

# BOARDROOM REVIEW

## Garrett County Board of Education

February 13, 2018

Prepared by: Public Information Office

*Board of Education Members: Mr. Matthew Paugh, President; Dr. Nathan Sorber, Vice President; Mrs. Monica Rinker, Member; Mrs. Charlotte Sebold, Member; Mr. M. Thomas Woods, Member; Ms. Sheyenne A. Tichnell, Student Member; Ms. Barbara L. Baker, Superintendent; Mr. Brandon Hoover, Attorney*

### **PUBLIC SESSION**

#### **Hearing of Constituents**

- There were no comments at this time.

#### **Announcements**

- Feb. 15: Staff Development - Students Dismissed 3 Hours Early
- Feb. 19: President's Day - Schools Closed
- Feb. 28: Progress Reports for 3rd Grading Period
- Mar. 9: Staff Development - Students Dismissed 3 Hours Early
- Mar. 20: County Commissioners Meeting - Board of Education Presentation of Operating Budget at Frederick A. Thayer, III Courthouse 203 South Fourth Street, Room 209 Oakland, MD
- May 14: MABE Board Service Academy - Open Meetings Act 9:30 a.m. -12:30 p.m. and Making Your Meetings Work Using Parliamentary Procedure 1:00 - 4:00 p.m. at MABE Office in Annapolis, MD

#### **Recognitions**

##### ***National School Counseling Week***

- Dr. Nathan Sorber, Board Vice President, recognized National School Counseling Week, February 5-9, 2018, by presenting a proclamation to school counselors. Ms. Dawn Moon, School Counselor at Broad Ford Elementary and Swan Meadow Schools; Mrs. Connie Glotfelty, School Counselor at Accident Elementary and Route 40 Elementary Schools; Mr. Tim Watson, School Counselor at Yough Glades Elementary and Crellin Elementary Schools; Ms. Kelly Davis, School Counselor at Broad Ford Elementary School; and Dr. Phil Lauver, Supervisor of Pupil Services; received the proclamation on behalf of the school system's school counselors.

##### ***School Social Work Week***

- Mrs. Monica Rinker, Board member, recognized National School Social Work Week, March 4 - 10, 2018, by presenting a proclamation. Mrs. Shannon Haley, School Social Worker based at Yough Glades Elementary School; Mrs. Mary VanSickle, School Social Worker based at Accident Elementary School; and Dr. Phil

Lauver, Supervisor of Pupil Services; received the proclamation.

#### **Policies and Procedures**

##### ***Policy and Procedure #EHAA – Privacy and Protection of Digital Administrative Data***

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item and first reading.
- Mrs. Sweitzer indicated the purpose of the policy is that Garrett County Public Schools (GCPS) supports safe and secure use of the digital administrative data. The Board of Education expects that all employees will act in a responsible, civil, ethical, and appropriate manner when accessing GCPS administrative data.
- In the procedures portion, users must obtain authorized accounts in order to access administrative data. Upon signing the Application for Administrative Data Access, the Director of Finance will review all staff requests for administrative data access. Appropriate access rights will be granted or denied based upon job position duties, responsibilities, and expectations. Users will have access to only administrative data in which they have a professional interest. Users are expected to follow *Policy #GBEE Acceptable and Responsible Use of Technological Resources for Employees*.
- The Board will review this policy at next month's meeting.

##### ***Policy and Procedure #JRB – Privacy and Protection of Digital Student Data***

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item and first reading.
- Mrs. Sweitzer indicated the purpose of the policy is that Garrett County Public Schools (GCPS) supports the safe and secure use of digital student data. The Board of Education expects that all employees will act in a responsible, civil, ethical, and appropriate manner when accessing GCPS student data.

- In the procedures, the application for student data access was revised.
- The Board will review this policy at next month's meeting.

***Procedure #GBEE – Acceptable and Responsible Use of Technological Resources for Employees***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item.
- Dr. Wildesen indicated the purpose of this procedure is that the Garrett County Board of Education supports the safe and appropriate use of the GCPS network infrastructure, internet, and equipment by employees. This policy complies with the Children's Internet Protection Act. The Garrett County Board of Education directs the administration to develop procedures that provide direction for acceptable use of technology by employees.
- She indicated there were some minor changes to the procedure. Network infractions that are prohibited are: the posting or viewing content that violates law or GCPS policies and/or procedures; poses a potential threat to the health and/or safety of students; might reasonably be perceived to advocate student drug, alcohol and/or tobacco use, violence, sex, illegal discrimination, or other illegal activities; contains language or images that are obscene, libelous, slanderous, profane, or derogatory to individuals; or causes, or might reasonably be predicted to cause, substantial disruption of or material interference with school activities and/or the school's learning environment.
- The Board agreed to the revisions of the procedure.

***Policy and Procedure #GBEF – Employee use of Social Media***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first reading.
- Dr. Wildesen indicated the purpose of this policy is to create a clear standard of acceptable uses of social media, both personally and professionally, by employees and prevent cases of inappropriate or unprofessional communication.
- GCPS recognizes that schools and employees may be interested in developing a social media presence to communicate with students and parents/guardians beyond the normal school day and to provide necessary updates of school programs, course offerings, and extra-curricular activities. Garrett County Public Schools reserves

the right to investigate, report, and remove any inappropriate content on any GCPS regulated site at any time. It also reserves the right to report content of any other social media site to law enforcement if it threatens the safety and wellbeing of students, staff, or other stakeholders.

- In the procedure, inappropriate content, including messages and pictures, which diminishes an employee's professionalism or discredits his/her capacity to maintain the respect of students and parents, or that will impair the ability of that employee to serve as a role model for students, is prohibited.
- The Board will review this policy at next month's meeting.

***Policy and Procedure #GBAA – Sexual Harassment***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first reading.
- Dr. Wildesen indicated the purpose of this policy is to clearly define, prohibit, report, and prevent sexual harassment by all GCPS employees and students in order to facilitate a safe and secure, non-hostile learning and working environment.
- The primary goal of Garrett County Public Schools is to provide a safe and secure environment that facilitates learning, growing, and developing. Any form of sexual harassment interferes with this goal and is therefore strictly prohibited by Garrett County Public Schools. Violations of this policy shall be addressed in accordance with the Sexual Harassment Procedure.
- Sexual Harassment can be committed by a student, employee, or a third party. Sexual Harassment is the unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities, or with an employee's or third party's terms, conditions, privileges or employment/relationship with GCPS.
- Title IX Coordinator is responsible for coordinating efforts to comply with and carry out responsibilities under federal law and this sexual harassment policy. The Supervisor of Pupil Services shall serve as the Title IX Coordinator for complaints of sexual harassment related to students. The Director of Human Resources is the Title IX Coordinator for complaints of sexual harassment in all cases that involve employees.
- The administrative procedures for reporting and alleged sexual harassment were revised and outlined.

- The Board will review this policy at next month's meeting.

***Policy and Procedure #JEBA – PreKindergarten Enrollment***

- Mrs. Penny Proudfoot, Director of Elementary Education and Early Childhood, presented this informational item and first reading.
- Mrs. Proudfoot indicated the purpose of this policy is to provide a consistent process for enrolling students in the prekindergarten program.
- State law requires that each local school system provides a pre-kindergarten program for a student that meets the requirements. GCPS pre-kindergarten classes are full day classes.
- GCPS shall enroll in prekindergarten all 4-year-old applicants who are 4 years old on September 1 of the enrollment year.
- The Board will review this policy at next month's meeting.

***Procedure #IHOA – Leaving School for Curricular, Co-Curricular, or Extra-Curricular***

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this second reading and action item.
- Mrs. DeVore indicated that there were several changes to the procedure in the approval process and date of notification deadlines.
- The Board agreed with the revisions to the procedure, but suggested that students and staff be informed of the comprehensive emergency procedure plan specific to each field trip. These emergency procedures need to be addressed in the document. The Board also requested the Superintendent share the over-night field trip approvals with them.

**Program Update**

***STARS Program***

- Ms. Heather Raybold, Supervisor of Special Education, Dr. Kate Mitchem, Behavior Analyst from the California University of Pennsylvania, and Mrs. Penny Proudfoot, Director of Elementary Education, presented an update regarding the STARS Program.
- STARS is an acronym which stands for Students Taking Active Responsibility for Success.
- The STARS pilot program is a regional program at Accident Elementary School in grades PreK through second with a maximum of seven students.

- All elementary instructional assistants participated in the Safety Care Prevention Training in September. All elementary CPI teams have been trained in Safety Care.
- The current program has provided support to six students. Three students started the year in the STARS Program. Thus far, two students have successfully completed the program and transitioned to their home based schools. Currently, there are four students in the STARS program (grades PreK-2nd grade).

**New Business**

***Audit Firm Selection***

- Mrs. Alison Sweitzer, Director of Finance, presented this action item.
- She recommended that the Board retain The Rodeheaver Group, P.C., as the Board's auditor.
- The Board approved The Rodeheaver Group, P.C., as the audit firm for the Board and Garrett County Public Schools.

**Board Business**

***Student Board Member Report***

- Ms. Sheyenne Tichnell, Student Member of the Board, presented informational items.
- Ms. Tichnell shared activities in which the schools and student councils were participating at this time.
- Ms. Tichnell indicated that GCASC (Garrett County Association of Student Councils) recently had a group of students attend the Maryland Leadership Workshops at Frostburg State University. The council will also be holding officer elections during the March General Assembly meeting.

***Board Member Updates***

- A MABE (Maryland Association of Boards of Educators) survey for Board members regarding strategic planning is due February 21, 2018.

**Hearing of Constituents**

- Mr. Evan West, GCEA Uniserve Director, addressed the Board regarding the importance of valuing staff and employees through the bargaining process and the bargaining agreement. Some of the parameters are through cost issues and others are through acknowledging the collective bargaining agreement. Also, Mr. West discussed state funding issues. On March 19, the Maryland State Education Association (MSEA) will be holding a "Fix the Fund" rally in Annapolis. Members of GCEA will be attending

the rally, and he encouraged support from the Board of Education as well.

### **Continuing Business**

#### ***School Calendar 2018-19***

- Dr. Jane Wildesen, Director of Human Resources, on behalf of the Calendar Committee, presented this action item.
- At last month's Board meeting, Dr. Wildesen introduced two proposed calendars for the 2018-19 school year: Pre-Labor Day and Post-Labor Day. She explained that Governor Hogan's Executive Order indicates that schools must start after Labor Day. However, his Executive Order also allows for school systems to request a waiver to start before Labor Day. Garrett County is eligible to request a waiver because it has closed ten days per year during two of the last five years because of severe weather conditions.
- Dr. Wildesen thanked the calendar committee members in the development of the 2018-19 school calendar.
- Dr. Wildesen indicated that revisions were made to both proposed 2018-19 calendars to include parent teacher conference days with no school for students.
- Dr. Wildesen indicated that 42 comments from the public had been received and compiled regarding the proposed calendar for the 2018-19 school year. The Board received a copy of all the comments.
- Dr. Wildesen recommended the adoption of the Pre-Labor Day calendar for 2018-19.
- The Board voted (3-1) to accept a Pre-Labor Day school calendar with some highlights as follows:
  - Monday, August 27: First day of school for students
  - November 5: Parent/Teacher Conferences (no school for students)
  - March 29: Parent/Teacher Conferences (no school for students)
  - May 29-30: 3 hour dismissal for students with May 30 as the last day of school for students.
- The Board also approved the waiver request to be submitted to the Maryland State Board of Education for approval of the Pre-Labor Day start.

#### ***RISE Strategic Issues Report***

- Ms. Barbara Baker, Superintendent, discussed the RISE Plan Strategic Issue Report.
- RISE represents Reforming, Innovating, and Strengthening for Excellence.
- Ms. Baker shared the *Preliminary Report: Identification of Strategic Issues*. At last month's

meeting, the Board identified 21 strategic issues. For purposes of this preliminary report, each strategic issue is outlined with a description, when appropriate, of the actions taken to address the issue. Furthermore, each issue is tied to a Board's goal, value, or both.

- After the March Board meeting, there will be a public review and feedback period. The Superintendent and her administrative team, along with the Board of Education, will then develop strategies to address each of the aforementioned issues facing the school system.

#### ***Fiscal Year 2019 Local Funding Request***

- Mrs. Alison Sweitzer, Director of Finance, requested the Board take action regarding the local government funding of the FY2019 Operating and Capital Budgets.
- The approval request is for two components: Capital or Non-recurring Cost Exclusion Recommendations of \$593,200 and the revised draft of the 2019 CIP Plan.
- The Board voted to accept the local government funding request.

#### **Next Meeting**

- The next regular meeting of the Board of Education will be held on Tuesday, March 13, 2018. Details will be announced prior to the meeting.