

BOARDROOM REVIEW

Garrett County Board of Education

February 12, 2019

Prepared by: Public Information Office

Board of Education Members: Mr. Matthew Paugh, President; Mr. M. Thomas Woods, Vice President; Mr. Rodney Glotfelty, Mrs. Monica Rinker, Mrs. Charlotte Sebold, Associate Members; 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

- Feb.15: Staff Development - 3 Hour Early Dismissal
- Feb.18: Snow Make Up Day - Schools Will Be in Session (President's Day)
- Feb.21: MABE Legislative Day Luncheon at Miller Senate Building in Annapolis, MD 11:00 - 1:00 p.m.
- Feb.22: Cool Schools Dunk at Deep Creek Lake by Uno's 11:00 a.m.
- Feb.25: Board Executive Session 4:00 - 5:00 p.m.
Special Budget Work Session 5:00 - 6:30 p.m.
- Feb.26: MABE Board Service Academy: Open Meetings Act at MABE Office in Annapolis, MD 9:30 - 12:30 p.m.
- Feb.28: Progress Report for 3rd Grading Period

Recognitions

National School Counseling Week

- Mr. Rodney Glotfelty, Board Member, recognized National School Counseling Week, February 4-8, 2019, by presenting a proclamation to school counselors. Mr. Tim Watson, School Counselor at Yough Glades Elementary School, and Dr. Phil Lauver, Supervisor of Pupil Services, received the proclamation on behalf of the school system's guidance counselors.

Curriculum, Instruction, and Administration Report

Yough Glades Elementary School Presentation

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item.
- Mrs. DeVore and Mrs. Tracie Miller, Principal of Grantville Elementary School, discussed with the Board the school's SWIS (School-Wide Information System) program, which is a web-based data collection and reporting system for screening and monitoring student behavior. The system allows the school to easily collect and analyze behavior data around school climate. Also, the system is

specifically aligned with the school's Positive Behavioral Interventions and Supports (PBIS) program.

- Mrs. Miller also shared the towering garden program within the classrooms. This initiative was started in order to show how to grow healthy foods, work with the FFA to explore career pathways, and to have fun while learning with hands-on STEAM lessons.

Policies and Procedures

Policy and Procedure #EEBAA – Vehicle Use

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item and first reading.
- The purpose of this policy is to establish procedures and operational guidelines for the assignment and use of Garrett County Public Schools owned and rental vehicles.
- Garrett County Public Schools recognizes the need to provide reliable, safe, suitable, and cost effective transportation for employees in order to perform their job duties and responsibilities. In order to do so, all employees utilizing the school system purchased and rental vehicles are expected to adhere to the GCPS Vehicle Use procedures and operate the vehicle in a safe and responsible manner.
- Students may not be transported in GCPS Rental Vehicles. The vehicles may be used to transport items to support student travel, but not students.
- The Board will revisit the policy at next month's meeting.

Policy and Procedure #DKCA – Travel and Incidental Expenses

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item and first reading.
- The Superintendent and Professional Assistants shall be provided with the transportation necessary for the effective and efficient performance of their official duties. The county superintendent and the superintendent's professional assistants are entitled to reimbursement for travel and other expenses. Professional assistants include Garrett County Public Schools employees conducting Board Business. These expenses may not be included in or counted as a part of their annual salary. Reimbursement is only due to GCPS employees

when incurring expense while conducting approved GCPS business.

- The procedure outlines the guidelines and responsibilities for travel approval, incidental expenses, and the reimbursement process.
- The Board will revisit the policy at next month's meeting.

Policy #DFA – Operating Fund

- Mrs. Alison Sweitzer, Director of Finance, presented this action item and second reading.
- The purpose is to establish policy to guide investment activities within the Garrett County Public Schools. This policy excludes the investments of funds in the Garrett County Board of Education's Other Post-Employment Benefit (OPEB) Trust Fund. The OPEB Trust Fund has a separate investment policy. Such funds will be invested in accordance with the Annotated Code of Maryland Section 6-202 and 6-222.
- The Board unanimously voted to accept *Policy #DFA – Operating Fund*.

Policy #DFAA – OPEB Investment

- Mrs. Alison Sweitzer, Director of Finance, presented this action item and second reading.
- The purpose is to establish policy to guide investment activities for the trust funds of the Retiree Health Plan Trust for Board of Education of Garrett County.
- The Retiree Health Plan Trust for the Board of Education of Garrett County (the Trust) consists of employer contributions. The Trust was established and the goal of these funds is to provide other post-employment benefits for qualifying members of the plan as stated in the plan document. The investment plan is set forth so that the Board of Trustees for the Plan and the Investment Manager have a clear understanding of the investment policy, guidelines, and objectives of the Trust.
- The Funds of the Plan shall be invested in a portfolio of high-quality stocks, bonds, and other investments, which shall provide safety through diversification of investments and may reflect varying rates of return provided the overall rate of return for the portfolio is a reasonable rate consistent with the risks that the Board of Trustees are willing to accept.
- The Board unanimously voted to accept *Policy #DFAA – OPEB Investment*.

Hearing of Constituents

- There were no comments at this time.

Continuing Business

Quarterly Financial Report

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item.
- Mrs. Sweitzer shared the second quarterly report showing the school system's expenditures/balances by category.
- For the Unrestricted Expenditure Variances to this point, the system has spent 36.2% of the FY19 budget compared to 35.3% at this time last year, which results in \$133,215 more expenditures. There have been 3 less days in 2018-19 compared to last year at this juncture during the school year.

Strategic Planning Request for Proposals Update

- Mr. Matthew Paugh, Board President, discussed the updates on the Strategic Plan.
- Mr. Paugh indicated that the board has been considering several firms regarding strategic planning and will continue to examine submitted proposals.

New Business

Seniors Last Day

- Ms. Barbara Baker, Superintendent of Schools, presented this action item.
- Ms. Baker requested that the last school day for seniors be May 29, 2019. This is the reciprocal date as the last two years for the seniors' final day. After consultation with both high school principals, this day provides ample opportunities to practice graduation ceremonies, complete final exams, and to make up any work necessary for seniors to earn their diplomas on June 1st. All testing, including AP exams, will be concluded by this date, as well.
- The Board unanimously voted to accept May 29, 2019, as the last day of school for seniors.

FY2020 Revenue Projections and Budget Priorities

- Ms. Barbara Baker, Superintendent of Schools, and Mrs. Alison Sweitzer, Director of Finance, presented this informational item.
- Mrs. Baker presented preliminary revenue projections (major state aid programs), external considerations, budget development process, and budget priorities for FY2020.
- There is an increase in funding for the operating budget from state, federal, and local aid programs in FY2020 compared to FY2019.

School Calendar 2019-20

- Dr. Jane Wildesen, Director of Human Resources, on behalf of the Calendar Committee, presented this informational item.

- Dr. Wildesen introduced a Pre-Labor Day proposed calendar for the 2019-20 school year. 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 shared highlights of the proposed calendar.
- The Board is seeking public comments regarding the proposed 2019-20 calendar before the March meeting.

2018-19 School Calendar (Easter Monday Makeup Day)

- Dr. Jane Wildesen, Director of Human Resources, presented this action item.
- As of February 12, 2019, GCPS has been closed for 7 school days due to inclement weather in this year's calendar. The school system's approved calendar includes 10 total inclement weather make-up dates: 8 at the end of the school year (May 31-June 11); and 2 additional days identified in our published calendar as possible make-up days (February 18 and April 22).
- Dr. Wildesen requested a conditional waiver to use April 22, 2019 (Easter Monday), if necessary, as a school day in the event of additional school closings due to inclement weather.
- The Board unanimously voted to approve requesting a waiver approval from MSDE for Easter Monday as a makeup day, if needed.

IT Hardware Infrastructure Upgrade

- Mr. Jeff Gank, Director of Information Technology, presented this action item.
- At the October 9, 2018, Board of Education meeting, the Board approved \$300,000 of FY18 Carryover to be allocated to IT Hardware Infrastructure Upgrades. This project includes replacing the wireless infrastructure in the county, as well as implementing a new firewall solution for the county. This is an E-Rate project, which means GCPS will be reimbursed at a rate of 70%.
- The amount of \$300,000 was requested as this was the anticipated cost based on proposals received last year for a similar project. However, due to the competitive nature of E-Rate projects, the cost has decreased substantially.
- Mr. Gank requested that the Board award the wireless infrastructure upgrades to CDW-G, whose

proposal was the most cost effective at \$63,750.00. The IT department will handle the installation.

- Mr. Gank also requested that the Board award the firewall project to BorderLAN Network Security. Their proposal comes in at \$36,355.00, which is the most cost effective.
- As a result of the proposals, the new project budget is \$125,000.
- The Board unanimously voted to approve the IT infrastructure upgrades.

FY19 Budget Amendment

- Mrs Alison Sweitzer, Director of Finance, presented this action item.
- The Board previously approved utilizing Fiscal Year 2018 Carryover to fund an E-Rate Infrastructure Project. At that time, the estimated project cost was \$300,000. After performing the Request for Proposal process, Mr. Gank, IT Director, has indicated the project can now be completed for \$125,000, or \$175,000 less than anticipated.
- Mrs. Sweitzer requested that the Fiscal Year 2019 Operating Budget be amended by removing \$175,000 from the Operating Budget and reallocating to Fund Balance Restricted for Subsequent Years' Budgets.
- The Board unanimously voted to approve the budget amendment.

Board Business

Student Board Member Report

- Ms. Katherine Catulle, Student Member of the Board, presented informational items.
- Ms. Catulle shared activities in which various student councils have been actively engaged.
- The Garrett County Association of Student Councils (GCASC) is planning a workshop for the Western Maryland Regional Retreat on March 8-9, 2019, and planning for Advocacy Day on March 6, 2019.

Board Member Updates

- Mrs. Sebold attended an LSA meeting on January 9-2019.
- Mr. Glotfelty attended the policy and health/wellness committee meetings. He recently met with the school system's Cabinet and LEAD teams. He attended the PACE reception in Annapolis. Also, accompanied by Mrs. Baker, he visited four of the county's schools.
- Mrs. Rinker recently attended the Northern/Southern basketball game and watched Broad Ford's Blazing Bobcat Orff Ensemble perform.

Next Meeting

- A special budget work session will be held on Monday, February 25, 2019. Details will be announced prior to the meeting.
- The next regular meeting of the Board of Education will be held on Tuesday, March 12, 2019. Details will be announced prior to the meeting.