools.

### About Us

The Facilities Department strives to provide clean, safe learning environments for over 15,000 students, teachers, staff and administrators. We maintain 32 sites and 62 portable classrooms as well as supporting other departments in their daily operations. Our department processes in excess of 10,000 work orders and completes approximately 9000 on an annual basis.

# Department of Facilities

410-287-4653

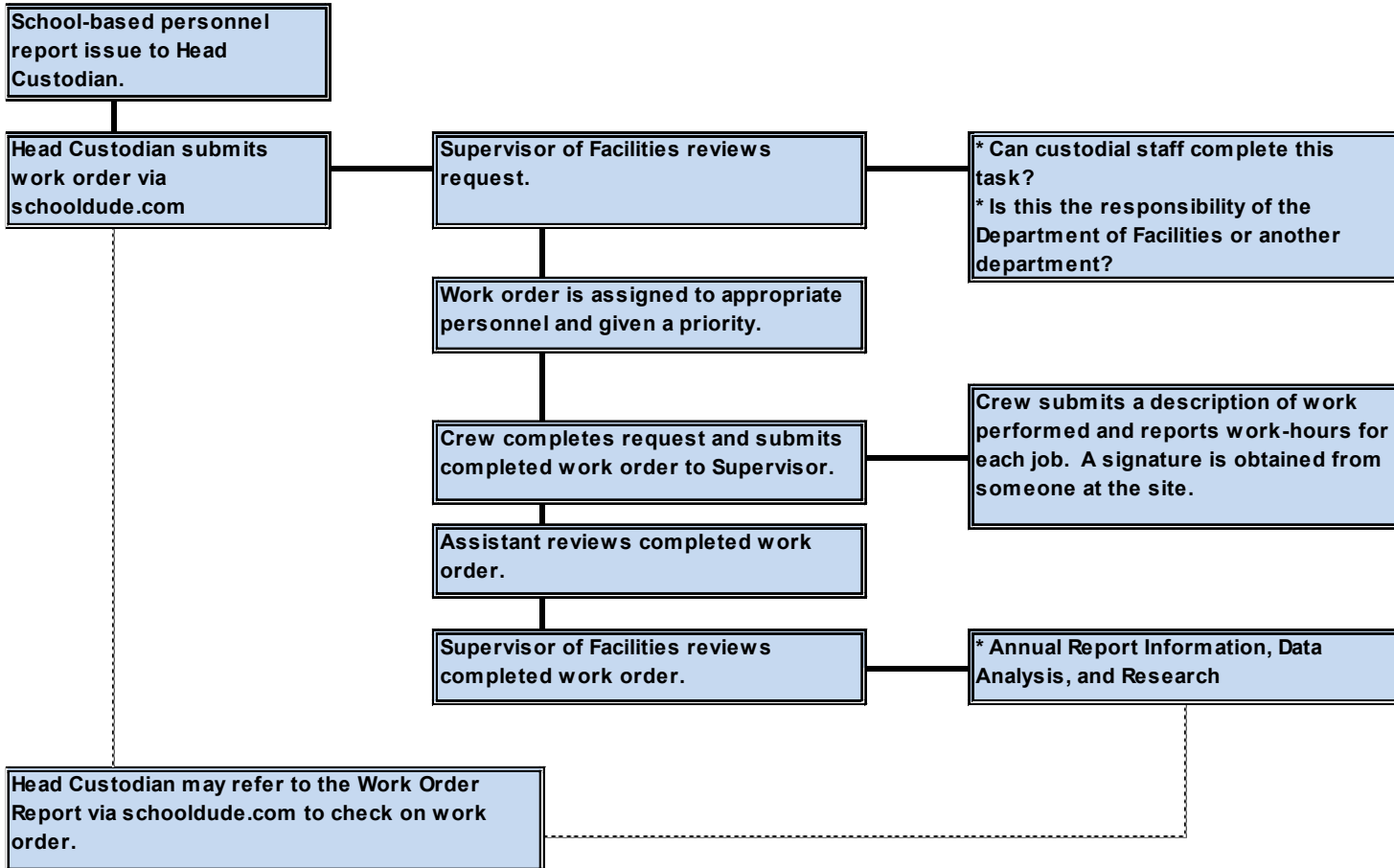
<b>Charles C. Simperts</b> <b>Director of Facilities</b> <b>x 50010</b> <a href="mailto:ccsimperts@ccps.org">ccsimperts@ccps.org</a>	
<ul style="list-style-type: none"> <li>• Advises and develops annual budget for construction, maintenance, operations, and safety</li> <li>• Provide oversight in management of building and grounds care services to ensure routine safety, security, upkeep, general cleanliness, and healthful environment of facilities</li> </ul>	
<b>Andrew Curran</b> <b>Supervisor of Facilities</b> <a href="mailto:awcurran@ccps.org">awcurran@ccps.org</a> <b>x 51802</b>	<b>Brian Rimel</b> <b>Supervisor of Facilities</b> <a href="mailto:brimel@ccps.org">brimel@ccps.org</a> <b>x 51809</b>
<ul style="list-style-type: none"> <li>• Manage daily operations of Maintenance and Operations</li> <li>• Manage budget for Maintenance and Operations</li> <li>• Manage all maintenance projects</li> <li>• Process/prioritize/assign work orders</li> <li>• Assist school administrators with facilities issues</li> <li>• Support Capital Outlay, Transportation, Food Services Departments</li> <li>• Accident Investigation</li> <li>• Environmental Health      • Indoor Air Quality</li> <li>• Safety Data Sheets (SDS)    • Safety Training</li> <li>• AHERA (Asbestos)      • Fire Extinguishers</li> <li>• Compliance &amp; Regulations    • Electrical</li> <li>• Monitor energy conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Manage daily operations of Maintenance and Operations</li> <li>• Manage budget for Maintenance and Operations</li> <li>• Manage all maintenance projects</li> <li>• Process/prioritize/assign work orders</li> <li>• Assist school administrators with facilities issues</li> <li>• Support Capital Outlay, Transportation, Food Services Departments</li> <li>• Grounds      • Small Parcel Courier</li> <li>• Grounds Equipment      • Carpentry</li> <li>• Vehicle Maintenance      • Roofing</li> <li>• Hauling      • Painting</li> <li>• Minor School Construction/Renovations      • Locks/Keys</li> <li>• Snow Removal</li> </ul>
<b>Christopher Swank</b> <b>Manager of Facilities</b> <a href="mailto:cjswank@ccps.org">cjswank@ccps.org</a> <b>x 51811</b>	<b>Keith Paylor</b> <b>Assistant in Facilities</b> <a href="mailto:kjpaylor@ccps.org">kjpaylor@ccps.org</a> <b>x 51808</b>
<ul style="list-style-type: none"> <li>• HVAC</li> <li>• Plumbing</li> <li>• Building automation systems (Metasys)</li> <li>• Indoor Air Quality</li> <li>• Sprinkler Systems</li> <li>• Minor School Construction/Renovations</li> </ul>	<ul style="list-style-type: none"> <li>• Operations (East)      • Elevators</li> <li>• Burglar Alarm Systems      • Building Inspections</li> <li>• Fire Alarm Systems      • Custodial Oversight</li> <li>• Card Access System      (Personnel/Training/</li> <li>• Custodial Equipment      Substitutes)</li> <li>• Minor School Construction/Renovations</li> </ul>
<b>Sharon Thompson</b> <b>Assistant in Operations</b> <a href="mailto:smthompson@ccps.org">smthompson@ccps.org</a> <b>x 51816</b>	<b>Sharon Bean</b> <b>Administrative Secretaries</b> <b>Traci Rowe</b> <a href="mailto:sbean@ccps.org">sbean@ccps.org</a> <b>x 51801</b> <a href="mailto:trowe@ccps.org">trowe@ccps.org</a> <b>x 51810</b>
<ul style="list-style-type: none"> <li>• Operations (West)</li> <li>• Integrated Pest Management</li> <li>• Building Inspections</li> <li>• Warehouse/Supplies</li> <li>• Custodial Oversight (Personnel/Training/Substitutes)</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative support for all functions of the team</li> </ul>

# Hours of Operation

<b>Custodial Schedules</b>		
<b>All Sites</b>	Head Custodians	6:15 AM - 2:45 PM
	Custodial Staff	2:30 PM - 11:00 PM
	Groundsman (HS Only)	6:15 AM - 2:45 PM
	Operations 1 (4 hour)	4:00 PM - 8:00 PM
<b>Facilities Office Hours</b>		6:30 AM - 3:30 PM
<b>Operations Office Hours</b>		6:30 AM - 3:00 PM
<b>Warehouse Hours</b>		6:30 AM - 3:00 PM
<b>Maintenance Staff</b>		6:30 AM - 3:00 PM

# Work Orders

Head Custodians will submit work requests via *schooldude.com*. Telephone calls regarding repairs or maintenance requests should only be made for emergencies or clarification. If you wish to know the status of a work order, please contact your Head Custodian. Please do not submit any second request work orders.



# Building Inspections

## Facilities Inspection

This inspection is conducted at all CCPS locations annually to help ensure a safe, healthy, and clean environment for all building occupants. This effort requires the commitment and participation of all CCPS staff, including administrators, operations/maintenance, teachers, and other support staff. Each area of this inspection is given a rating of either Yes/No or Excellent, Good, Adequate, Not Adequate, or Poor. Any areas that need improvement or other concerns that have been identified during the inspection are then corrected by the appropriate personnel.

## Risk Assessment

MABE (Maryland Association of Boards of Education) manages an annual inspection program of school owned facilities. The purpose of this program is to identify hazards associated with a specific facility that may increase the potential for a loss to occur, provide corrective recommendations, and track any changes made as a result.

## IAC (Interagency Committee on School Construction) Inspection

Annually the Public School Construction Program (PSCP) performs a maintenance inspection in a sampling of schools in each jurisdiction. The purpose of the inspection is to ascertain the level and quality of maintenance being performed in these buildings.



# Hauling Procedures

## Inventory Items

Prior to the movement or disposal of any inventory items, the Purchasing Agent submits a work order to Maintenance. The Purchasing Agent will coordinate the hauling or disposal of the items with the Maintenance Department. Maintenance requires one week notice for all hauling and will only honor requests for hauling inventory items placed by the Purchasing Agent.

## Risers

Requests to haul risers must be submitted via the Coordinator of Fine Arts

# Vandalism

## After Hours

Acts of vandalism that take place after normal working hours or during the weekend should be reported as soon as possible. If assistance is needed please refer to the Emergency Telephone Listing.

## Work Orders

When submitting a work order to address incidents of vandalism, site should note on work order that it is vandalism.

## Vandalism Report

A vandalism report should be completed by the site and a copy of the vandalism report and police report forwarded to the Supervisor of Facilities.

# Work Hours

## Overtime

Overtime is defined as work in excess of forty (40) hours in a work week. Prior authorization of overtime for custodians must be approved by the Supervisor of Facilities or the Director of Facilities.

## Compensatory Time

All additional work cannot be paid for by overtime. Under the Fair Labor Standards Act compensatory time may be used instead. One and one half hours of compensatory time must be awarded for each hour of additional work beyond the required 40 hours in a 7 day week. Regulations require that we maintain an accurate accounting of compensatory time. Please record compensatory time on the appropriate form and send it with the bi-weekly payroll. The maximum amount of comp time an employee may earn is 8 hours, and it must be expended within the following work week.

## Flex Time

If an employee works over 8 hours in a given day, then that employee's schedule may be modified to make up the time by working less on a prior or subsequent day. As long as the adjustment is made during the same work week, it is hour for hour. For example, it is permissible for a custodian who works 2 extra hours on Monday to leave 2 hours early on another day of the same week. However, if employees work more than 40 hours in a given week, then overtime or compensatory time must be given. In all cases, overtime, compensatory time or flex time must be approved by the administrator in charge.

## Newly Hired Personnel

- **6 months from date of hire (Change to regular status or remain on probation).**
- **If employee is recommended for continued probation or dismissal; Assistant in Facilities/Operations must be involved in evaluation process.**

# Incident Weather Procedures

## Central Office delayed opening

- Head custodians will be notified by the Assistant in Facilities/Operations on the appropriate time to attempt snow removal.
- Head Custodians are to phone in appropriate number of staff required to accomplish the removal of snow in an efficient manner.
- No one is to remove snow alone. If other staff members are unable to report, Head Custodians are to notify the Assistant in Facilities for Operations so assistance may be provided.
- Full-time employees who are called in for emergency snow removal will be compensated with either overtime or compensatory time.

**Note: “Offices Closed” means that all school offices and the Central Office are closed.**

## Schools closed for all students and 10-month employees prior to regular opening time; Offices remain open

- This is a work day for 12-month employees. All custodial staff are to report to work on time for their normal shift and expected to work their respective duty hours either 8 or 4 hours, as applicable. (Custodians are “Emergency Staff” as defined in 10.13.3.
- Head Custodians are to notify custodial staff members of the situation and advise them to report to work as soon as they can.
- Snow removal should be undertaken by all staff members providing there is sufficient equipment and need for everyone’s participation. Other staff members should be assigned specific duties to ensure a productive shift. No one is to remove snow alone.
- If other staff members are unable to report, the Head custodian is to notify the Assistant in Facilities for Operations, so that assistance may be provided.

## Schools delayed 2 hours

- Head Custodians are to report for their normal shifts. All custodial staff are to report to work on time for their normal shift and expected to work their respective duty hours either 8 or 4 hours, as applicable. (Custodians are “Emergency Staff” as defined in 10.13.3. Therefore, the Head Custodian will determine work hours for snow removal personnel).
- Head Custodians are to assess the situation and determine the appropriate action to be taken to ensure our buildings are ready for opening. No one is to remove snow alone. If other staff members are unable to report, the Head Custodian is to notify the Assistant in Facilities for Operations, so assistance may be provided.

## Early dismissal for schools; Offices remain open

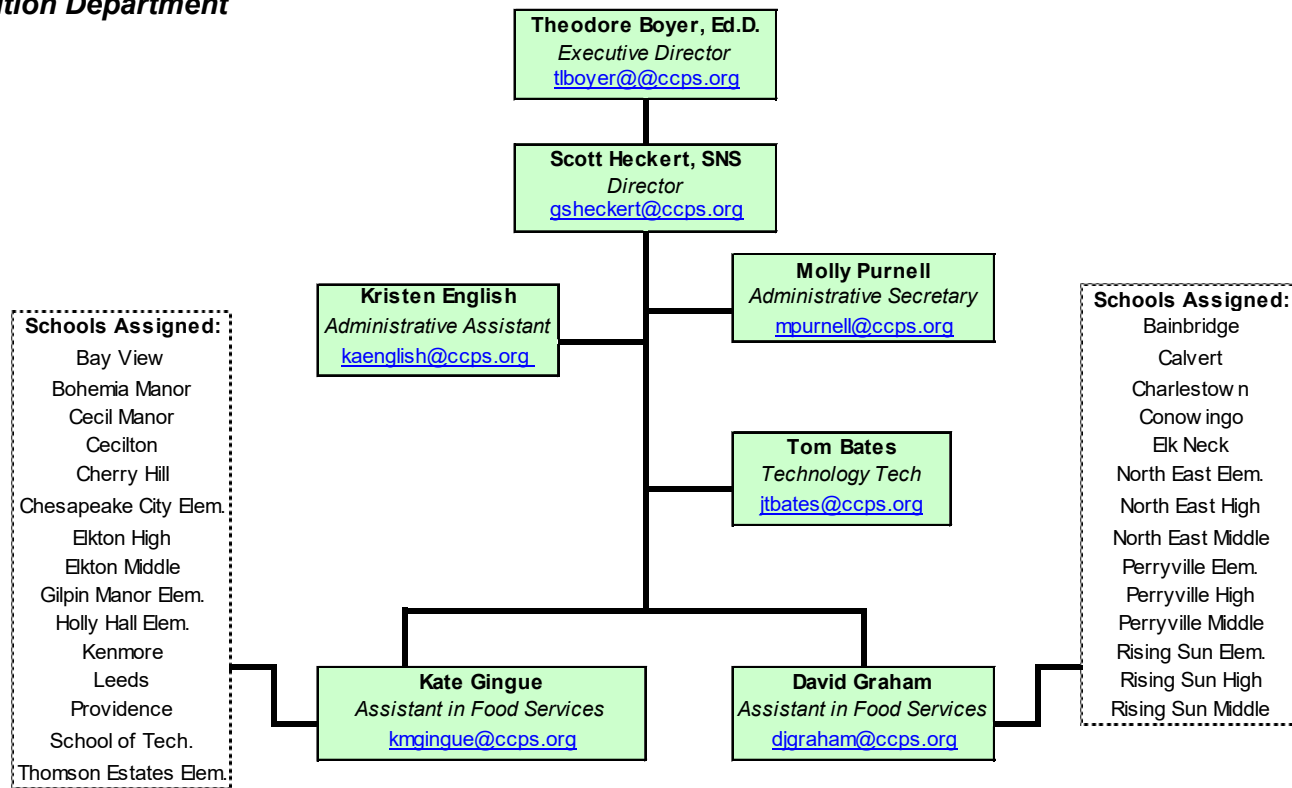
- Head Custodians are to notify the evening staff to report to work as soon as they can. Evening staff custodians are expected to work their respective duty hours either 8 or 4, as applicable from the time of their arrival. If weather conditions continue to worsen and a night staff member decides to leave early they are to contact the Head Custodian or school administrator and advise.

## Early dismissal; All offices closing early

- Head Custodians are to notify evening staff to report to work as soon as they can. Evening staff custodians are expected to work until the designated time “Offices Closed” is reached. A modified cleaning schedule should be adopted in these circumstances.
- Head Custodians are to determine the appropriate time to attempt snow removal.
- Head Custodians are to call in the appropriate number of staff required to accomplish snow removal.

# Administrative Services

## Food and Nutrition Department



### Our Mission

Our Mission is to work with team spirit to nourish the bodies and minds of Cecil County Students.

### Our Vision

Every school offers a wide variety of high quality, nutritious food for breakfast and lunch that is prepared and served by sensitive, well trained, empowered employees as part of financially sound programs in which every student and staff member participates daily.

### About Us

Food and Nutrition Services administers the child nutrition and meal time snack programs. Those programs include the breakfast program, the lunch program, the food distribution program, the free and reduced meal benefit program, the after school snack program, and the meal time snack program. We have a dual mandate: first and foremost is to help make good education possible by providing fuel for our students' mind and bodies; second, to run a fiscally responsible self-supporting operation that is not a financial burden to the school system.

# Food & Nutrition Services Team

**410-996-6257**

**Fax 410-287-4652**

<b>Scott Heckert, SNS</b>	<b>Director of Food &amp; Nutrition</b>	<b>x 51703</b>	<a href="mailto:gsheckert@ccps.org">gsheckert@ccps.org</a>
<ul style="list-style-type: none"> <li>• Oversees all aspects of the Food &amp; Nutrition Services programs</li> <li>• Coordinates daily operation as needed</li> <li>• Advises on child nutrition policy and procedure related issues within and between departments</li> <li>• Coordinates USDA commodity processing</li> <li>• Serves as the liaison with MSDE on all matters related to Food &amp; Nutrition Services programs</li> </ul>			
<b>Kristen English</b>	<b>Administrative Assistant</b>	<b>x 51708</b>	<a href="mailto:kaenglish@ccps.org">kaenglish@ccps.org</a>
<ul style="list-style-type: none"> <li>• Financial issues pertaining to school kitchen</li> <li>• Travel forms</li> <li>• Meal charging/account balances</li> <li>• Participation reports</li> <li>• Gain &amp; loss statements</li> <li>• Staffing assignment letters</li> </ul>			
<b>Molly Purnell</b>	<b>Administrative Secretary</b>	<b>x 51705</b>	<a href="mailto:mpurnell@ccps.org">mpurnell@ccps.org</a>
<ul style="list-style-type: none"> <li>• Free &amp; Reduced Meal Eligibility, Applications, Parent Contact</li> <li>• Menu publishing</li> <li>• Substitute directory</li> <li>• Quotes, bids, P-1 forms</li> <li>• State/Federal program renewals</li> <li>• Health Department license and inspection data</li> </ul>			
<b>Tom Bates</b>	<b>Technology Technician</b>	<b>x 51701</b>	<a href="mailto:jtbates@ccps.org">jtbates@ccps.org</a>
<ul style="list-style-type: none"> <li>• Technology related issues: hardware, software, connectivity, Food &amp; Nutrition website</li> <li>• Develop reports</li> </ul>			
<b>Kate Gingue</b>	<b>Assistant in Food &amp; Nutrition</b>	<b>x 51707</b>	<a href="mailto:kmgingue@ccps.org">kmgingue@ccps.org</a>
<b>David Graham</b>	<b>Assistant in Food &amp; Nutrition</b>	<b>x 51702</b>	<a href="mailto:djgraham@ccps.org">djgraham@ccps.org</a>
<ul style="list-style-type: none"> <li style="width: 50%;">• Kitchen personnel issues: evaluations, staffing, hiring, vacancies</li> <li style="width: 50%;">• Food &amp; Nutrition Training</li> <li style="width: 50%;">• Recipes</li> <li style="width: 50%;">• Food Safety (HACCP)</li> <li style="width: 50%;">• Summer food needs</li> <li style="width: 50%;">• Special event/professional day meals</li> <li style="width: 50%;">• Theft/vandalism affecting the kitchen (internal/external)</li> <li style="width: 50%;">• Equipment: replacement/additional</li> <li style="width: 50%;">• School/community emergency affecting the kitchen</li> <li style="width: 50%;">• Administrative Reviews</li> </ul>			

## Food & Nutrition Services School Contact Defined

*Contact for Schools Listed Below :*  
**Kate Gingue**  
 Assistant in Food & Nutrition  
**kmgingue@ccps.org**

**410-996-6257**

*Note: Prep School prepares food that is transported to the Receiving School*

School	Kitchen Hours*	Manager
Bay View	6:30 AM-1:30 PM	Christian Offdani
Bohemia Manor	6:30 AM-2:00 PM	Mary Pfeiffer
Cecil Manor	6:30 AM-1:30 PM	Kim Hayden
Cecilton	7:45 AM-1:45 PM	Gabby Childs
Cherry Hill Middle	6:30 AM-1:30 PM	Lesley Damron
• Providence	11:00 AM-1:00 PM	Lesley Damron
Ches City	8:00 AM-2:00 PM	Leah Coleman
Elkton Middle	6:30 AM-1:30 PM	Rebecca Roberts
Elkton High	6:15 AM- 2:00 PM	Julie Jackson
Gilpin Manor	7:00 AM-1:30 PM	Brenda Ream
Holly Hall	6:30 AM-2:00 PM	Christen Jones
Kenmore	8:00 AM-1:30 PM	Ronda Graham
Leeds	8:00 AM-1:30 PM	Kasey Williams
Thomson Estates	6:45 AM-1:30 PM	Denise Clore
Sch of Tech	10:30 AM-1:45 PM	Rachel Henley

*Contact for Schools Listed Below:*  
**David Graham**  
 Assistant in Food & Nutrition  
**djgraham@ccps.org**

**410-996-6257**

*Note: Prep School prepares food that is transported to the Receiving School*

School	Kitchen Hours*	Manager
Bainbridge	7:30AM - 1:30 PM	Jody Adams
Calvert	8:00 AM-1:45 PM	Tanya Nolan
Charlestown	7:00 AM-1:00 PM	Unknown at this time
Conowingo	8:00 AM-2:00 PM	Barbara Lines
Elk Neck	7:45 AM-1:15 PM	Debbie Choplinsky
North East Elem	6:45 AM-2:00 PM	Erika Patrick
North East Middle	6:30 AM-2:00 PM	Ronda Gaye
North East High	6:30 AM-2:30 PM	Theresa Gorrell
Perryville Elem	7:30 AM-1:30 PM	Sandy Blake
Perryville Middle	6:30 AM-2:00 PM	Patty Church
Perryville High	6:15 AM-2:15 PM	Lauren Schmid
Rising Sun Elem	6:30 AM-2:30 PM	Amber Timmons
Rising Sun Middle	6:30 AM-2:00PM	Heather Sutton
Rising Sun High	6:30 AM-2:00 PM	Donna Wilson

\*Operating hours may include off-site bank deposit responsibility

# Accountability & Monitoring Procedures

## Administrative Review

A formal kitchen inspection is conducted annually by the Assistants in Food & Nutrition in each of the schools to which they are assigned. Administrative Reviews are comprehensive all-day observations conducted to ensure adherence to all local, State, and federal requirements. Administrative Review results are used as a means of identifying the need for specific training and/or support in a kitchen. The principal or designee is provided with a copy of the completed Review for his/her school. The Assistant in Food & Nutrition will contact the principal or designee to address any significant concerns related to the Administrative Review.

## Cecil County Health Department Inspection

As required by The National School Lunch Reauthorization Act of 2004, local health department inspections are conducted twice annually at each kitchen. Copies of the completed inspection forms are given by the inspector to each Kitchen Manager/Lead Assistant. The Manager/Lead Assistant provides a copy of the inspection forms to the principal or designee and to the Food & Nutrition Services Office. A current inspection form must be displayed in a location visible to the public.

## MSDE Annual Reviews

The School and Community Nutrition Office of MSDE conducts an Administrative Review in six schools. Review results are presented to the Food & Nutrition Services Supervisor at an exit conference. The Assistants in Food & Nutrition share Review results with the kitchen Manager/Lead Assistant and the school principal or designee.

## Food Safety Solutions Monitoring Inspections

Food Safety Solutions, a Food Safety vendor of Food & Nutrition Services, routinely visits school kitchens to restock cleaning products and monitor adherence to the HACCP (Food Safety) standard operating procedures. Food Safety Solutions emails the Assistants in Food & Nutrition service reports on a monthly basis. The Assistant in Food & Nutrition will contact the principal or designee to address any significant concerns related to Food Safety Solutions service report results.

# Personnel Evaluations

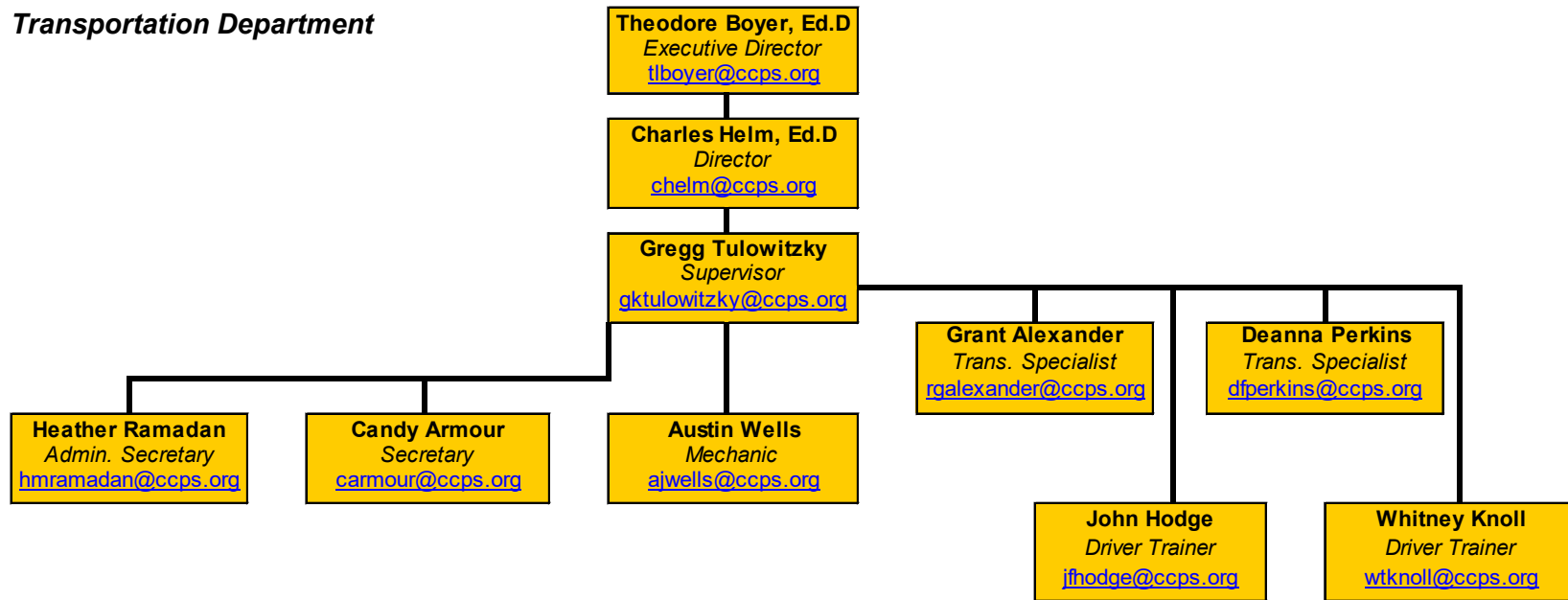
## 10-month Personnel

- Evaluated annually.
- Due no later than May 1.
- Assistants in Food and Nutrition partner with school administration on all Food and Nutrition evaluations.

## Newly Hired Personnel

- 6 months from date of hire (change to regular status or remain on probation).
- Assistants in Food and Nutrition partner with school administration on 6-month evaluations.

**Administrative Services**  
*Transportation Department*



**Our Mission**

To provide transportation services that effectively and efficiently support the delivery of the Prekindergarten to Grade 12 educational services to our students.

**Our Vision**

We provide our students and other patrons with safe, reliable, timely, and cost effective transportation services in a clean and pleasant environment.

**About Us**

Over 14,000 students are eligible for bus transportation. There are 587 bus runs every day. There are 151 route buses; and 20 of those are equipped with a wheelchair lift. There are 203 bus drivers, including substitute drivers, bus contractors and transportation staff. In addition to transporting students to and from school each day, the Transportation Department also coordinates 2900 field trips per year, athletic events, educational before-school programs, modified educational days, and educational after-school programs.

To accomplish all those tasks, almost 13,000 miles are traveled daily using 947 driver hours. There are over 4,500 authorized bus stops before 9:00 a.m. The first buses are on the road at approximately 6:00 a.m. and the last is off the road at 5:45 p.m. That is 11.75 hours per day, not including athletic trips that extend the day even further.

With the collaborative efforts of our department, school administrators, contractors, and parents, we provide safe and efficient transportation so that students arrive at school; ready to learn each day.



# Transportation Department

<b>Charles Helm</b>	<b>Director of Transportation</b>	<b>x 47016</b>	<b><a href="mailto:chelm@ccps.org">chelm@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• Oversees the daily operations of the entire Department</li> </ul>		
<b>Gregg Tulowitzky</b>	<b>Supervisor of Transportation</b>	<b>x 51908</b>	<b><a href="mailto:gktulowitzky@ccps.org">gktulowitzky@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• Oversees the daily operations of the entire Department</li> <li>• Budget / Accounting</li> <li>• Invoices and Contractor payments</li> <li>• Payroll, Human Resources</li> </ul>		
<b>Grant Alexander</b>	<b>Transportation Specialist</b>	<b>x 53266</b>	<b><a href="mailto:rgalexander@ccps.org">rgalexander@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• BMHS, EHS, RSHS Feeder pattern</li> <li>• Activity Buses and After School Program For Feeder Pattern</li> <li>• Homeless/Foster</li> </ul>		
<b>Deanna Perkins</b>	<b>Transportation Specialist</b>	<b>x 51905</b>	<b><a href="mailto:dfperkins@ccps.org">dfperkins@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• CCST, NEHS, EHS &amp; PVHS Feeder pattern</li> <li>• Activity Buses and After School Program For Feeder Pattern</li> <li>• SPED, High Roads/CAP</li> <li>• Non-public School Transportation</li> </ul>		
<b>Heather Ramadan</b>	<b>Administrative Secretary</b>	<b>x 50413</b>	<b><a href="mailto:hramadan@ccps.org">hramadan@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• Field Trips</li> <li>• Budget / Accounting</li> <li>• Invoices and Contractor payments</li> <li>• Administrative support for all functions of the team</li> </ul>		
<b>Candy Armour</b>	<b>Secretary</b>	<b>x 51901</b>	<b><a href="mailto:carmour@ccps.org">carmour@ccps.org</a></b>
	<ul style="list-style-type: none"> <li>• General student assignment to bus stops</li> <li>• Support, monitoring and updates for General Bus Routes</li> <li>• Good Shepherd</li> </ul>		

**Cecil County Public Schools  
Bus Contractors 2024-2025**

---

**ANDERSON BUS CO.**

Gary Anderson  
Havre de Grace, MD 21078  
Phone: 410-939-7080

**BROWN BUS CO.**

Dale Brown, Jr.  
Elkton, MD 21921  
Phone: 443-553-7836

**CECIL COUNTY Pub. Sch.**

Chip Helm, Director  
Gregg Tulowitzky, Supervisor  
Elkton, MD 21921  
Phone: 410-287-4656

**DVORAK'S GARAGE**

Robert & Ann Dvorak  
Elkton, MD 21921  
Phone: 410-398-1937

**ELITE BUS CO.**

Dallas & Rebecca Minks  
North East, MD 21903  
Phone: 410-214-2300

**GILBERT SCHOOL BUS**

Joe and Edwina Gilbert  
North East, MD 21901  
410-658-3861

**HALL BUS CO.**

Cory Hall  
Conowingo, MD 21918  
Phone: 443-466-1950

**K and B BUS SERVICE**

Adam Kunda  
Earleville, MD 21919  
Phone: 443-309-9154

**LC DAVIS AND SON**

Justin Davis  
Elkton, MD 21921  
Phone: 410-212-3931

**MARSHALL BUS CO.**

James Marshall  
Rising Sun, MD 21911  
Phone: 410-658-3308

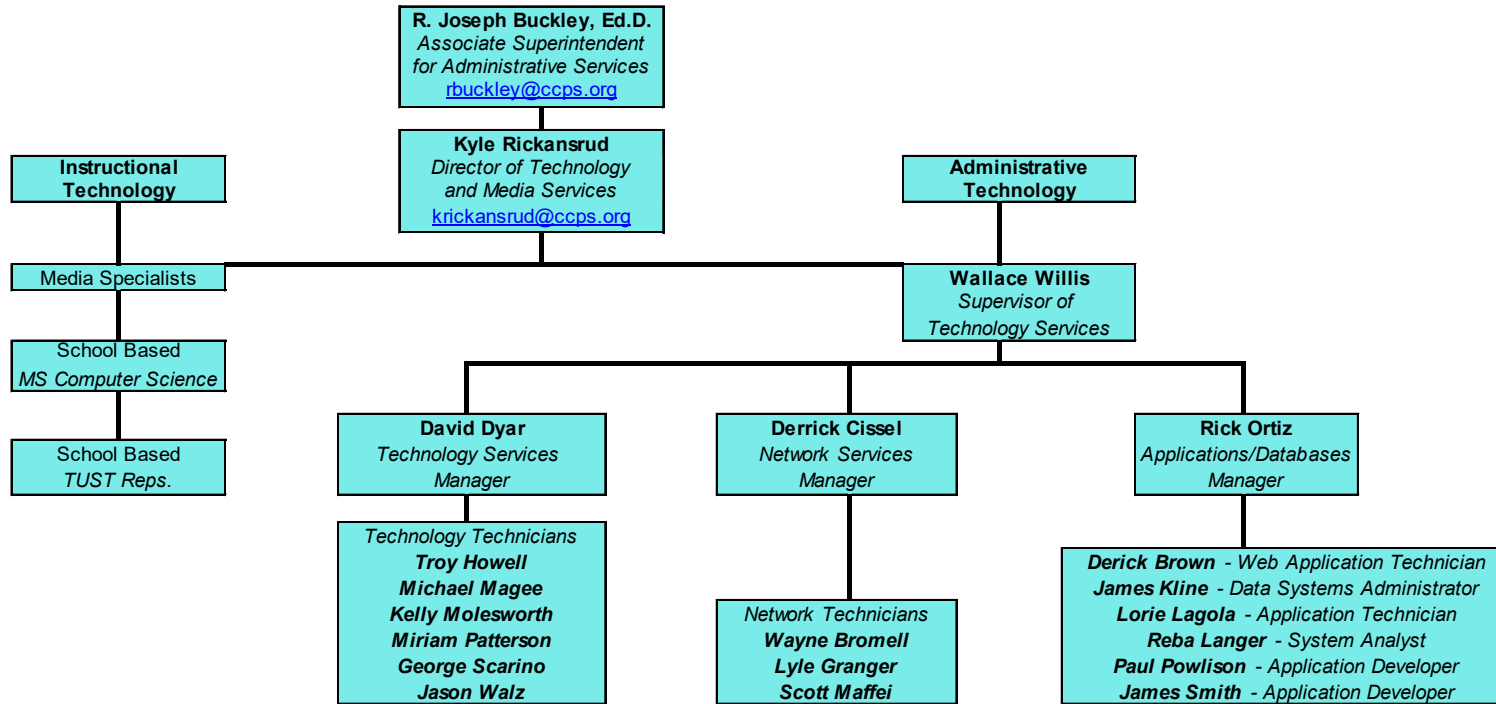
**JW MARSHALL BUS**

John Marshall, Sr. & Jr.  
Port Deposit, MD 21904  
Phone: 267-407-1868



# Administrative Services

## Technology Department



### Our Mission

Our mission is to service our Students, Staff, and Community through software development and support, technological training, data security, data management, and reporting.

### Our Vision

Cecil County Public Schools is a system where:

- All stakeholders are capable digital citizens who share responsibility for safe and secure use of technology.
- Technology connects students and teachers to resources that help them evaluate information, challenge their thinking, and develop new understandings.
- Ongoing professional development takes place to maximize the benefits of technology for administrative and instructional applications.
- Technology is continually evaluated and improved to provide the best possible support for learning and productivity.

### About Us

The Technology Department is committed to providing appropriate access to sustainable technology resources that support the vision and the philosophical framework of Cecil County Public Schools. These resources provide opportunities to enhance learning, communication, and productivity within our school community and provide access to a digitally connected global society. We believe in the importance of integrating technology to access, store, communicate, and transfer information. This integration enhances learning across all levels and better prepares 21st century students to be college and career ready, while making a good faith effort to protect our students from exposure to harmful or explicit content by maintaining a filtering system that meets federal standards established in the Children's Information Protection Act (CIPA).

# Technology Department

<b>Kyle Rickansrud</b>		<b>Director of Technology Services and Media Programs</b>	
<a href="mailto:krickansrud@ccps.org">krickansrud@ccps.org</a> x 50606	<ul style="list-style-type: none"> <li>Oversees the daily operations of the entire Department</li> <li>Follett Destiny Media Distribution</li> <li>Clever</li> </ul>	<ul style="list-style-type: none"> <li>Digital Databases</li> <li>Google - Gsuite</li> <li>Schoology</li> </ul>	<ul style="list-style-type: none"> <li>Performance Matters</li> <li>Typing Club</li> <li>Zoom</li> </ul>
<b>Wally Wills</b>		<b>Supervisor of Technology Services</b>	<b>Derick Brown</b>
<a href="mailto:wwills@ccps.org">wwills@ccps.org</a> x 50608	<ul style="list-style-type: none"> <li>Oversees the daily operations of the entire Department</li> <li>Copiers and Printers Papercut</li> <li>TimeClock Plus</li> </ul>	<a href="mailto:dbrown@ccps.org">dbrown@ccps.org</a> x 50601	<ul style="list-style-type: none"> <li>Blackboard Communicate</li> <li>Website</li> <li>Finalsite Mass Communication</li> </ul>
<b>Dave Dyar</b>		<b>Technology Services Manager</b>	<b>Reba Langer</b>
<a href="mailto:dsdyar@ccps.org">dsdyar@ccps.org</a> x 51652	<ul style="list-style-type: none"> <li>Technology Technicians</li> <li>Google - Gsuite</li> <li>Server issues (Apple)</li> <li>BARK</li> </ul>	<a href="mailto:rglanger@ccps.org">rglanger@ccps.org</a> x 50603	<ul style="list-style-type: none"> <li>TimeClock Plus</li> <li>MUNIS Support</li> <li>Employee Self Service</li> </ul>
<b>Derrick Cissel</b>		<b>Network Services Manager</b>	<b>Paul Powlison</b>
<a href="mailto:dcissel@ccps.org">dcissel@ccps.org</a> x 51651	<ul style="list-style-type: none"> <li>Network Technicians</li> <li>Internet and Network Connection</li> <li>Security Cameras</li> <li>Server Issues (Windows)</li> <li>Wifi Issues (Windows)</li> <li>Phone System Issues</li> </ul>	<a href="mailto:pspowlison@ccps.org">pspowlison@ccps.org</a> x 50605	<ul style="list-style-type: none"> <li>WebExtender</li> <li>MUNIS Support</li> <li>Employee Self Service</li> </ul>
<b>Rick Ortiz</b>		<b>Applications/Databases Manager</b>	<b>James Smith</b>
<a href="mailto:rortiz@ccps.org">rortiz@ccps.org</a> x 50604	<ul style="list-style-type: none"> <li>PowerSchool</li> </ul>	<a href="mailto:jsmith@ccps.org">jsmith@ccps.org</a> x 50602	<ul style="list-style-type: none"> <li>PowerSchool</li> <li>WebExtender</li> </ul>
<b>James Kline</b>		<b>Data Systems Administrator</b>	<b>Lorie Lagola</b>
<a href="mailto:jdkline@ccps.org">jdkline@ccps.org</a> x 50607	<ul style="list-style-type: none"> <li>TimeClock Plus</li> <li>Reporting</li> <li>MUNIS Support</li> <li>PowerSchool Perform</li> <li>Professional Development</li> </ul>	<a href="mailto:lalagola@ccps.org">lalagola@ccps.org</a> x 50602	<ul style="list-style-type: none"> <li>Absence Management AESOP/Frontline</li> <li>Email/User Accounts, Password Issues</li> </ul>
<b>Ginny Quinn</b>		<b>Administrative Secretary</b>	
<a href="mailto:gquinn@ccps.org">gquinn@ccps.org</a> x 50231	<ul style="list-style-type: none"> <li>Administrative support for all functions of the team</li> </ul>		

# Administrative Services Index

## Who to Call

A		
Absence Reporting (AESOP/Frontline)	Lorie Lagola	x50602
Accident Investigation	Facilities	410-287-4653
ADA Facility Accommodations	Capital Outlay	410-996-5034
After School Programs	School	
ASP (Aging Schools Program)	Capital Outlay	410-996-5034
AHERA/Asbestos Records	Capital Outlay	410-996-5034
Alarms	Facilities	410-287-4653
Ascend	Mike Fell	<a href="mailto:mfell@ccps.org">mfell@ccps.org</a>
Athletic Event, Bus Use	Transportation	410-287-4656

B		
BARK	David Dyar	x51652
Blackboard Communicate	Derick Brown	x50601
Bleachers	Facilities	410-287-4653
Boilers	Facilities	410-287-4653
Boundaries, Bus Routes	Transportation	410-287-4656
Bus Accidents	Transportation	410-287-4656
Bus Arrival Times	Transportation	410-287-4656
Bus Driver Conduct	Transportation	410-287-4656
Bus Evacuations	Transportation	410-287-4656
Bus Routes	Transportation	410-287-4656
Bus Schedules	Transportation	410-287-4656
Bus Stops	Transportation	410-287-4656

C		
Calendar	Staff Relations	410-996-5440
Capacity Information	Capital Outlay	410-996-5034
Capital Improvement Plan (CIP)	Capital Outlay	410-996-5034
Carpentry	Facilities	410-287-4653
Clever	Kyle Rickansrud	x50606
Compliance, Safety	Facilities	410-287-4653
Conduct on School Buses	School	
Construction Inquiries	Capital Outlay	410-996-5034
Copiers/Printers Papercut	Network Services	x61650
Custodians, Personnel	Facilities	410-287-4653

D		
Data Service Center	Help Desk	302-504-7222
	Wes Zimmerman	x50209
Digital Databases	Kyle Rickansrud	x50606
Discipline on School Buses	School	
Doors	Facilities	410-287-4653
Dreambox	Jessica Kubek	<a href="mailto:jakubek@ccps.org">jakubek@ccps.org</a>

E		
EFMP (Educational Facilities Master Plan)	Capital Outlay	410-996-5034
Electric	Facilities	410-287-4653
Electronics	Facilities	410-287-4653
Elevators	Facilities	410-287-4653
Email/User Accounts	School TUST Rep	
Emergency Affecting Kitchen	Food Services	410-996-6257
Employee Self Service	Paul Powlison	x50605
Enrollment Information	Capital Outlay	410-996-5034
Environmental Health	Facilities	410-287-4653
Envision/Saavas	Coordinator	
Equipment, Custodial	Facilities	410-287-4653
Equipment, Kitchen	Food Services	410-996-6257

F		
Field Trip, Bus Use	Transportation	410-287-4656
Finalsite Mass Communication	Derick Brown	x50601
Finale	Dave Hastings	<a href="mailto:dhastings@ccps.org">dhastings@ccps.org</a>
Financial Issues, Kitchen	Food Services	410-996-6259
Fire Extinguishers	Facilities	410-287-4653
Fixed Assets	Lisa Sakers	x50109
Floor Plans	Capital Outlay	410-996-5034
Floors	Facilities	410-287-4653
Follett Destiny Media Distribution	Kyle Rickansrud	x50606
Free and Reduced Meal Eligibility	Food Services	410-996-6257

<b>G</b>		
Gain & Loss Statements	Food Services	410-996-6259
Glass, Repair/Replacement	Facilities	410-287-4653
Google - Gsuite	David Dyar	x51652
Grounds	Facilities	410-287-4653
Grounds Equipment	Facilities	410-287-4653

<b>H</b>		
Hauling	Facilities	410-287-4653
Hiring Kitchen Staff	Food Services	410-996-6257
Homeless Students	School	
HVAC	Facilities	410-287-4653

<b>I</b>		
IEP Facility Accomodations	Capital Outlay	410-996-5034
Inclement Weather	Transportation	410-287-4656
Indoor Air Quality	Facilities	410-287-4653
Inspection, Boiler	Facilities	410-287-4653
Inspection, Building Cleanliness	Facilities	410-287-4653
Inspection, Safety	Facilities	410-287-4653
Inspection, Sprinkler	Facilities	410-287-4653
Internet and Network Connection	Network Services	x61650
iReady	Kelly Wunderer	<a href="mailto:klwunderer@ccps.org">klwunderer@ccps.org</a>

## **J**

<b>K</b>		
Keys	Facilities	410-287-4653
Kitchen Administrative Reviews	Food Services	410-996-6257
Kitchen Evaluations	Food Services	410-996-6257
Kitchen Personnel Issues	Food Services	410-996-6257
Kitchen Staffing Plans	Food Services	410-996-6257
Kitchen Technology Issues	Food Services	410-996-6257
Kitchen Travel Forms	Food Services	410-996-6259
Kitchen Work Schedules	Food Services	410-996-6257
Kitchen, Financial Issues	Food Services	410-996-6259

<b>L</b>		
Locks	Facilities	410-287-4653

<b>M</b>		
Mass Communication (Finalsite)	Derick Brown	x50601
McGraw Hill - Social Studies	Jim Zimmer	<a href="mailto:zimmer@ccps.org">zimmer@ccps.org</a>
McGraw Hill - Health	Amy Sexton	<a href="mailto:alsexton@ccps.org">alsexton@ccps.org</a>
Menu Publishing	Food Services	410-996-6257
Motors, Electric	Facilities	410-287-4653
Munis	Munis Help	<a href="mailto:munishelp@ccps.org">munishelp@ccps.org</a>

<b>N</b>		
Naviance	Christie Edelson	<a href="mailto:cedelson@ccps.org">cedelson@ccps.org</a>
Network Connection	Derrick Cissel	x51651
NWEA	Tony Petinga	<a href="mailto:tpetinga@ccps.org">tpetinga@ccps.org</a>

## **O**

<b>P</b>		
Painting	Facilities	410-287-4653
Parent Portal	Lead Secretary	
Performance Maters	Tony Petinga	<a href="mailto:tpetinga@ccps.org">tpetinga@ccps.org</a>
Phones	Network Services	x61650
Plumbing	Facilities	410-287-4653
PowerSchool	Rick Ortiz	x50604
Proximity Locks	Facilities	410-287-4653

<b>Q</b>		
QZAB (Qualified Zone Academy Bond)	Capital Outlay	410-996-5034

<b>R</b>		
Raptor	Raptor Support	877-772-7867
	Jen Shaw	<a href="mailto:jshaw@ccps.org">jshaw@ccps.org</a>
Refrigeration Repair	Facilities	410-287-4653
Regulations, Safety	Facilities	410-287-4653
Relocatable Classrooms	Capital Outlay	410-996-5034
Roofing	Facilities	410-287-4653

<b>S</b>		
Schooldude	Facilities	410-287-4653
School Boundaries	Transportation	410-287-4656
School Closing	Transportation	410-287-4656
School Start/End Times	Transportation	410-287-4656
Schoolology	Kyle Rickansrud	x50606
Security Cameras	Network Services	x61650
Server Issues (Windows)	Network Services	x61650
Server Issues (Apple)	Kelly Molesworth	x51616
SMARTpass	School-Based Admin	
Special Meals	Food Services	410-996-6257
Special Needs Transportation	School	
Student Auth. To Ride Different Bus	School	
Student Conduct on Bus	School	
Students, New Enrollments	School	
Students, Returned to School	School	
Summer Food Needs	Food Services	410-996-6257
Supplies, Custodial	Facilities	410-287-4653

<b>T</b>		
Testing	Tony Petinga	<a href="mailto:tpetinga@ccps.org">tpetinga@ccps.org</a>
Theft/Vandalism Affecting Kitchen	Food Services	410-996-6257
TimeClock Plus	Wally Wills	x50608
	Payroll	410-996-5417
Training, Safety	Facilities	410-287-4653
Typing Club	Kyle Rickansrud	x50606

<b>U</b>		
Use of Building Contracts	Business Service:	410-996-5427
Utility Plans, Emergency	Facilities	410-287-4653

<b>V</b>		
Vandalism; emergency	Facilities	410-287-4653
Virgin Pulse	Benefits	<a href="mailto:benefitsinfo@ccps.org">benefitsinfo@ccps.org</a>

<b>W</b>		
Website	Derick Brown	x50601
WebXtender	James Smith	x50607
WEConnect (Phones)	Network Services	x61650
WiFi Issues	Network Services	x61650
Windows	Facilities	410-287-4653
Work Orders, Status of	Facilities	410-287-4653

### **X**

### **Y**

### **Z**

Zoom	Kyle Rickansrud	x50606
------	-----------------	--------