

BOARDROOM REVIEW

Garrett County Board of Education

May 14, 2019

Prepared by: Public Information Office

Board of Education Members: Dr. 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

- May 23: We CARE Event - Rocking with Responders at Garrett County Agriculture Building, Garrett County Fairgrounds, 5:00 PM; The School Facilities Committee will meet from 1:00-2:30 PM at the Board Office
- May 27: Memorial Day - Schools Closed
- May 29: Last Day for Seniors
- June 1: High School Graduation at CARC Building/Garrett College; SGHS at 10:00 AM, NGHS at 2:00 PM
- June 10: 3 Hour Early Student Dismissal
- June 11: 3 Hour Early Student Dismissal; Last day for students; Board Meeting at Central Office, Board Room, Oakland, MD, 4:00 PM
- June 12: Last day for teachers
- The Board approved to retain Ms. Katherine Catulle, student at Southern High School, as the Student Member of the Board for the 2019-20 school year.

Recognitions

Garrett County Teacher of the Year – Amy Rowan

- Dr. Matthew Paugh, Board President, recognized Ms. Amy Rowan as the 2019-20 Garrett County Teacher of the Year.
- Ms. Rowan is a Language Arts and Special Education teacher at Northern Middle School. She came to Northern Middle School at the start of the 2014-15 school year. She started her career in Allegany County Adult Education and served as an Instructional Specialist / Literacy Facilitator from 2006 through 2014.

School Recognitions

- Ms. Barbara Baker, Superintendent, presented school recognitions.
- Ms. Baker announced that Garrett County is the only county in the state of Maryland with no identified schools targeted for school improvement

{“Comprehensive Support and Improvement” (CSI) and “Targeted Support and Improvement” (TSI)}.

- Ms. Baker presented school principals with a recognition for their School Star Designations: Northern High and Route Forty – 5 stars; Broad Ford and Friendsville – 3 stars; all other schools - 4 stars.

2019 Letters About Literature Contest State Finalists

- Mr. Charlotte Sebold, Board member, recognized the state finalists in the 2019 Letters About Literature Contest.
- Four students from Garrett County Public Schools wrote letters to the authors of a work of literature that inspired them in a way they described effectively.
- The four students were Nathan Jenkins, 6th grader at Swan Meadow; Kambria Kyle and Taylor Hummel, 6th graders at Northern Middle; and Lily Corby, 4th grader at Crellin.
- Their letters were selected to be State Finalists in the state and national competition. "Letters About Literature" is one of the signature programs of the Center for the Book in the Library of Congress. These young writers were among 102 State Finalists in grades 4-12, whose letters were selected from 1,420 entries, for meeting the criteria for high-quality writing and literary analysis. They were recognized at an awards ceremony on Saturday, May 4, 2019, in Baltimore.

Pupil Personnel Worker Week – May 13-17, 2019

- Mr. Thomas Woods, Board Vice President, recognized Maryland Pupil Personnel Worker Week, May 13-17, 2019, with a proclamation.
- Ms. Lindsey Strubin, Pupil Personnel Worker (PPW), and Dr. Phil Lauver, Director of Pupil Services, received the proclamation.

Southern Garrett JROTC Rifle Team

- Mr. Ralph Sheaffer and Mr. Verle Wright from the Southern Garrett High School JROTC Program, presented a special award.
- The “Commander’s Award” for public service was presented to Mr. Paul Edwards by Mr. Sheaffer and Mr. Wright. Mr. Edwards’ continued efforts promotes the JROTC program in order to remain strong in the high schools.

Curriculum, Instruction, and Administration Report

Accident Elementary School

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item.
- Mrs. Jessica Fratz, Principal of Accident Elementary School, and Erin Ash and Kenya Rinker, Accident School teachers, discussed with the Board Accident Elementary School's plan and vision for an outdoor education program and community partnerships.

Overview of Garrett County Association of Student Councils

- Student Council representatives from each middle and high school, as well as the Garrett County Association of Student Councils, presented an overview of the 2018-19 activities and accomplishments. Presenters were:
 - Laura Huelskamp – Northern Middle School
 - Alex Hostutler – Southern Middle School
 - Sara Huelskamp – Northern High School
 - Jenna Griffith-Newlin and Jarrett Miller - Southern High School
 - Madison Embleton - Garrett County Association of Student Councils.

Integrating Technology in the Classroom

- Ms. Amy Rowan and Ms. Lisa Teets, teachers at Northern Middle School, presented the integration of technology in the classroom.
- The Maryland Society for Educational Technology (MSET) recently recognized Ms. Rowan and Ms. Teets as Digital Learning Showcase Featured Educators for Educational Technology. MSET highlights examples of great teaching, leading, and learning around the state of Maryland. Each month, a different educator around the state is honored for his/her amazing work using educational technology to enhance learning outcomes for students. In March 2019, Amy Rowan and Lisa Teets were featured for harnessing the power of technology to engage their students.
- Their presentation to the Board focused on ways to combat “learned helplessness” by integrating technology. Ms. Teets and Ms. Rowan discovered that more and more students were starting to display ‘learned helplessness’. Integrating technology in the classroom has infused engagement, excitement, and learning for the students.

New Business

Budget Transfer

- Mrs. Alison Sweitzer, Director of Finance, presented this action item.
- At a Special Meeting on March 28, 2019, Mrs. Sweitzer indicated the Garrett County Board of Education entered into a contract with Educational Facilities Planning LLC. As outlined in this contract, the Board agreed to pay rates as outlined in Section IX of the Proposal. \$43,400 will be due in fiscal year 2019 and \$35,600 due in fiscal year 2020. She requested to transfer \$43,400 from Pupil Services Salary & Wages to Administration Contracted Services. Staffing expenses that were budgeted to be split between Special Education & Pupil Services are now reclassified entirely to Special Education, therefore resulting in a positive budget variance in Pupil Services. It is the recommendation of the Superintendent to transfer funds to cover the Board’s expenses.
- The Board unanimously voted to transfer \$43,400 from Pupil Services Salary & Wages to Administration Contracted Services.

Educational Facilities Master Plan

- Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the Educational Facilities Master Plan.
- Mr. Swift indicated that The Interagency Committee (IAC) on Public School Construction requires a yearly facilities master plan.
- The Education Facilities Master Plan is due to the IAC and the Maryland State Department of Education on July 1.
- The Educational Facilities Master Plan will be reviewed and revisited by the Board at next month’s meeting.

FY2020 Liability Insurance Bid

- Mr. Richard Wesolowski, Director of Transportation, presented this action item.
- Mr. Wesolowski presented the liability insurance premium for the school system from CBIZ.
- The yearly insurance premiums have increased from \$196,665 in 2018-2019 to \$220,090 in 2019-2020. This is an increase of \$23,245. This 11.9% increase is attributed largely to the increase in Automobile and Property coverages.
- The Board unanimously voted to accept the Market Liability Insurance Premium.

Hearing of Constituents

- There were no comments at this time.

Continuing Business

Middle and High School Textbooks

- Mr. Ryan Wolf, Curriculum Specialist, presented this action item.
- Mr. Wolf indicated that there were 3 public comments regarding Pearson's *Elevate Science* middle school primary resources and McGraw-Hill's *Inspire Science* high school primary resources over the past month.
- The Board unanimously voted to accept the *Elevate Science* middle school and *Inspire Science* high school science primary resources.

Quarterly Financial Report

- Mrs. Alison Sweitzer, Director of Finance, presented this informational item.
- Mrs. Sweitzer shared the third quarterly report showing the school system's expenditures/balances by category.
- For the Unrestricted Expenditure Variances to this point, the system has spent 63.0% of the FY19 budget compared to 66.2% at this time last year.

Strategic Facilities Committee Update

- Dr. Matthew Paugh, Board President, provided an update on the Strategic Facilities Committee progress.
- Dr. Paugh indicated that the first committee meeting was held April 10 at Garrett College, and the second committee meeting was April 25, 2019. In addition, three Community Engagement Listening Sessions were held from May 7-9, 2019. The committee also had the opportunity to tour both middle schools.

Draft FY2020 Superintendent Budget Approval

- Ms. Barbara Baker, Superintendent, and Mrs. Sweitzer, Director of Finance, presented this action item on FY2020 Superintendent budget.
- At last month's meeting, Mrs. Sweitzer shared information regarding the proposed FY2020 Operating Budget.
- Ms. Baker read a list of actions that have been completed over the last year and ideas for the next school year to address behavior issues.
- Ms. Baker also shared recent updates to the proposed budget.
- The Board voted (3-1) to accept the FY2020 Operating Budget.

Policies and Procedures

Procedure #EEAEFA – Transporting Student to Extra-Curricular Activities

- Mr. Richard Wesolowski, Director of Transportation, presented this informational item.
- Garrett County Public Schools will provide transportation for students, including curricular, field trips, and extra-curricular activities, which are part of the approved educational programs. Transportation shall be provided in accordance with the law.
- All students participating in activities which require transportation, such as athletics, band, field trips, etc., are to be transported by insured buses, county-owned, or county-contracted school buses with a Garrett County Public Schools approved driver and coach(es) aboard. Vehicles other than a school bus are permitted for small groups of students under GCPS procedure EEBA.

Policy and Procedure #IHOA – Leaving School for Curricular, Co-Curricular, or Extra-Curricular Events

- Mr. Richard Wesolowski, Director of Transportation, and Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item and first review.
- The Garrett County Board of Education recognizes the importance of out-of-classroom learning experiences that are connected to the curricula. Co-curricular and extra-curricular experiences provide a great complement to students' development.
- Any student or group of students attending the Garrett County Public Schools and leaving the school for the purpose of school-sponsored study, travel, athletics, band, field trips, and other related curricular events, must receive approval from the principal of the school or the principal's designee and/or the County Superintendent of Schools or the Superintendent's designee.
- The Board will revisit this Policy at next month's meeting.

Policy and Procedure #GCBDA – Medical Leave Act

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first review.
- The purpose of this policy is to ensure the proper implementation of the Family and Medical Leave Act of 1993 (FMLA).
- The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage

under the same terms and conditions as if the employee had not taken leave.

- Dr. Wildesen also reviewed the updated definitions and the procedure for requesting the Family Medical Leave Act.
- The Board will revisit this Policy at next month's meeting.

Policy and Procedure #GCC – Employment of Non-Administrative Professional Employees

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first review.
- The purpose of the Employment of Non-Administrative Professional Employees of Garrett County Public Schools is to create a clear process to be followed when vacancies occur or are created.
- The Office of Human Resources will work with all directors, supervisors, and school administrators to ensure a consistent, fair, and equitable hiring process for support service personnel.
- The Board will revisit this Policy at next month's meeting.

Policy and Procedure #GDD – Workforce Plan for Non-Instructional Support Service Personnel

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first review.
- The purpose of this policy is to attain a highly competent and skilled workforce in Garrett County Public Schools. It is our goal to bridge the gap between the current workforce and future needs. We will use methods that provide the highest return on investment to attract, develop, and retain employees needed to accomplish our goals.
- The Board will revisit this Policy at next month's meeting.

Board Business

Student Board Member Report

- Katherine Catulle, Student Board Member, presented informational items.
- Ms. Catulle shared activities in which various student councils have been actively engaged.
- The Garrett County Association of Student Councils (GCASC) members recently held a spring General Assembly. GCASC also conducted elections for the upcoming year.

Board Member Updates

- Mrs. Sebold attended the Maple Festival at Friendsville School, an FFA awards banquet, a

JROTC dinner, and “Mamma Mia” at Southern High School.

- Mrs. Rinker attended the Northern High FFA banquet and assisted with planting trees at Accident Elementary School.
- Mr. Woods attended the first meeting of the Strategic Facilities Committee, led by Dr. Lever. He also attended the Maple Festival at Friendsville Elementary School and the JROTC dinner.
- Mr. Glotfelty attended a meeting at the Hickory Environmental Education Center and the FFA banquet.

Next Meeting

- The next regular meeting of the Board of Education will be held on Tuesday, June 11, 2019. Details will be announced prior to the meeting.