

# BOARDROOM REVIEW

## Garrett County Board of Education

June 11, 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

- June 11: Last Day of School for Students; Students Dismissed 3 Hours Early
- June 12: Professional Day; Last Day for Teachers
- June 19: MABE Board Service: Open Meetings Act, MABE Office in Annapolis, MD, 9:30 - 12:30 PM
- July 4: 4th of July Holiday; Schools and Offices Closed
- Oct. 2-4: MABE Annual Conference, at The Westin in Annapolis, MD

#### Recognitions

##### *Laura Huelskamp – 2019 Carson Scholarship Recipient*

- Dr. Matthew Paugh, Board President, recognized Ms. Laura Huelskamp, a 7th grade student at Northern Middle School, for being named a 2019 Carson Scholarship recipient.
- Each year the Carson Scholarship Fund recognizes a select group of high achieving students in grades 4 - 11 who demonstrate outstanding academic achievement and humanitarian qualities. Students receive a \$1,000 college scholarship award and the coveted honor of being named a Carson Scholar. These recognized winners have maintained high academic standards and a strong commitment to their communities. Laura, along with other Carson Scholars, was honored in May at the 23rd Annual Awards Banquet in Baltimore.

##### *FIRST FRC Team 1629*

- Mrs. Monica Rinker, Board Member, recognized *FIRST* Robotics Competition (FRC) Team 1629 for its many accomplishments this season.
- Garrett County Public Schools' *FIRST* Robotics Competition Team 1629, GaCo, finished its 15th season ranked 8th in the Chesapeake District composed of 129 other FRC teams across Maryland, D.C., and Virginia with a 32-23-2 official play record. GaCo was the recipient of the Chairman's Award at its first qualification event in Haymarket,

VA, and the Autonomous Award at its second qualifier.

- GaCo qualified to compete for the Chairman's award at the *FIRST* Championship in Detroit among the other fifty-some District Championship and Regional Chairman's Award winning teams and was selected as one of three Chairman's Award finalists at the world level.
- GaCo has grown to over thirty students from both Northern and Southern High Schools and equally split between boys and girls. GaCo helps support the other GCPS *FIRST* teams, including 5 *FIRST* LEGO League Junior teams, 13 *FIRST* LEGO League or FLL teams, as well as 7 *FIRST* Tech Challenge teams. Also, this past year, with the help of a recently awarded ARC (Appalachian Regional Commission) grant, the team has taken on the challenge of replicating its program in other rural school districts, similar to ours, throughout central Appalachia.

### Curriculum, Instruction, and Administration Report

#### *Southern Garrett High School*

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item.
- Dr. Nicole Miller, Principal of Southern Garrett High School, and students presented highlights of the school's programs and activities to the Board. The activities included performing arts, athletics, RAMS Read, Western Maryland Fitness Challenge, Computer Science, and SkillsUSA.

### New Business

#### *School Meal Rate Increase*

- Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented this action item.
- The Food and Nutrition Services department is required to request an increase in the meal prices for the 2019-2020 school year. The system is required to raise 10 cents this year. The elementary lunch would increase from \$2.50 to \$2.60, and the secondary lunch would increase from \$2.65 to \$2.75. This change is due to the reauthorization of the food and nutrition program, which requires school

systems to raise prices of paid lunches to be equal to that of free lunch reimbursements. The reauthorization allows the system to raise the price of paid lunches over a period of years with a maximum increase in any one year to be 10 cents. Students receiving a free meal will not be affected by this increase.

- Effective July 1, 2019, the maximum price that a student may be charged for a reduced-priced breakfast is \$0.20 and reduced-price lunch is \$0.30.
- The Board unanimously voted to increase meal prices for 2019-20.

#### ***Special Education Staffing Plan 2019-20***

- Ms. Heather Raybold, Director of Special Education, and Dr. Chelsie Manges, Interim Director of Special Education for the 2019-20 school year, presented this action item.
- Ms. Raybold presented the Special Education Staffing Plan for 2019-20. There were two changes in the staffing positions based on students' needs.
- She shared staff data and various funding sources for special education in the schools, as well as other positions. A total of 48.6 staff (teachers–29.6; assistants–19) will be employed by the school system, in special education.
- The Board unanimously voted to accept the staffing plan for 2019-20 school year.

#### ***Physical and Occupational Therapy RFP***

- Ms. Heather Raybold, Director of Special Education, and Dr. Chelsie Manges, Interim Director of Special Education, presented this action item.
- Ms. Raybold indicated that it is the recommendation of the selection committee to enter into a 12-month (1 year) contract with School Therapy Services from Cumberland, MD, who has had a contract with GCPS for the past 27 years. The contract includes providing all physical and occupational therapy services for Infants and Toddlers, as well as school age students.
- On May 21, 2019, a Notice of Request for Proposals (RFP) was published. Two proposals were received. The recommendation of School Therapy Service is based upon the selection criteria outlined in the Instructions for Proposal Submission and the Procurement Policy and Procedure #DJ.
- The Board unanimously voted to enter into a contract with School Therapy Services.

#### ***Student Handbook for 2019-20 School Year***

- Dr. Phil Lauver, Supervisor of Pupil Services, presented this informational item.

- The Student Handbook committee recently met to review and recommend any needed revisions. The committee included high school assistant principals, middle school principals, several elementary principals, a Pupil Personnel Worker, and the Supervisor of Pupil Services.
- Revisions to the Garrett County Public Schools Student Handbook for the 2019-20 school year were aligned to be consistent with the changes in COMAR, ESSA, and the State Code of Conduct by the State Board of Education.
- The biggest change in the Student Handbook was in disciplinary/behavioral matters.
- The Student Handbook includes the Annual Notification of Rights to Student Records. The Acknowledgement Form is to be signed by both the student and parent/guardian. This will confirm the review of the *Student Handbook* and *Annual Notification of Rights to Student Records*, and provide information should the parent/guardian wish to refuse the release of directory information.
- The Board will revisit the ***Student Handbook for 2019-20*** at next month's meeting to consider for adoption.

#### **Hearing of Constituents**

- There were no comments at this time.

#### **Continuing Business**

##### ***Educational Facilities Master Plan***

- Mr. William Swift, Director of Facilities, Maintenance, Operations, and Security, presented this action item.
- During last month's meeting, Mr. Swift presented the Educational Facilities Master Plan for 2019-20.
- The Board unanimously voted to accept the Facilities Master Plan.

##### ***Strategic Facilities Committee Update***

- Dr. Matthew Paugh, Board President, provided an update on the Strategic Facilities Committee (SFC) progress.
- Dr. Paugh indicated that the SFC meetings were held May 23, 2019, and June 6, 2019. Research teams made up of SFC members have been finalized for four major topics: Grade Configurations, Alternative Education, Single High School/CTE High School, and Community Schools. Preliminary reports are anticipated around July 15, 2019. The purpose of the research is to ensure that planning recommendations presented by the SFC to the Board are supported by the evidence available from other Maryland school

systems, from university and research institutes, and from other sources.

- The June 6<sup>th</sup> meeting included a preliminary discussion on planning options. For each school, four major areas of action are possible: closure/consolidation, redistricting, grade band reconfiguration, and capital improvements. Under capital improvements, a range of options exist, from minor improvements to major projects. The most significant decision that faces the committee is whether to accept the existing configuration of school facilities, or to consider changes to this configuration.

### **Policies and Procedures**

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

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this action item.
- 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 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 unanimously voted to accept *Policy #IHOA – Leaving School for Curricular, Co-Curricular, or Extra-Curricular Events*.

#### ***Policy #GCBDA – Family Medical Leave Act***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this action item.
- 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.
- The Board unanimously voted to accept *Policy #GCBDA – Medical Leave Act*.

#### ***Policy #GCC – Employment of Non-Administrative Professional Employees***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this action item.
- 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 tabled *Policy #GCC – Employment of Non-Administrative Professional Employees* until next month's meeting.

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

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this action item.
- 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 use methods that provide the highest return on investment to attract, develop, and retain employees needed to accomplish our goals.
- The Board unanimously voted to accept *Policy #GDD – Workforce Plan for Non-Instructional Support Service Personnel*.

#### ***Policy and Procedure #GDC – Employment of Supportive Services Employees***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first reading.
- The purpose of the Employment of Supportive Services Employees of Garrett County Public Schools is to create a clear process to be followed when vacancies occur or are created. This policy applies to the Supportive Services Employees of Garrett County Public Schools.
- All applicants considered for positions with the Garrett County Public Schools will be interviewed in accordance with Board policies and procedures, as well as in keeping with the Comprehensive Agreements between the Board of Education of Garrett County and its employee groups.
- The Board will revisit this policy at next month's meeting.

#### ***Policy and Procedure #GEC – Teacher Re-Assignment Transfer***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first reading.

- The purpose is to establish a clear policy regarding the re-assignment and transfer process for teachers. This policy applies to all teachers of Garrett County Public Schools. The terms of this policy will be consistent with Article 6-201 of the Annotated Code of Maryland and the negotiated agreement for teachers.
- In re-assignment or transfer of teachers, the principal, superintendent, or appropriate designee of the superintendent will make these decisions using criteria they believe best meet the educational needs of students and the school system. Certification requirements, teacher competency, recent evaluations, grades and subjects taught, and availability of certificated personnel will be the major factors for consideration in the transfer.
- The Board will revisit this policy at next month's meeting.

#### ***Policy and Procedure #GE – Contracts, Tenure, Resignations***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this informational item and first reading.
- All certified personnel must enter into a written contract with the Board before entering upon their duties.
- For tenure, teachers hired on or after July 1, 2010, during the first three years of employment, a certificated employee is considered probationary. A mentor will be assigned to a new teacher during each of the three years of non-tenure. A probationary employee is actively considered for tenure during the second half of the third year of employment.
- For resignations, certificated employees who plan to vacate their positions at the end of a given school year or prior to the start of the next year are to notify the Superintendent of Schools or his/her designee in writing prior to June 30. In case of emergency, of which the Garrett County Board of Education shall be the judge, these deadlines can be waived.
- The Board will revisit this policy at next month's meeting.

#### ***Policy #JB – Educational Equity***

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item and first reading.
- The purpose is to establish a policy to ensure educational equity is received by all students of Garrett County Public Schools.
- The Garrett County Board of Education is committed to fostering the success of each student in our schools. For that success to occur for each student in lifelong learning and the world of work,

the district prioritizes educational equity by recognizing and removing institutional barriers and ensuring that social identifiers are not obstacles to accessing educational opportunities and supports that benefit each student. Achieving equity means implicit biases and students' identities will neither predict nor predetermine their success in school. Educational equity should be a lens through which all policies, procedures, and practices are viewed and decided. Additionally, equity is based on the principles of fairness and justice in allocating resources, opportunity, and treatment. It involves creating success for each student and striving to eliminate achievement and opportunity gaps.

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

#### ***Policy and Procedure BBBH – Student Member of the Board of Education***

- Dr. Matthew Paugh, Board President, presented this informational item and first reading.
- The mission and goals of the Garrett County Board of Education encourage open communication and dialogue from citizens, parents, personnel, and students. The appointment of a non-voting student member to the Board of Education enables the Board to receive direct input from a student's perspective on issues under consideration.
- The Board of Education shall select a student member and an alternate student member to the Board in May of each year. The Garrett County Association of Student Councils shall propose up to four candidates, and the elected members of the Board of Education shall make the final selection of the student member and alternate.
- The Board will revisit this policy at next month's meeting.

#### **Board Business**

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

- Ms. 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) will be meeting soon for the inaugurations of positions.

##### ***Board Member Updates***

- Mrs. Sebold attended both high school graduations and Swan Meadow's graduation.
- Mrs. Rinker attended Accident Elementary School's Art in the Park and Southern High School's FFA banquet.

- Mr. Glotfelty, along with Superintendent Baker, visited the Dennett Road facility and Swan Meadow School.
- Mr. Woods attended the Northern High School JROTC dinner, State Teachers of the Year retreat, Crellin School's PTO meeting, and visited four schools, along with Ms. Baker.

#### ***Ratification of Employee Contracts***

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this action item of the AFT (Head Custodian and Cafeteria Workers), GASA (Garrett County Administrators and Supervisors), Unit 1 (Teachers), and Unit 3 (Support Personnel) comprehensive negotiated agreements.
- The Board unanimously voted to ratify all employee contracts.

#### **Next Meeting**

- The next regular meeting of the Board of Education will be held on Tuesday, July 9, 2019. Details will be announced prior to the meeting.