

2023-2024 Administrative Services Directory



[CAPITAL OUTLAY](#)

[FACILITIES](#)

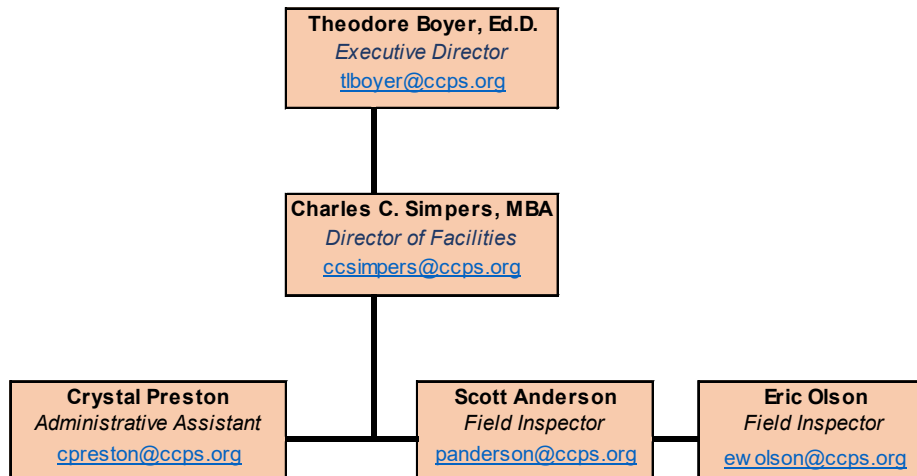
[FOOD & NUTRITION](#)

[TRANSPORTATION](#)

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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.

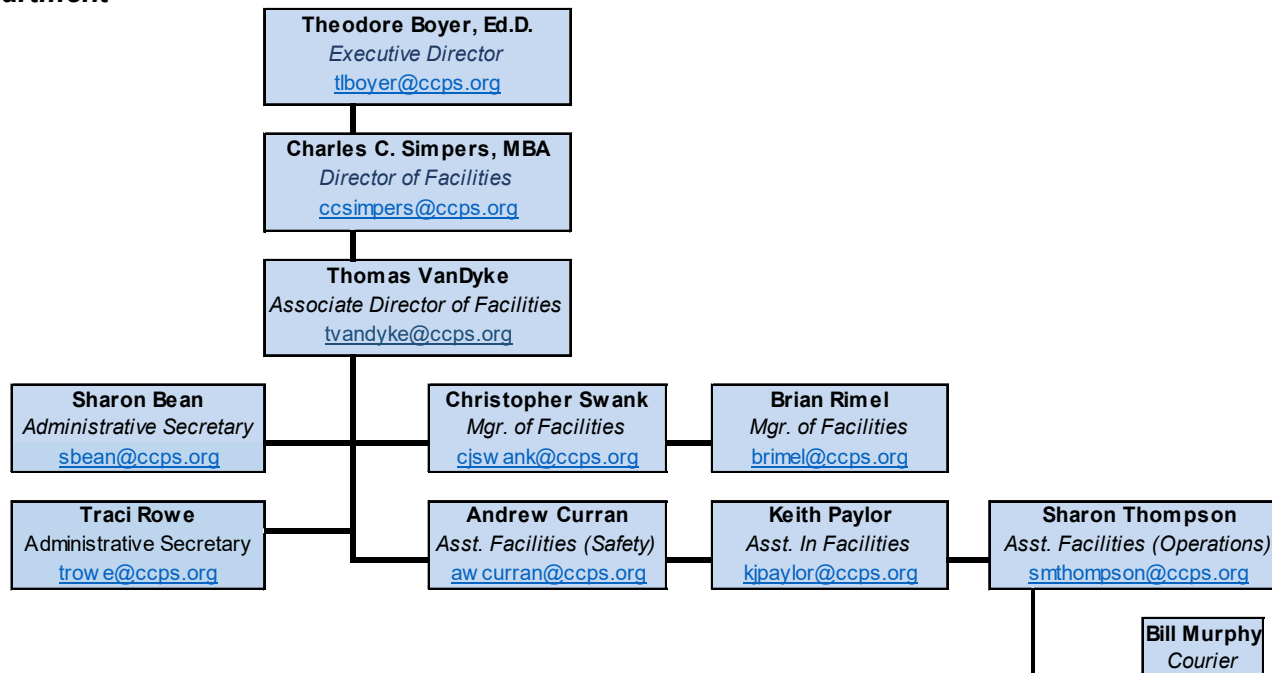
Capital Outlay Team

410-996-5034

Charles C. Simpers, MBA	Director of Facilities	x 50010	ccsimpers@ccps.org
<ul style="list-style-type: none"> • Responsible for capital project planning including selection of Architectural/Engineering firms, design, and bid process • Manages construction projects to ensure financial, contractual, and implementation obligations are met • Available to assist schools in planning minor modifications for incoming students with IEP/ADA needs that impact the facility • 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) • Responsible for Educational Facilities Master Plan and Capital Improvement Plan • Works with committee to create Educational Specifications for new capital projects 			
Scott Anderson	Construction Field Inspector	x 50002	panderson@ccps.org
Eric Olson	Construction Field Inspector	x 50009	ewolson@ccps.org
<ul style="list-style-type: none"> • Inspects ongoing construction projects for quality of workmanship, compliance with contract documents, and school system standards • Coordinates with school administration, construction personnel, maintenance, and others to minimize the impact of construction on the educational process • Movement and installation of relocatable classrooms 			
Crystal Preston	Administrative Secretary	x 50008	cpreston@ccps.org
<ul style="list-style-type: none"> • Maintains floor plans for schools • Maintains AHERA (Asbestos Hazard Emergency Response Act) records for school system • Administrative support for all functions of the team 			

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

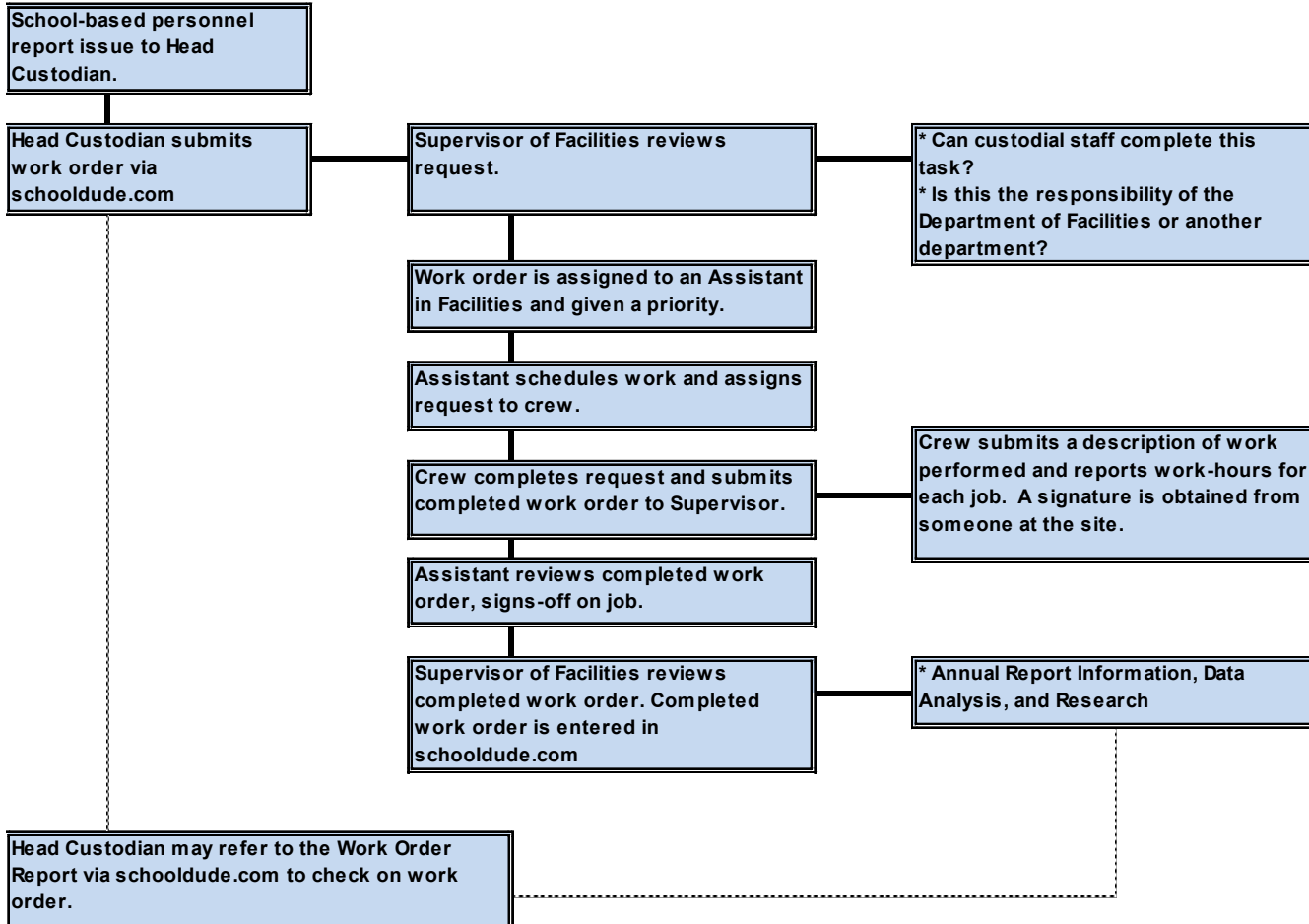
Charles C. Simpers Director of Facilities		x 50010	ccsimpers@ccps.org
<ul style="list-style-type: none"> • Advises and develops annual budget for construction, maintenance, operations, and safety • Provide oversight in management of building and grounds care services to ensure routine safety, security, upkeep, general cleanliness, and healthful environment of facilities 			
Thomas VanDyke Associate Director of Facilities		x 51806	tvandyke@ccps.org
<ul style="list-style-type: none"> • Manage daily operations of Maintenance and Operations • Manage budget for Maintenance and Operations • Manage all maintenance projects 		<ul style="list-style-type: none"> • Process/prioritize/assign work orders • Assist school administrators with facilities issues • Support Capital Outlay, Transportation, Food Services Departments 	
Christopher Swank Manager of Facilities		Brian Rimel Manager of Facilities	
cjswank@ccps.org x 51811	<ul style="list-style-type: none"> • HVAC • Plumbing • Indoor Air Quality • Sprinkler Systems • Minor School Construction/Renovations 	brimel@ccps.org x 51809	<ul style="list-style-type: none"> • Electrical • Metasys • Hauling • Grounds • Grounds Equipment • Vehicle Maintenance • Hauling • Minor School Construction/Renovations • Carpentry • Roofing • Painting • Locks/Keys • Snow Removal
Keith Paylor Assistant in Facilities		Andrew Curran Assistant in Facilities/Safety	
kjpaylor@ccps.org x 51808	<ul style="list-style-type: none"> • Building automation systems • Monitor energy conservation • Burglar Alarm Systems • Fire Alarm Systems • Card Access System • Elevators • Minor School Construction/Renovations 	awcurran@ccps.org x 51802	<ul style="list-style-type: none"> • Accident Investigation • Environmental Health • Safety Training • AHERA (Asbestos) • Compliance & Regulations • Indoor Air Quality • Safety Data Sheets (SDS) • Fire Extinguishers
Sharon Thompson Assistants in Facilities/Operations		Sharon Bean Administrative Secretaries Traci Rowe	
smthompson@ccps.org x 51816	<ul style="list-style-type: none"> • Custodial Issues (Personnel/Training) • Building Inspections • Integrated Pest Management • Custodial Equipment • Central Warehouse • Small Parcel Courier 	sbean@ccps.org x 51801 trowe@ccps.org x 51810	<ul style="list-style-type: none"> • Administrative support for all functions of the team

Hours of Operation

Custodial Schedules		
All Sites	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
Facilities Office Hours		6:30 AM - 3:30 PM
Operations Office Hours		6:30 AM - 3:00 PM
Warehouse Hours		6:30 AM - 3:00 PM
Maintenance Staff		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. The Department of Facilities will not respond to any non-emergency phone requests until the request has been submitted through the work order system. 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

Safety Inspection

This inspection is conducted annually by Cecil County Public Schools Safety Officer. The inspection consists of reviewing walkways, fall and trip hazards, signage, confined space, safety records, AHERA Files, personal protective equipment, indoor air quality, electrical safety, fire exits and fire extinguishers, lighting, and noise issues which interfere with instruction. Each year the inspection concentrates on a particular area of concern such as mold, indoor air quality, fire safety, civil defense, etc. The inspection form generally has 70 – 120 checklist items. These items have been compiled from a combination of insurance inspections, Maryland and Occupational Safety and Health regulations, EPA safe school literature, the National Safety Council, and the Maryland Association of Boards of Education. Frequently specific items are checked at the request of school administrators or Operations staff.

Peril Inspection

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.

Building Cleanliness Inspection

This inspection is conducted during the fall and spring of each year by the Assistants in Facilities for Operations. The purpose of this inspection is to evaluate overall cleanliness, general maintenance, and general safety issues. The scores of each inspection is monitored and measured each year. The results of this inspection is an indicator of training needs and an evaluation of employee performance.

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 Executive Director for Support Services.

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.

Inclement Weather Procedures

Central Office delayed opening

- Operations staff will report 2 hours prior to the opening time indicated. (Ex: Central Offices opens at 10:00 a.m.; Operations will report at 8:00 a.m.)

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.
- Part-time employees are not eligible to receive overtime; therefore, we should refrain from calling these personnel in during this scenario. Overtime is designated for hours in excess of a 40-hour week.

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. Therefore, the Head Custodian will determine work hours for snow removal personnel).
- 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.

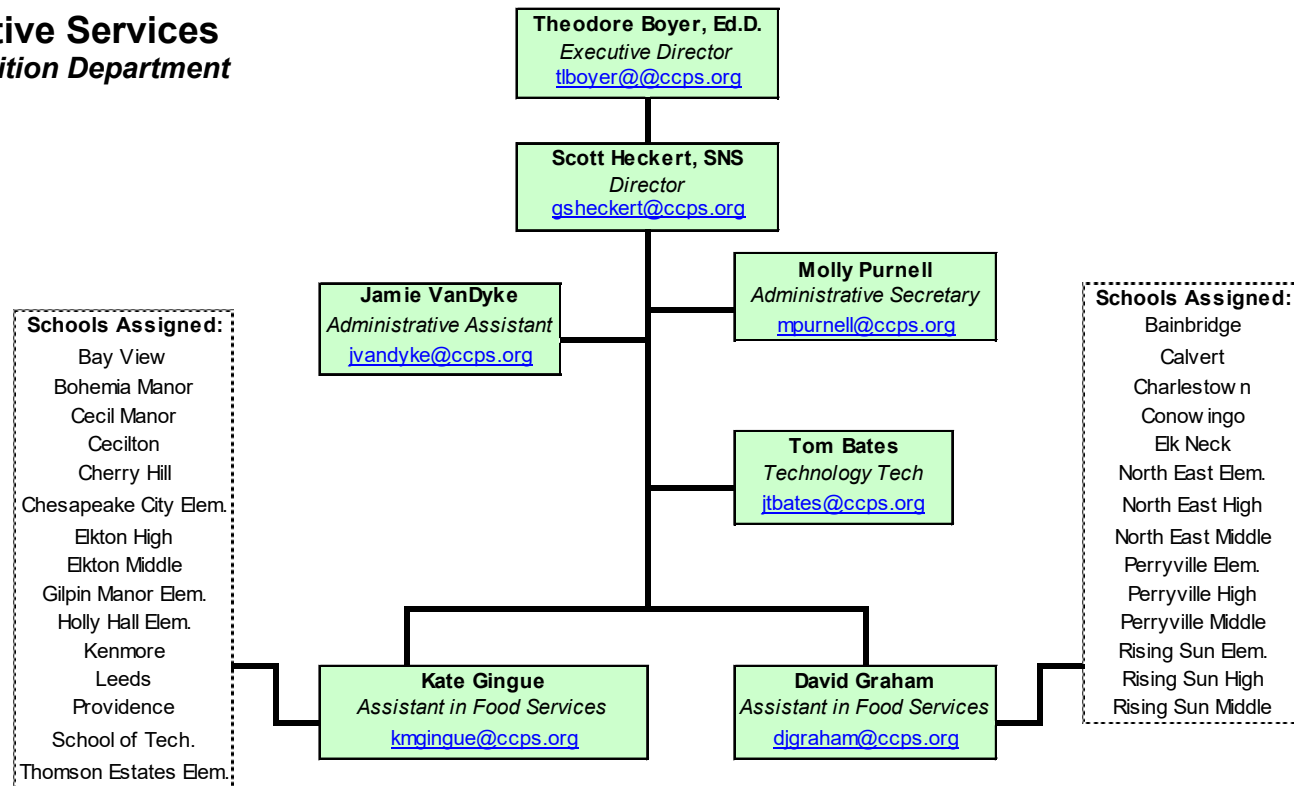
Early dismissal for schools; Offices remain open

- 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

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

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 Offidani
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	Karen Harris
• Providence	11:00 AM-1:00 PM	Karen Harris
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	Lesley Damron
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	Laura Marziano
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

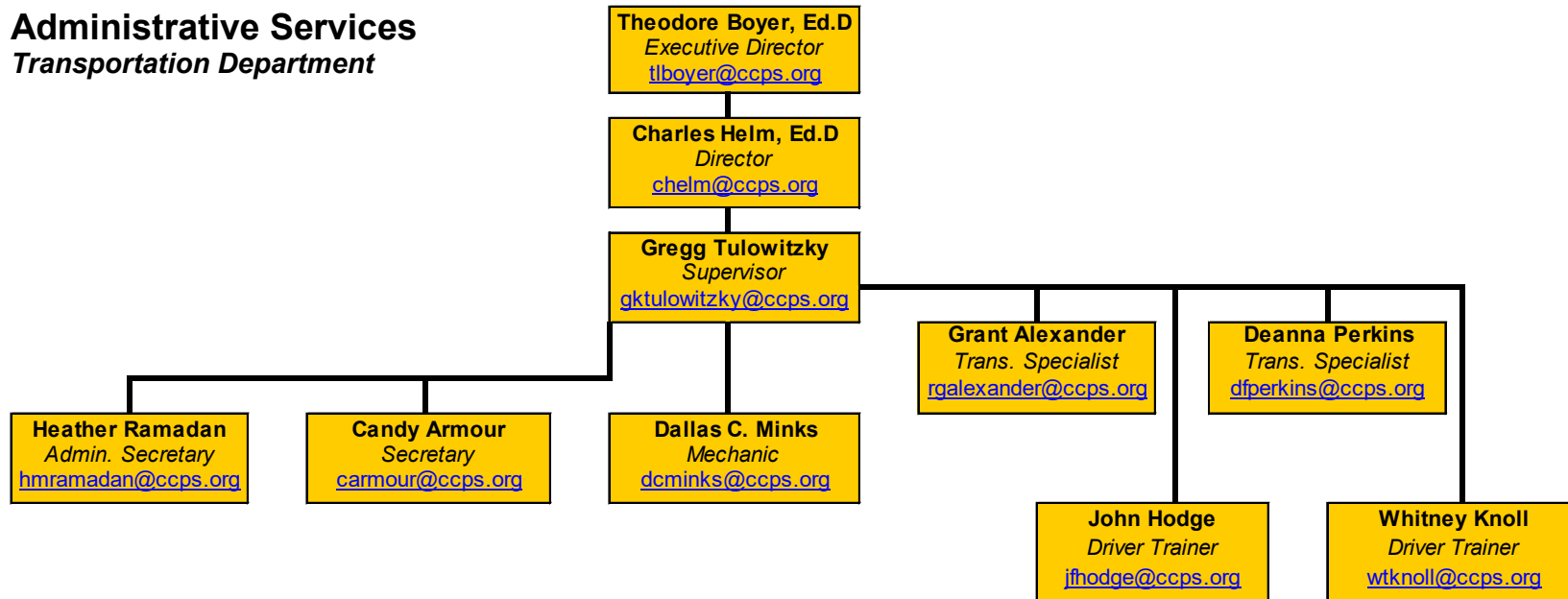
10-month Personnel

- 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

The Department of Transportation is responsible for the planning, monitoring, and coordinating all bus routes for daily operations, supervising contractors, training of all over-the-road personnel, the inspection of equipment, and the initiation and enforcement of policies.

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

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

**Cecil County Public Schools
Bus Contractors 2023-2024**

ANDERSON BUS CO.

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

GILBERT SCHOOL BUS

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

MARSHALL BUS CO.

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

BROWN BUS CO.

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

HALL BUS CO.

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

JW MARSHALL BUS

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

CECIL COUNTY Pub. Sch.

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

HANNAH TRANS.

Ryan Hannah
Earleville, MD 21919
Phone: 443-466-1639

JJ MARSHALL BUS

Joseph Marshall
Port Deposit, MD 21904
Phone: 410-378-2619

DVORAK'S GARAGE

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

K and B BUS SERVICE

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

WAGNER BUS CO.

Tom and Sondra Wagner
Conowingo, MD 21918
Phone: 443-309-5168

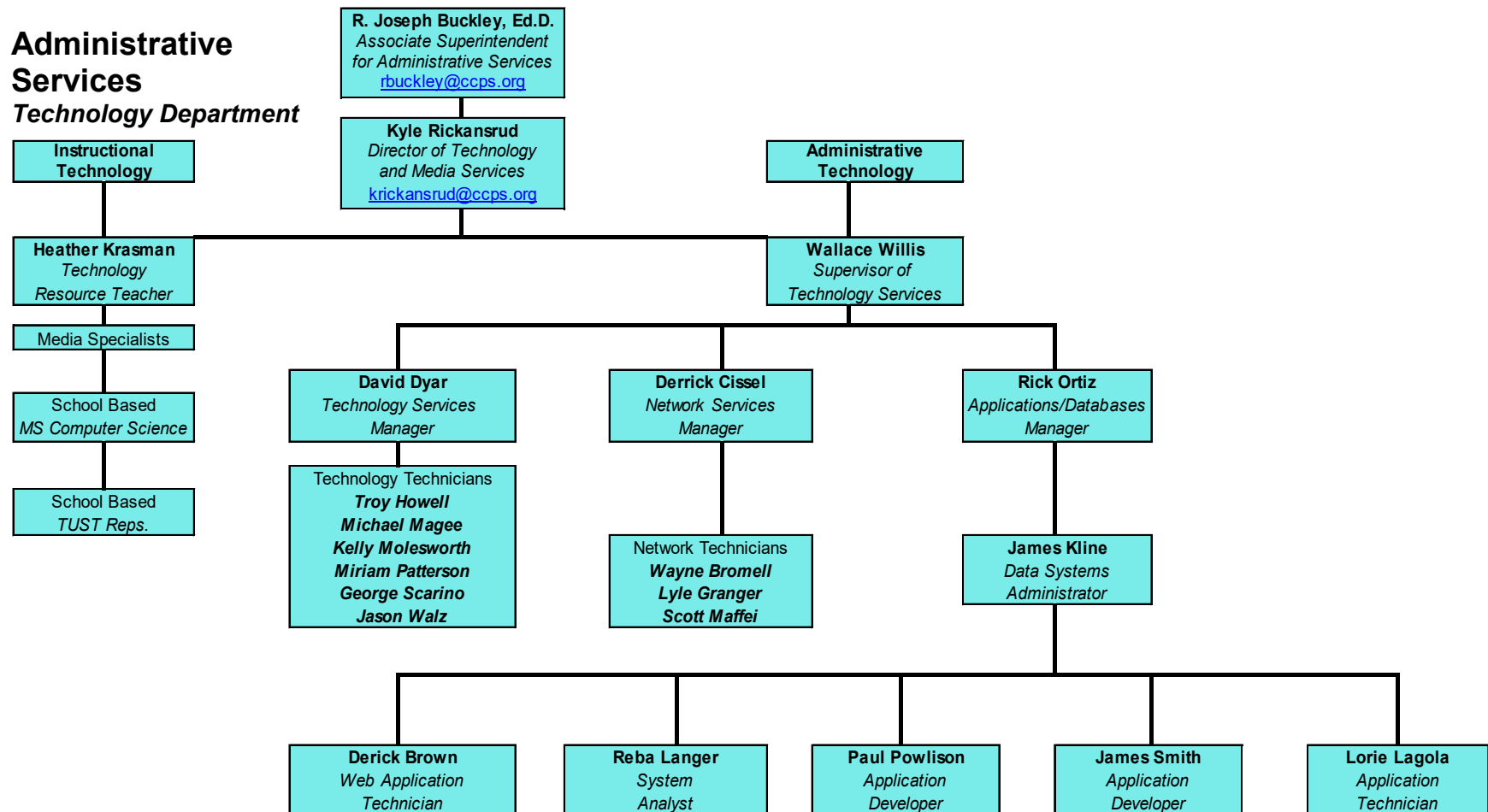
ELITE BUS CO.

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

LC DAVIS AND SON

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

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

Kyle Rickansrud Director of Technology Services and Media Programs			
krickansrud@ccps.org x 50606	<ul style="list-style-type: none"> Oversees the daily operations of the entire Department Follett Destiny Media Distribution Clever 	<ul style="list-style-type: none"> Digital Databases Discovery Education Google - Gsuite 	<ul style="list-style-type: none"> Performance Matters Schoolology Typing Club
Wally Wills Supervisor of Technology Services		Derick Brown Web Applications Technician	
wwills@ccps.org x 50608	<ul style="list-style-type: none"> Oversees the daily operations of the entire Department Copiers and Printers Papercut DocuSign 	dbrown@ccps.org x 50601	<ul style="list-style-type: none"> Blackboard Communicate
Dave Dyar Technology Services Manager		Reba Langer System Analyst	
dsdyar@ccps.org x 51652	<ul style="list-style-type: none"> Technology Technicians Google - Gsuite Server issues (Apple) 	rglanger@ccps.org x 50603	<ul style="list-style-type: none"> CIMS/Ascent TimeClock Plus
Derrick Cissel Network Services Manager		Paul Powlison Applications Developer	
dcissel@ccps.org x 51651	<ul style="list-style-type: none"> Network Technicians Internet and Network Connection Security Cameras 	ppowlison@ccps.org x 50605	<ul style="list-style-type: none"> CIMS/Ascent Employee Self Service WebExtender
Rick Ortiz Applications/Databases Manager		James Smith Application Technician	
rortiz@ccps.org x 50604	<ul style="list-style-type: none"> DocuSign Nurse Station PowerSchool 	jsmith@ccps.org x 50602	<ul style="list-style-type: none"> Nurse Station PowerSchool WebExtender
James Kline Data Systems Administrator		Lorie Lagola Application Technician	
jdcline@ccps.org x 50607	<ul style="list-style-type: none"> TimeClock Plus 	llagola@ccps.org x 50602	<ul style="list-style-type: none"> Absence Management AESOP/Frontline Email/User Accounts, Password Issues
Heather Krasman Technology Resource Teacher		Ginny Quinn Administrative Secretary	
hkrasman@ccps.org x 53023	<ul style="list-style-type: none"> Clever Digital Databases Discovery Education 	gquinn@ccps.org x 50231	<ul style="list-style-type: none"> Schoolology Typing Club Zoom

Administrative Services Index

Who to Call

A

Absence Reporting (AESOP/Frontline)	Lorie Lagola	x50602
Accident Investigation	Facilities	410-287-4653
ADA Facility Accomodations	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	mfell@ccps.org
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
CIMS/Ascent	Paul Powlison	x50605
Clever	Heather Krasman	hkrasman@ccps.org
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	Heather Krasman	hkrasman@ccps.org
Discipline on School Buses	School	
Discovery Education	Heather Krasman	hkrasman@ccps.org
Doors	Facilities	410-287-4653
DocuSign	Wally Wills	x50608
Dreambox	Jessica Kubek	jakubek@ccps.org

E

EFMP	Capital Outlay	410-996-5034
(Educational Facilities Master Plan)		
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
Finale	Dave Hastings	dhastings@ccps.org
Financial Issues, Kitchen	Food Services	410-996-6259
Fire Extinguishers	Facilities	410-287-4653
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

G		
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

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

I		
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	klwunderer@ccps.org

J

K		
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	410-287-4669
Kitchen Travel Forms	Food Services	410-996-6259
Kitchen Work Schedules	Food Services	410-996-6257
Kitchen, Financial Issues	Food Services	410-996-6259

L		
Locks	Facilities	410-287-4653

M		
McGraw Hill - Social Studies	Jim Zimmer	jzimmer@ccps.org
McGraw Hill - Health	Amy Sexton	alsexton@ccps.org
Menu Publishing	Food Services	410-996-6257
Motors, Electric	Facilities	410-287-4653
Munis	Munis Help	munishelp@ccps.org

N		
Naviance	Christie Edelson	cedelson@ccps.org
Nurse Station	James Smith	x50607
NWEA	Tony Petinga	tpetinga@ccps.org

O

P		
Painting	Facilities	410-287-4653
Parent Portal	Lead Secretary	
Performance Maters	Tony Petinga	tpetinga@ccps.org
Phones	Network Services	x61650
Plumbing	Facilities	410-287-4653
PowerSchool	Rick Ortiz	x50604
Proximity Locks	Facilities	410-287-4653

Q		
QZAB (Qualified Zone Academy Bond)	Capital Outlay	410-996-5034

R		
Raptor	Raptor Support	877-772-7867
	Jen Shaw	jshaw@ccps.org
Refrigeration Repair	Facilities	410-287-4653
Regulations, Safety	Facilities	410-287-4653
Relocatable Classrooms	Capital Outlay	410-996-5034
Roofing	Facilities	410-287-4653

S

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
Schoology	Heather Krasman	hkrasman@ccps.org
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	410-996-6259
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

T

Testing	Tony Petinga	tpetinga@ccps.org
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	Heather Krasman	hkrasman@ccps.org

U

Use of Building Contracts	Business Services	410-996-5427
Utility Plans, Emergency	Facilities	410-287-4653

V

Vandalism; emergency	Facilities	410-287-4653
Virgin Pulse	Benefits	benefitsinfo@ccps.org

W

Website	Derick Brown	x50601
WebXtender	James Smith	x50607
WEConnect	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	Heather Krasman	hkrasman@ccps.org
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