

# BOARDROOM REVIEW

## Garrett County Board of Education

July 10, 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. Katherine J. Catulle, Student Member; Ms. Barbara L. Baker, Superintendent; Mr. Brandon Hoover, Attorney*

### PUBLIC SESSION

#### Hearing of Constituents

- There were no comments at this time.

#### Announcements

- August 21: MABE New Board Orientation - Student Board Members
- August 23: GCPS Reunion Meeting / Staff Development at CARC Building, 8:30-11:00 a.m.
- September 27: Special Board of Education Meeting, Audit Review at 5:00 p.m.
- October 3-5: MABE Annual Conference in Ocean City, MD
- October 12: Teacher of the Year Gala, Martins West in Baltimore, MD, 5:30-9:30 p.m.

#### New Business

##### *Science Dimensions Hybrid Textbook Series*

- Mr. Ryan Wolf, Mathematics and Science Curriculum Specialist, presented a new science textbook series for the Board to review.
- The textbook series is *Science Dimensions Hybrid* by Houghton Mifflin Harcourt, and is for Kindergarten through 5<sup>th</sup> grade.
- The series will be available for public review and feedback at the Central Office on the first floor from July 11, 2018, through August 10, 2018.
- The Board will revisit the *Science Dimensions Hybrid* textbook series at next month's meeting to consider it for adoption.

#### Continuing Business

##### *Student Handbook for 2018-19 School Year*

- Dr. Phil Lauver, Supervisor of Pupil Services, presented this action item.
- During last month's meeting, Dr. Lauver reviewed the revisions and updates to the *Student Handbook: Rights, Responsibilities, and Discipline* for the 2018-19 school year.
- The Board unanimously voted to accept the *Student Handbook: Rights, Responsibilities, and Discipline* for 2018-19.

#### *FY2020 CIP*

- Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented this informational item for a first review.
- Mr. Swift provided a summary of the major projects in the 2020 CIP (Capital Improvement Plan) for 2020-2025 school years.
- The Board decided to keep the recommended projects in the same priority order as recommended by Mr. Swift and his Maintenance staff.
- The Board will revisit the FY2020 CIP at next month's meeting to consider it for action.

#### *SGHS Partial Roof Replacement Project*

- Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented this action item.
- Mr. Swift presented the Southern Garrett High School partial roof replacement for the media center, band hallway, and the agricultural hallway.
- One bid was received. Mr. Swift recommended Hite Associates, Inc. from Cumberland, Maryland, to complete the work.
- The total cost of the bid is \$266,393.
- The Board unanimously awarded the bid to Hite Associates Inc.

#### *RISE Strategic Timeline*

- Ms. Barbara Baker, Superintendent, presented the RISE Strategic Plan Timeline as an action item.
- RISE represents Reforming, Innovating, and Strengthening for Excellence.
- At last month's meeting, The Board adopted 10 overarching issues facing the school system.
- The Board received public comments regarding the Identification of Strategic Issues.
- The Board reviewed the RISE Strategic Plan proposed timeline for the remainder of 2018 and made a recommendation for a revision.
- The Board unanimously approved the revised RISE Strategic Plan Timeline.

#### Hearing of Constituents

- There were no comments at this time.

## **Policies and Procedures**

### ***Policy and Procedure IHM – High School Course Selection and School Schedules***

- Ms. Barbara Baker, Superintendent, presented this informational item and first reading.
- The purpose of the policy is to ensure district administrators have final responsibility in determining the parameters for student schedules and course loads. All student schedules must conform to state requirements, enhance student learning opportunities, and improve individual academic achievement.
- This Administrative Procedure details the timeline for high school scheduling, both by the individual student and by the school for their master schedule. It also outlines the granting of approval for a student to utilize the Maryland Virtual Learning Opportunity.
- The Board will revisit Policy #IHM at next month's meeting and consider taking action.

### ***Procedure KHC – Distribution of Materials***

- Ms. Barbara Baker, Superintendent, presented this information item.
- Revisions to the procedure for distribution of materials through the school system were made to include Garrett County Public Schools partners who would automatically receive approval to distribute information in the schools. GCPS Partners include: a) Garrett County Public Schools, b) Parent Teacher Organizations, c) Approved Partners: Garrett County Health Department, Garrett County Community Action Committee {Judy Center and Head Start}, Local Management Board, Garrett College, and Garrett Regional Medical Center.
- All other organizations will have to submit a form for approval and must validate that they are nonprofit organizations. Upon approval, the information will be made available to the students via informational tables at the schools. Non-partner organizations will no longer be able to distribute information to students via student backpacks.

### ***Policy and Procedure GCG – Annual Leave***

- Dr. Jane Wildesen, Director of Human Resources, presented this information item and first reading.
- This policy outlines that Garrett County Public Schools (GCPS) values its employees and their contributions. Because of their importance, it is vital for employees to be at work when scheduled. The school system acknowledges that employees occasionally may have a legitimate need to be absent from regularly scheduled employment duties, and as such the benefit of annual leave may be accrued for certain categories of employees.

- All annual leave must have prior approval by the employee's immediate supervisor. He or she may choose to deny requested leave if he/she determines it is not in the best interest of Garrett County Public Schools. If the request is for a consecutive period of time greater than ten work days, the leave request must also be approved by the Superintendent of Schools.
- The Board will revisit Policy #GCG at next month's meeting and consider taking action.

## **Board Business**

### ***Student Board Member Report***

- Ms. Katherine Catulle, Student Member of the Board, presented informational items.
- Ms. Catulle indicated that the Garrett County Association of Student Council (GCASC) met on June 14, 2018. At this meeting, the officers were sworn in, and upcoming meetings, including the fall leadership conference, were discussed.
- Ms. Catulle also completed an outreach to principals and student council advisers introducing herself as the new Student Member of the Board.

### ***November Board Meeting Date***

- The Board discussed changing the November Board Meeting due to a conflict in the Superintendent's schedule. The Board selected November 14, 2018, as the new meeting date with the same time and location as other Board meetings.

## **Next Meeting**

- The next regular meeting of the Board of Education will be held on Tuesday, August 14, 2018. Details will be announced prior to the meeting.