

BOARDROOM REVIEW

Garrett County Board of Education

June 9, 2020

Prepared by: Public Information Office

Board of Education Members: Mr. M. Thomas Woods, President; Mrs. Monica Rinker, Vice President; Mr. Rodney Glotfelty, Dr. Matthew Paugh, Mrs. Charlotte Sebold, Associate Members; Ms. Katherine J. Catulle, Student Member; Ms. Barbara L. Baker, Superintendent; Mr. Brandon Hoover, Attorney

The meeting was conducted virtually due to COVID-19 and Governor Hogan's executive orders prohibiting public gatherings.

PUBLIC SESSION

Hearing of Constituents

- Sharon Miller addressed the Board regarding the 4th quarter report card grades for elementary schools.
- Lester Lewis addressed the Board about the progress of the Schools Facilities Committee and the next steps for improvements and renovations to the elementary schools.
- Carole Glotfelty addressed the Board regarding the 4th quarter report card grades for elementary schools.
- Terry Helbig addressed the Board regarding the renovations and movement of the football and soccer fields.
- Michael Henderson addressed the Board regarding school capacity.
- Von Johnson addressed the Board about placing a hold on the renovations and the movement of the football and soccer fields.

Announcements

- June 11: Last Day for Students
- June 12: Last Day for Teachers
- June 18: MABE Virtual Board Service Academy-Kirwan Regional Academy 9:30 - 12:30 p.m.
- June 23: Special Board of Education Meeting - Executive Session 4:00-6:00 p.m. Public Session 6:00 p.m.
- Offices closed June 12, 19, 26, 29 and 30.
- Offices closed July 3 for 4th of July holiday.
- Summer work schedule from July 6, 2020 through August 14, 2020: The four (4)-day week will be Monday—Thursday from 7:00 a.m. to 4:30 p.m. ALL Schools and the Central Office will be closed on Fridays during this time frame.

Curriculum, Instruction, and Administration (CIA) Report

Learning Management System and Continuity of Learning Plan

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item.
- Mrs. DeVore shared the process of choosing the Learning Management platform. The platform that was chosen is [Schoology](#).
- A Learning Management System (LMS) is a vast repository that can store and track information. Anyone with a login and password can access these online training resources whenever and wherever needed. LMS users fall into two categories: 1) online learners who use the LMS to participate in online training courses; 2) an eLearning team who relies on the LMS platform to disburse information and update the online training content.
- Mrs. DeVore also shared the process of developing the [GCPS Continuity of Learning Plan](#) during the different phases and what the next steps look like moving forward to the start of the new school year.

Recovery Plan Survey

- Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented this informational item.
- Mrs. DeVore shared the process that is being followed to develop the GCPS Recovery Plan. TIGER (Targeted, Immediate, Group Execution, and Response) Teams are being used to facilitate the Recovery Plan and that concept will be shared. The use of TIGER teams is a unique project management structure that is made up of targeted experts that immediately form to execute specific goals for a critical response to be delivered in a very short period of time.
- The school system will be releasing a survey on June 10, 2020, to gather data from parents regarding the beginning of the 2020-21 school year. A Google survey form will be sent electronically to all parents. A paper version will be mailed to those on the non-electronic report card list. Parents will access the survey using their child's login. There will be one survey permitted for each GCPS student with the expectation that it is completed with input by or with a parent. The survey should be completed and submitted by June 17, 2020.

New Business

Food and Nutrition Services Bid

- Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented this action item.
- Mr. Germain requested the Board's approval for food service bids for the 2020-21 school year. Food service "centralized purchasing" and the "small equipment" bid orders were opened on May 19, 2020, according to Board policy. Mr. Germain recommended Gordon Food Service and Premier USFoods for centralized purchasing and A.F. Wendlings, Inc. for the small equipment.
- The Board unanimously voted to accept the bids from Gordon Food Services, A.F. Wendlings, Inc., and Premier USFoods for Food and Nutrition Services for the 2020-21 school year.

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 2020-2021 school year. The system is required to raise 10 cents this year. The elementary lunch would increase from \$2.60 to \$2.70, and the secondary lunch would increase from \$2.75 to \$2.85. 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, 2020, the maximum price that a student may be charged for a reduced-priced breakfast is \$0.10 and reduced-price lunch is \$0.20.
- The Board unanimously voted to increase meal prices for 2020-21.

Student Handbook for 2020-21 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 2020-21 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 2020-21* at next month's meeting to consider for adoption.

Physical and Occupational Therapy RFP

- Dr. Chelsie Manges, Interim Director of Special Education, presented this action item.
- Dr. Manges 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, which has had a contract with GCPS for the past 28 years. The contract includes providing all physical and occupational therapy services for Infants and Toddlers, as well as school age students.
- On May 18, 2020, a Notice of Request for Proposals (RFP) was published. Five 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.

Special Education Staffing Plan 2020-21

- Dr. Chelsie Manges, Interim Director of Special Education, presented this action item.
- Dr. Manges presented the Special Education Staffing Plan for 2020-21. There were 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 50.75 staff (teachers–30.75; assistants–20) will be employed by the school system in special education.
- The Board unanimously voted to accept the staffing plan for 2020-21 school year.

Organization Chart

- Ms. Barbara Baker, Superintendent, presented this action item.
- Ms. Baker indicated that the organizational chart reflects a few changes: The Supervisor of Mathematics and Science is now Supervisor of STEM; The Supervisor of Food and Nutrition

Services directly reports to the Superintendent of Schools; the Food and Nutrition Manager reports to the Supervisor of Food and Nutrition Services; and the Nurse Manager is now Health Services Manager.

- The Board voted to accept the realignment of the organizational chart.

Policies and Procedures

Policy #DFAB – Fund Balance

- Mrs. Alison Sweitzer, Director of Finance, presented this action item and second reading.
- Mrs. Sweitzer requested the Board adopt the new DFAB Unrestricted Fund Balance Policy that was first presented on April 14, 2020.
- The policy's purpose is that it is essential for the Board to maintain adequate levels of fund balance to mitigate current and future risk to ensure stable operations. The Garrett County Board of Education is establishing a target range for the unrestricted Current Expense Fund balance (Unrestricted Fund Balance) and guidelines associated with its use.
- The policy would require the Board to maintain a fund balance to cover between 45 and 60 days of budgeted current expense fund revenue.
- The Board unanimously voted to approve Policy #DFAB – Fund Balance.

Continuing Business

Educational Facilities Master Plan

- Mr. Richard Wesolowski, Director of Maintenance, Operations, Facilities, and Transportation, presented this action item.
- Mr. Wesolowski presented the Educational Facilities Master Plan to the Board at last month's meeting. He 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 Board unanimously voted to approve the Educational Facilities Master Plan.

FY21 Superintendent's Budget

- Ms. Barbara Baker, Superintendent of Schools, and Mrs. Alison Sweitzer, Director of Finance, presented this action item.
- At last month's meeting, Mrs. Sweitzer reviewed the FY2021 Superintendent's Budget and discussed the design of the document regarding some of the reallocations, reclassifications, and other changes that were reflected in the detailed budget. Many of the formatting, classification changes, and additional tables are the direct result of ESSA reporting requirements.

- The Board voted to approve the FY2021 Superintendent's Budget.

Board Business

Student Board Member Report

- Ms. Katherine Catulle, Student Board Member, presented informational items.
- Ms. Catulle thanked the Board and the Superintendent for the graduation ceremonies for both high schools and for allowing her to serve as the Student Board member for the past two years.

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) and GASA (Garrett County Administrators and Supervisors) comprehensive negotiated agreements.
- The Board unanimously voted to ratify the employee contracts.

Next Meeting

- A special Board meeting will be held on June 23, 2020, at 4:00 PM.
- The next regular meeting of the Board of Education will be held on Tuesday, July 14, 2020. Details will be announced prior to the meeting.