

BOARDROOM REVIEW

Garrett County Board of Education

July 9, 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

- July 10: Camp Caring at Southern Middle School - Fire Truck/Police/Ambulance/Helicopter demonstration and students interact with first responders, 9:00 a.m. - 3:00 p.m.
- July 11: Camp Caring at Southern Middle School in the morning and The Alley in the afternoon, 9:00 a.m. - 3:00 p.m.
- Aug. 22: GCPS Reunion Meeting/Staff Development at CARC Building, 8:30 - 11:00 a.m.
- Oct. 2-4: MABE Annual Conference, at The Westin in Annapolis, MD

Recognitions

Wellness Committee

- Dr. Matthew Paugh, Board President, recognized the GCPS Wellness Committee for being named a Silver level recipient of the Wellness at Work award.
- On Friday, June 7, 2019, at the 10th annual Maryland Workplace Health and Wellness Symposium in Baltimore, Garrett County Public Schools was recognized by Healthiest Maryland Businesses as a Silver level recipient of the Wellness at Work awards.
- The Wellness at Work awards are sponsored by Healthiest Maryland Businesses, the State's initiative to support healthy workplaces. Recognition criteria are based on the Center for Disease Control's Workplace Health Model, and the applicants are asked to describe activities and share examples of policies and tools developed and utilized in the four areas of assessment which include planning, management, implementation, and evaluation.

Curriculum, Instruction, and Administration Report

School Improvement Plan Update

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, and

Mrs. Stephanie Wesolowski, Supervisor of English/Language Arts and Social Studies, provided an update to the Board on the School Improvement Plan process for the school system. Mrs. Wesolowski also discussed the success of the READ 180 Program in the schools.

New Business

Garrett College Performing Arts Center MOU

- Ms. Barbara Baker, Superintendent, asked the Board to review the Garrett College Performing Arts Center MOU.
- The MOU discusses the future GCPS participation and/or utilization of the CEPAC (Community Education Performing Arts Center).
- The Board took no action on the MOU at this time.

Maryland Legislative Update and Impact

- Mrs. Alison Sweitzer, Director of Finance; Dr. Jane Wildesen, Director of Human Resources; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction and Administration; and Dr. Chelsie Manges, Interim Director of Special Education; provided the Board with an update on recent Maryland legislation and the impact on the school system (Kirwan Commission, Accountability and Reporting, Facilities, Human Resources, Special Education / Curriculum, Transportation, and Student Services).

Food and Nutrition Services Bids

- Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented this action item.
- Mr. Germain requested the Board to approve the food service bids for the 2019-20 school year. Food service "centralized purchasing" and the "small equipment" bid orders were opened on May 31, 2019, according to Board policy. Mr. Germain recommended Gordon Food Service for centralized purchases and A.F. Wendlings, Inc. for the small equipment.
- The Board unanimously voted to accept the bids from Gordon Food Services and A.F. Wendlings, Inc. in Food and Nutrition Services for the 2019-20 school year.

Special Education Handbook

- Dr. Chelsie Manges, Interim Director of Special Education, presented this informational item.
- Dr. Manges indicated there were two revisions to the Special Education Handbook 2019 regarding a link to the Procedural Safeguards document and that GCPS will provide a written response approving or denying a request within 30 days of the date the request was made for an Independent Educational Evaluation. Information is maintained in the Office of Special Education.

Policies and Procedures

Policy #GCC – Employment of Non-Administrative Professional Employees

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this second reading and 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 Board unanimously voted to accept *Policy #GCC – Employment of Non-Administrative Professional Employees*.

Policy #GDC – Employment of Supportive Services Employees

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this second reading and action item.
- 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.
- The Board unanimously voted to accept *Policy #GDC – Employment of Supportive Services Employees*.

Policy #GEC – Teacher Re-Assignment Transfer

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this second reading and action item.
- 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.
- The Board unanimously voted to accept *Policy #GEC – Teacher Re-Assignment Transfer*.

Policy #GE – Contracts, Tenure, Resignations

- Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this second reading and action item.
- 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 unanimously voted to accept *Policy #GE- Contracts, Tenure, and Resignations*.

Policy #JB – Educational Equity

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this second reading and action item.
- The purpose is to establish a policy to ensure that 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.
- The Board unanimously voted to accept *Policy #JB- Educational Equity*.

Policy BBBH – Student Member of the Board of Education

- Dr. Matthew Paugh, Board President, presented this second reading and action item.
- 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 of 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 of the Board in May of each year.
- The Board unanimously voted to accept *Policy #BBBH – Student Member of the Board of Education*.

Policy and Procedure #DKA – Payroll Administration and Schedule

- Mrs. Alison Sweitzer, Director of Finance, presented this first reading and informational item.
- The purpose of this policy is to set forth the protocols for the administration of the employee payroll system.
- At the beginning of each fiscal year, the Director of Finance will prepare the operational calendar - a schedule of pay periods and pay dates. The schedule will be made available to all employees via the school system's website.
- She also discussed the payment of salaries and the work year.
- The Board will revisit this policy at next month's meeting.

Procedure #KHC – Distribution of Materials

- Ms. Barbara Baker, Superintendent, presented this informational item.
- Ms. Baker informed the Board that three organizations have been added to "Approved Partners" in the procedure which allows for the distribution of materials and publications directly to students in the schools.

Hearing of Constituents

- Mr. Michael Henderson informed the Board of discrepancies in the Educational Facilities Master Plan, presented at last month's meeting, regarding enrollment, state-rated capacity, and portable classrooms.

Continuing Business

Strategic Facilities Committee Update

- Dr. David Lever, Facilitator for the Strategic Facilities Committee, provided an update on the Strategic Facilities Committee (SFC) progress.
- Dr. Lever indicated that the committee has met seven times since inception. There have been three community listening sessions. Two workshops were also held in mid-June.
- From the committee's work, there is a broad range of disparities throughout the school system. Recommendations will be based on the values of the committee. Educational excellence, equity, and safety and security appear to be important aspects of the committee.

- The next meeting of the committee is July 10, 2019. The main focus is the possible planning options that the SFC will eventually develop in more detail.

Student Handbook for 2019-20 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 2019-20 school year.
- The Board unanimously voted to accept the *Student Handbook: Rights, Responsibilities, and Discipline* for 2019-20.
- The Board also approved adopting a pilot program which will grant permission for students at the high school level to miss two days prior to Labor Day for work related purposes. The pilot program will permit students to be absent two days the first week of school. The student must notify the school in advance with a note signed by the parent or guardian and the employer. Note, while the absences will be approved, they will be counted towards the student's overall attendance record.

Board Business

Student Board Member Report

- Ms. Katherine Catulle, Student Board Member, presented informational items.
- The Garrett County Association of Student Councils (GCASC) will hold a Western Maryland retreat at the Hickory Environmental Education Center in August. Also, GaCo robotics team will hold its annual workshop at Hickory.

Board Member Updates

- Mrs. Sebold recently attended the GaCo robotics team picnic.

Next Meeting

- The next regular meeting of the Board of Education will be held on Tuesday, August 13, 2019. Details will be announced prior to the meeting.