

WORK SESSION MINUTES

MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION Oakland, MD 21550

Tuesday, November 12, 2013

Part I – Call to Order

Mrs. Cynthia Downton, President, called the work session of the Board of Education to order at 5:25 p.m. Also in attendance were Mr. Thomas Carr, Vice President; Mr. Rodney Reckart, associate member; Mrs. Charlotte Sebold, associate member; Mr. Matthew Paugh, newly appointed associate member; and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Ms. Miriam Sincell, Board Attorney; Commissioner Bob Gatto, Ex-Officio Member; and John Major, III, Student Member of the Board, were also present. The meeting was held at Northern Middle School in the cafeteria.

Part II – Read Closed Session Summary for Executive Session

Dr. Wilson read the closed session summary for October 8, 2013.

Part III – Recognition

Northern Middle School was recognized by Dr. Phillip Lauver, Supervisor of Pupil Services as recipient of the PBIS (Positive Behavioral Interventions and Supports) Maryland GOLD Recognition Award for the 2012-13 school year. This award is the highest level of recognition available in the PBIS Maryland program. This level of recognition is reserved for those schools that have demonstrated sustainability for the systems, practices, and data utilization for school-wide positive behavior interventions and supports, as well as positive effects on both school discipline and achievement data for at least two years. This is the second year in a row they have received this award. Mrs. Cynthia Downton, Board President, presented the staff with a certificate. Mrs. Karen DeVore, Principal, Mr. Richard Stevens, Assistant Principal, Mr. Jeremy Rice, teacher and Mr. Mike Pula, teacher accepted the award on behalf of the school.

Broad Ford Elementary School was recognized by Dr. Lauver as well. Broad Ford Elementary is the recipient of the 2013-14 Maryland Center for Character Education (MCCE) School of the Year award. The award recognizes a school for its Character Education and Second Step Programs and for its efforts and accomplishments in helping students develop their full potential as citizens and adults. Mrs. Cynthia Downton, Board President, presented the staff with a certificate. Staff attending the Board meeting included Mrs. Dawna Ashby, Principal, Mr. Tony Lancianese, Assistant Principal, and Mrs. Corrine Clark, behavior specialist.

Mr. Rodney Reckart read a Veterans Day Resolution in honor of Veterans Day, November 11, 2013, which was signed by Board members and Dr. Wilson. Mr. Reckart presented the proclamation to Mr. Ron Friend, Vietnam Army veteran and Commander of American Legion Post 71 in Oakland.

In honor of American Education Week, Mrs. Cynthia Downton read a Proclamation for the week November 18 – 22, 2013, which was signed by Board members and Dr. Wilson, Superintendent of Schools. The Proclamation was a salute to the dedicated education employees of Garrett County Public Schools. Mrs. Downton presented the Proclamation to the Garrett County Education Association President Mike Pula, teacher at Northern Middle School.

Part V – Service Learning

Ms. Michelle Harman, Supervisor of College & Career Readiness provided the Service Learning informational item. Ms. Harman proposed Service Learning implementation changes due to the MSDE recommendations and presented them to the Board for review before implementation.

MSDE is requiring that the Service Learning plan of Garrett County Public Schools provide a high level of communication, adequate reporting and ownership/leadership with these projects. In addition the Service Learning plan should align with Common Core practices. Ms. Harman is recommending increased professional development, greater community understanding and changes to the percent of embedded hours for middle and high school students. Most counties have already implemented the embedded Service Learning requirements, increased rigor, and alignment with the Common Core.

Ms. Harman provided a proposal that would address the state recommendations. She is recommending 50 hours in the middle school (embedded), for high school 5 hours in Social Studies, 5 hours in Science and 15 independent. She is also recommending the Service Learning forms be online and tracked electronically. She provided an implementation plan and timeframe which would phase-in the service learning implementation through 2018.

Part VI – Administrative Procedure

Mr. Tim Thornburg presented a recommendation to update the Administrative Procedure, 532.23 *Temporary Employee Contract*. In an effort to provide further controls around the temporary employee contract, he has updated the form with further information and requirements.

Part VII – Policy & Administrative Procedure

Mr. Larry McKenzie Director of Finance presented proposed revisions to Board Policy 730, *Staff Travel* and Administrative Procedure 730.1, *Staff Travel*. Mr. McKenzie shared revised wording of the current policy and procedure regarding staff travel. The revisions to the policy and procedure will tighten expenditure reimbursement expectations by requesting original itemized receipts wording be added. Further changes included the mandated use of a rental vehicle for trips over 100 miles. The Superintendent will sign off on this process if certain situations do not permit car rentals. Mr. McKenzie also mentioned that sharing travel with colleagues and counterparts in neighboring counties (Allegany County) for meetings down state will be encouraged. Mr. McKenzie stated that the PONY delivery (internal mail system) should be utilized as much as possible rather than employees traveling to make special deliveries.

Mr. Tim Thornburg presented the first reading of new Board Policy 760, *Social Media* and Administrative Procedure 760.1 *Social Media*. The policy and procedure provide guidelines on how social media should be utilized by employees. The policy defines the limitations and use of social media as a viable tool to advance communications to Garrett County Public Schools employees, students, parents, community partners, volunteers, and stakeholders. The procedure outlines social media as a source of communication in a professional and instructional way,] with students and parents beyond the normal school day. It helps improve a school's ability to reach out to students, parents, and community concerning school program updates, course offerings, and extracurricular activities, etc.

Mrs. Barbara Baker, Assistant Superintendent of Education Services presented revisions to Board Policy 348, *Field Trip* and Administrative Procedure 348.71, *Field Trip*. The updates to the procedure included statements that a culminating activity does not have to meet the curricular requirements of a field trip.

Part VI – Facility Engineering Associates Needs Assessment Master Plan

Mr. William Swift, Director of Maintenance introduced this informational item. Mr. Swift asked the Board to review and accept the School Facilities Needs Assessment and Master Plan completed by Facilities Engineering Associates (FEA) for future planning. Mr. Swift stated that this is a valuable document with important data that could be utilized in decision making for school planning, and budget constraints, as well as future needs. He stated that Facilities Engineering Associates (FEA) will come back on January 13, 2014 to meet with advisory committees to answer any questions and on January 14, 2014 to meet with the Board.

Part VII – Bushey Feight Morin Architects (BFM)

Mr. Mike Gehr, Principal at BFM Architects, presented this informational item. Mr. Gehr addressed issues of overcrowding in the schools. He focused on the middle schools in particular. He looked at consolidation due to declining enrollment and budget issues.

He discussed two options:

1. Move students to central locations, but some schools may not be able to handle the influx of students.
2. Reconfigure the current spacing, and in particular, moving grade levels. School configurations could be PK-3, 4-7, and grades 8-12.

Modifications would have to occur in some schools. He recommended no changes to the physical structure at the high schools. He indicated that Northern Middle can handle 4th and 5th grades for a grade 4-7 configuration. Some modifications would have to be made for grade level wings in the school.

Southern Middle would require a great deal of physical modifications however to handle this change. Moving 4th and 5th is possible, but modifications must be made to meet state specifications for classroom dimensions. More local funds than state funds would have to be used to alter the school. Southern Middle would need 7 classrooms per grade level. Full renovation would have to be completed before reconfiguring grades. Offices would have to be reconfigured towards the front of the building for control and security purposes. Renovation costs could be between \$10-12M.

Mr. William Swift, Director of Facilities/Maintenance/Operations requested to use this design review document as another data reference in decision making. This study was completed at no cost.

Part VIII – Budget Timeline

Mr. Larry McKenzie shared the Budget Timeline informational item. Mr. McKenzie provided the proposed fiscal 2015 budget calendar. Highlights included:

- Feb. 4 – Superintendent’s Presentation of the budget in public.
- Feb. 14 – Send formal request to county government for FY15.
- March 11 – Present final draft budget to BOE.
- March 18 – Adopt the proposed budget.
- May 13 – Adopt and submit final approved 2015 operating budget to the county.

Part IX – Garrett County Public Schools Foundation

Mr. Larry McKenzie, presented the Garrett County Public Schools Foundations update informational item. He stated that Ms. Margaret Peggy Jamison and Ms. Amanda Mattingly from the southern area are new charter members who have joined the Foundation. He also stated the the Foundation now has the complete number of members to function.

Part X – Legislative Session Topics

Dr. Janet Wilson, Superintendent of Schools, presented this informational item. She discussed legislative initiatives and topics. A Western Maryland Delegation Breakfast will be held on December 16th with the delegation. Dr. Wilson stated we will be asking for assistance in 6 areas:

- Advocate for relief in Garrett County for the loss of state revenues due to the impact of the wealth formula and declining enrollment;
- Oppose all unfunded mandates and underfunded mandates;
- Preserve school system's own calendar and school start times;
- Support school construction funding;
- Support efforts to recognize funding for students served in Pre-Kindergarten and in the state funding formula;
- Advocate for additional resources for mental health and school safety and security

Part XI – Advisory and School Consolidation Impact Committee Application

Dr. Janet Wilson, presented this informational item. Dr. Wilson discussed the Advisory/School Consolidation Committee Timeline for the process of school closures. School Consolidation Impact Committees will be formed for schools not directly involved in school closures, but possibly affected by grade level changes and redistricting. School Advisory Closure Process Committees will be established for those schools proposed to be closed: Crellin, Friendsville, and Route 40.

Dr. Wilson reiterated that at the business meeting tonight we are going to request the Board to approve the Facilities Engineering Associates Needs Assessment Master Plan and the Bushey Feight Morin Architects recommendation report as starting data points for the Advisory and School Consolidation Committees. Applications for the committees will be posted on the school system's website this week. Dr. Wilson stated that applications are due to the Superintendent postmarked no later than November 27, 2013. Dr. Wilson provided further details below (these calendar items will be posted on the website):

- The Committee members will be appointed and notified by December 6th. The individuals that were not appointed would also be notified.
- All Advisory Committee members will meet for an orientation on December 9th.
- The Committees will be meeting three times between December 9 – January 3.
- Questions from the Advisory Committees for the Facilities Engineering Associates and the Bushey Feight Morin Architects must be submitted by January 8th.
- The Facility teams will meet with Advisory Committees.
- January 14th at the Board Meeting, the Facilities Engineering Associates and the Bushey Feight Morin Architects will present.
- Report of the findings of the Advisory Committees will be held on January 27th for Friendsville, January 28th for Route 40, and January 30th for Crellin.
- Report of the findings on the other schools are listed below:
 - Elementary - February 17
 - Middle School - February 19
 - High School - February 24
- March is open for possible snow dates.
- On April 8, Dr. Wilson, Superintendent will make her recommendation(s) to the Board.
- Public hearing will be held April 15-17, 2014, for the various schools.
- On April 22, the Board will vote on the Superintendent's recommendations.
- On April 30th, MSDE is notified of Closures.

Commissioner Gatto asked Dr. Wilson if we received feedback that we would receive funding of \$2.2 million for the deficit by or before November 27, would the Advisory Committees still need to be formed and would we still have to plan for school closures and realignment? Dr. Wilson stated that according to COMAR and the rules and regulations and without any promised funding, we have to move forward with the Advisory Committees and the processes that must take place within the required timeframe. Dr. Wilson stated we cannot delay the Advisory Committee process as we do not have enough time to ensure all of the required steps are covered. She also stated that \$2.2 million would only cover the deficit and this does not cover the other costs that the school system incurs (including important programs that the schools offer, technology, books, etc.). School closures would only cover 84% of the estimated \$2.2 million budget shortage. The other 16% must come from other means.

Part XII – Schoolnet

Mrs. Penny Proudfoot, Supervisor of Staff Development and Curriculum, presented this informational item. Mrs. Proudfoot presented a comparison of data warehouse systems. By Maryland law, we are required to have an assessment database warehouse system because of the new teacher/principal evaluations. Pearson Inform is currently the vendor used in our school

system. However, it does not have the capability to do what the state is mandating. The Board, earlier in the year, signed an MOU (Memorandum of Understanding) with Allegany County BOE to use the AMS system. However, this system will require a great deal of man hours to design and create benchmark assessments to work with Power School. Schoolnet is a system that will work well with Power School and already has benchmark assessments developed, based on Common Core State Standards. Funding for Schoolnet will be provided through a TPE grant from MSDE.

Part XIII - Hearing of Constituents

Mr. Evan West, Uniserve Director for the Maryland State Teachers Association and Garrett County Education Association (GCEA), shares the same views and ideas on loss of funding as the Board and will be working hard with the Governor and state officials to restore funding. He requests that as we go forward in the processes, that we recognize that GCEA members will be triple impacted. The Board should be aware of the sensitivity to how messages are communicated and disseminated because of how it affects people. He indicated that morale is bleak at this time.

Part XIX – Adjourn

The board adjourned the work session at 6:32 p.m.

Mrs. Cynthia Downton
President

Dr. Janet S. Wilson
Secretary/Treasurer

Approved: