

BOARDROOM CHATTER

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Board of Education

Mrs. Laurie Marchini, President
Mrs. Sara-Beth Bittinger, VP
Mrs. Lorelee Farrell
Mrs. Tammy Fraley
Mr. Wayne Foote
Mr. Zachary Sterne, SMOB
Dr. David Cox, Superintendent

SUPERINTENDENT'S REPORT

Recognize Westernport Elementary for Winning Maryland Council on Economic Education's Stock Market Game

The school board recognized a group of fifth graders from Westernport Elementary School for placing 1st out of 40 elementary level teams that completed in the yearlong Stock Market Game, which is sponsored by the Maryland Council on Economic Education. The group also place 9th of 347 statewide teams who competed at the elementary, middle and high school levels.

The students, who named their team "The Moneymakers", increased their hypothetical \$100,000 to \$111,772 by buying and selling stock during the school year. The students on this team included Corbin Ravenscroft, Rylee Moran, Talen Kerchner, and McKenna Swisher. Teacher, Deborah Hendrickson, coaches the group.

Recognize Allegany High School for Placing 2nd in 2017 ACM Tri-State Math Competition

The school board recognized students from Allegany High School who placed 2nd in the 2017 Allegany College of Maryland Tri-State Math Competition. These students included Andrew Beck, Evan Hostetler, Alec Chapman, Grace Hutcherson, Jie Zheng, Clay Hoover, and Chris Palasik. In addition, Jie Zheng was recognized for winning first place in the individual category at the competition.

Recognize 2017 MPSSAA Division III Unified Track and Field State Championship Team and First Place Winners

The school board recognized several student athletes from Fort Hill High School for their participation in the 2017

MPSSAA Division III Unified Track and Field State Championship, thus earning Allegany County Public Schools the title of State Champions. These student athletes were as follows: Amber Armbruster, Samuel Arnone, Jayden Bishop, Cody Buskirk, Maggie Hickle, Brandon Hutson, Daniel Lohr, Addison Long, Alex Looker, Kenny Merica, Jeremiah Mudge, Alexa Neef, Justin Platter, Seth Reckart, Dawn Roy, CJ Shoemaker, Breanna Stallings, and Mary Twigg.

Student athletes on Fort Hill's team placing first in various events were as follows: Amber Armbruster, 100 m dash; Maggie Hickle, 200 m dash; Brandon Hutson, 200 m dash; Cody Buskirk, 400 m dash; Kenny Merica, 800 m dash; Jeremiah Mudge, long jump; Kenny Merica, mini jav; Daniel Lohr, shot put; Alexa Neef, shot put; Samuel Arnone, shot put; and the 4x400 m relay team of Brandon Hutson, Alex Looker, Kenny Merica, and CJ Shoemaker.

Student athletes on Allegany's team placing first in various events were as follows: the 1x100 m relay team of Coleton Furlow, Joshua Frost, Annie Grimm, and Tomvin Tucker; Joshua Frost, shot put; and Coleton Furlow, long jump.

Recognize 2017 MPSSAA 1A Track and Field State Champions

The school board recognized several student athletes from both Fort Hill and Allegany High Schools for their participation on the 2017 MPSSAA 1A Track and Field State Championship team. These students were as follows: Aubree Boyle, Carter Nave, Steve Washington, and Alyssa Mullery.

Recognize 2017 MPSSAA 2A Track and Field State Champions

The school board recognized Kaden McElhenny of Mountain Ridge High School for being the 2017 MPSSAA 2A Track and Field champion in the high jump.

Recognize 2016-2017 Student Member of the Board

The school board honored and recognized outgoing Student Member of the Board, Zachary Sterne, for his service on the school board during the 2016-2017 school year. They expressed their appreciation for his dedication and outstanding service to the students of Allegany County Public Schools. Zachary plans to attend the University of Maryland in the fall.

CONSENT AGENDA

1. Approve the minutes for both the Work Session and Business Meeting on May 9, 2017.
2. Approve routine personnel actions for the period of May 1-31, 2017.
3. Receive school construction/maintenance report for the period of May 1-31, 2017.
4. Receive information technology report for the period of May 1-31, 2017.
5. Receive the monthly financial report.
6. Approve bids from Erie Insurance in the amount of \$59,451 for school buses and \$24,969 for the board fleet.
7. Approve the 2017-2018 Special Education Staffing Plan.

The school board approved the above consent agenda.

WORK SESSION NOTABLES

Maintenance and Construction Update

ACPS Director of Facilities, Vince Montana, updated the school board on various ongoing or upcoming maintenance and construction projects. They are as follows:

- **Allegany High School Project:** The accent color brick began arriving on site May 26th. The “field” color brick began arriving on May 31st. Installation of the brick began on June 1st in Section C. The masonry contractor worked on Saturday to erect scaffolding at Section C. Work will progress simultaneously on all three sides of Section C. The contractor is pouring concrete floors in the #3 main stairs, the mechanical pads and curbs in mechanical room #2, and in the locker rooms. The drywall has been hung on the lower level of Section C and is being hung on the entry and upper levels. The spray-on insulation is complete. Exterior windows are being installed. The SOF in the student dining and commons area is being completed. The locker bases on the lower and entry levels are being built. In Area B, the contractor is setting the door frames in the kitchen and wrestling room; laying the interior block walls in the kitchen and wrestling area; installing stair #1; framing the exterior walls at penthouse 3; and working on the gym roofs. Work is being completed in Area A on the block at the north and south auditorium and on the interior block walls at the music rooms. The contractor is placing curbs, sidewalks, and the gravel base at the lower parking lot and continues to cut and fill at the overflow parking area. The relocation of the utility poles at Lion’s Center is complete. Fencing is being installed at the high wall near Bishop Walsh Drive, and the County and BOE is hauling topsoil. Structural steel is complete, and steel is being set at the roof deck at the auditorium, the roof trusses at the music rooms and the screen wall supports above the boiler room. Electricians are installing sub feed conduits in Area C to the main electrical room, roughing in branch circuits in upper C, installing lightning protection in Areas A and B, and working on the exterior and site lighting in Areas A and B. The plumbers have set the heat and chilled water lines and are installing roof drains in the gym and mechanical room #1. They are also installing balancing and automatic valves in lower section C and finishing welded pipe in the gym. Staff is also hanging the main ducts on the lower level and entry level of Section C.
- **FY 2018 CIP:** The IAC made its final funding recommendations on May 4th, which included full funding of ACPS requests for Allegany and the roof replacement project at Mt. Savage.
- **ASP:** The PSCP has issued the application forms for the FY 2018 ASP funds. Staff is planning to apply for projects in the near future. These projects will include the Frost roof

replacement project and other priority projects as funding allows.

- **Maintenance Department:** Work has begun on the flooring replacement projects at Braddock and Bel Air. At Braddock, the asbestos abatement is complete. The floor will dry for two to three weeks before the new tile is installed. A new ceiling will also be installed this summer. At Bel Air, the carpet is being removed from the remainder of the instructional area and will be replaced with vinyl tile. Staff will also be replacing carpet at West Side this summer. Where possible, it will be replaced with vinyl tile. In some locations, staff will have to install new carpet because of the wooden subfloor. Staff has begun the replacement of the sidewalk adjacent to West Side on the Chase Street side of the property. Maintenance staff will also be working this summer to install 13 Active Learning Labs at Northeast, South Penn, Washington, and Fort Hill.

FY 2018 Operating Budget

Mr. Larry McKenzie, Chief Finance Officer, reviewed with the school board the FY 2018 budget considerations, including the unrestricted budget summary, restricted revenues, and total revenues. Maryland school systems do not have the authority to bond debt, levy taxes, or raise revenues on their own. The state provides revenues to the district based on enrollment demographics and relative wealth. Local government is obligated to fund their local school system annually at Maintenance of Effort, and school systems must prepare and present a balanced budget.

The ACPS FY 2018 budget allows a placeholder for negotiations with the district’s four bargaining units and for increasing healthcare costs. It includes athletic trainers at two additional high schools and continues the middle school afterschool programs at Washington and Braddock, both of which were grant funded. The budget also increases dual enrollment opportunities and the new P-Tech program for secondary students. ACPS originally absorbed two employees from Title II within the unrestricted budget; however, based on anticipated additional funding cuts of \$70,000, a total of three employees are now shown within the unrestricted budget. The FY 2018 budget provides funding for Think Through Math, additional Teacher of the Year and AP waiver funding, and continues to provide school-based funding allocations at a consistent level compared to last year. The budget also allocates funding for consultant services to provide professional guidance with possible redistricting discussions and fully funds staff development opportunities as requested.

The tentative FY 2018 budget is \$111,569,669 compared to the approved FY 2017 budget of \$110,085,649. Salaries and wages

WORK SESSION NOTABLES CONT.

make up the majority of the FY 2018 budget at \$63,848,730. County government's appropriation in the tentative FY 2018 budget is \$30,424,308 compared to the approved FY 2017 appropriation of \$30,169,985. The FY 2018 budget does not make use of the fund balance. The tentative FY 2018 budget's restricted revenues include \$576,395 from the state, \$7,743,674 in federal funds, and \$98,854 in local restricted revenue.

Tech and Finance Reports

Mrs. Nil Grove, Chief IT Officer, updated the school board on departmental highlights for the month of May. They were as follows:

- Student Achievement Awards Banquet
- Preparing for Active Learning Lab classrooms at Fort Hill, Washington, South Penn, and Northeast
- Senior report cards have been distributed
- There was an attendance decrease as the result of opioid issues in homes
- PARCC/HSA testing was administered – 10,790 tests online
- DPEC – County tax conversion move from AS/400 to Tyler
- Submitted Erate funding request for fiber to the new Allegany High School. Submitted to ARC in the event that Erate does not approve the \$360,000
- All SAT and PSAT scores were imported for transcript inclusion

Mr. Larry McKenzie, Chief Finance Officer, updated the school board, along with comments from Dr. Cox, on departmental highlights. Mr. McKenzie noted that healthcare costs were trending well compared to this time last year and mentioned that the finance department is continuing work on the transition to a new software system. Additionally, Dr. Cox updated the school board on several stadium funds, including a sinking fund for stadium turf with a balance of \$400,000. Greenway Avenue Stadium is in need of new turf; however, the cost will be approximately \$1 million. Dr. Cox suggested having a meeting with various media outlets to discuss the prospect of charging a broadcast fee for football games as a way to generate additional revenue.

Report on Class of 2017

Dr. Kim Kalbaugh, ACPS Chief Academic Officer, updated the school board on the Class of 2017. Graduates in the Class of 2017 were accepted to 46 different colleges, universities, and technical schools across the country, and of the 550 graduates, 234 of them have chosen to continue their studies locally at either Allegany College of Maryland or Frostburg State University. Additionally, a total of 238 graduates were offered at least one scholarship (merit, athletic, academic, senatorial) totaling \$8,437,286. Also, according to a survey regarding post-secondary education plans, 65% of respondents answered as follows: 2-year college, 184; 4-year college, 165; military, 24; technical, 8; world of work, 150; undecided, 19.

The projected Advanced Placement enrollment for the 2017-2018 school year are higher in nearly every course as is projected enrollment for dual enrollment.

SWIFT Updates

Mrs. Debbie Metheny, ACPS Supervisor of Special Education, updated the school board on SWIFT (Schoolwide Integrated Framework for Transformation), which was funded through a five-year grant out of the University of Kansas. Through this grant, four states, four counties, and four schools were selected to participate. Allegany County was one of those. Funding provides technical assistance to buildings to implement a framework for schoolwide transformation. The resources that were used will continue to be available online after the October 1st end date for the grant. SWIFT will also continue to conduct assessments of progress through the end of 2018. Additionally, SWIFT holds an annual national conference, which will be held in California this year, and the principal and three teachers from Washington Middle School will attend to present on collaborative planning and co-teaching. The trip is funded through the state department.

The various domains and features of SWIFT are as follows: Administrative Leadership; Multi-Tiered System of Support; Integrated Educational Framework; Family and Community Engagement; and Inclusive Policy Structure and Practice. The priority and practice planning that schools use for SWIFT implementation are 1) Laying the Foundation; 2) Installing; 3) Implementing; and 4) Sustaining Schoolwide Implementation.

Mrs. Metheny shared with the school board 2.5 years worth of SWIFT data, the most recent of which was collected in March of 2017. Results showed improvement among all four schools as well as at the district level. Schools were asked to identify and highlight specific areas of growth as follows: Cash Valley – family and community partnerships; South Penn – strong educator support system; Washington – strong educator support system; and West Side – family and community partnerships. The district SWIFT team will continue its work on collaborative planning and specially designed instruction for special needs students; reading and math interventions; and the Gradual Release of Responsibility model.

2017-2018 Special Education Staffing Plan

Mrs. Debbie Metheny, ACPS Supervisor of Special Education, updated the school board the 2017-2018 Special Education Staffing Plan for the upcoming school year. The staffing plan was developed with the goals and objectives of the Allegany County Master Plan in mind, and the components have been publicly discussed as part of the budgetary process. Allegany County's local application for federal funds in the amount of \$2,317,746 was funded by MSDE for FY 2017. Infant and toddler funds in the amount of \$261,231 were also funded in FY 2017. Staffing decisions for the 2017-2018 school year were made through a series of meetings during which special education administrators, facilitators, and staff looked at student data and identified IEP needs. Assignment of staff was based on student needs. The Special Education Department will employ, using local and restricted funding, the following providers at the beginning of the 2017-2018 school year:

- 85.1 teaching positions
- 91 full-time instructional assistants
- 18 part-time instructional assistants
- 19.4 professional positions (audiology, speech, vision, interpreter, mental health counselor)
- 17.5 professional positions (infants and toddlers coordinator, facilitators, elementary behavior specialist, non-public, assistive technology/data management, instructional specialist, itinerant autism specialist)

Changes affecting caseload and staffing throughout the school year requires flexibility in regards to staffing. These changes are necessary to implement the IEPs of students with disabilities in the least restrictive environment to provide a free and appropriate public education. As students' IEPs are developed throughout the school year, staff changes may be required. The staffing plan will be reviewed at monthly staffing meetings and quarterly Special Education Citizen's Advisory Committee meetings.

P-Tech Updates

Beginning in the upcoming 2017-2018 school year, Allegany

County Public Schools will offer incoming ninth grade students the opportunity to participate in an early college program through the Allegany County Pathways in Technology Early College High (P-Tech) Program at essentially no cost. This opportunity is made possible through collaboration between ACPS, Allegany College of Maryland, and the Western Maryland Health System. Other business and industry partners in Allegany County include Exclamation Labs, Willetts Systems, Inc., and First United Bank and Trust. These partnerships are invaluable as they will allow students in the program to gain workplace skills, mentoring, and other career experiences. P-Tech students will also have the opportunity to participate in paid internships with business partners and will ultimately be the first in line for consideration for a job by a business partner following successful completion of the program.

The P-Tech program is a high school and beyond (9-14) model, which combines high school, college and the world of work. The program's mission is to provide students with a free education that starts in grade nine, continues through high school completion with a high school diploma, and culminates in the attainment of an Associate Degree in Computer Technology.

The first cohort of students to enroll in the P-Tech program consists of 21 incoming ninth grade students from Braddock, Mt. Savage, Washington, and Westmar Middle Schools. Currently the ACPS Technology Infusion Specialist and STEM Coordinator, Melissa Kaye will now assume the role of P-Tech Coordinator to work with higher education and business partners to develop a seamless scope and sequence of courses that will enable all students to earn an AAS degree, work with school counselors to ensure that students in the program are earning their high school credits, and arrange tutoring and extended day/year programs.

These students recently had the opportunity to meet as a group for the first time to participate in a field trip to the Career Center, Allegany College of Maryland, and Western Maryland Health System. While at CTE, the cohort learned about the P-Tech cyber security program, met with the IT and Networking instructor, and worked in pairs to disassemble old desktop computers. The group was introduced to the current cyber security courses staff at ACM and had the chance to visit computer labs and training rooms. Staff also demonstrated the NORSE map, which displays in real time the current attacks by hackers. Each mark on the map represents 1,000 attempts to steal data. Students participated in a team building activity that tested their current knowledge of computer science to solve various puzzles necessary to hack into a box. The last stop on their trip was a visit to the WMHS data center. While inside the specially cooled room surrounded by larger than life computers, the students were able to speak to staff about their education

and backgrounds.

The school system is in the process of purchasing textbooks and equipment necessary to being the program as well as P-Tech Cohort Success Kits for incoming students. Principals and school counselors will participate in professional development activities this summer in order to ensure the program's success. There are still four openings in next year's program that will be filled on a first come, first served basis.

Early Childhood Updates

Mrs. Dee Blank, ACPS Elementary Education Supervisor, updated the school board on early childhood work. They have received funding for substitutes to work on the Early Childhood Guide, which were made available through the R4K grant. A committee consisting of the following central office staff, special education department staff, representatives from Frostburg State University, teachers in grades pre-k3, pre-k4 and kindergarten, and school administrators: Dee Blank, Natalie Glass, Jayme Golliday, Cole Green, Tiffanie Hardman, Cheri Helmstetter, Christa Kelly, Caren Kurtz, Kathy Mason, Dr. Janet Mattern, Cherish Paskowski, Michelle Saville, Mandy Schall, Shayna Welsh. The purpose of this group's work is to document clear expectations and resources for teachers related to developmental expectations. Such developmental expectations include social, emotional, and physical wellbeing, math, reading, writing, language, science, social studies, and fine arts. The committee has set expectation guidelines for schedules, routines, scope and sequence, parent orientations, and conferences in classrooms, as well as academic expectations for assessments, portfolios, progressions of readiness, guides for students with disabilities, MCCRS, early learning assessments, and general guidance and alignment between grade levels. Mrs. Blank also indicated that all pre-k and kindergarten teachers will receive training on the new guide on August 25th during the Supervisor Staff Development day.

Policy Regulations:

- ***Leave Policy (File: GBJ-R1)***
 - The school board heard regulations for the above policy, whose purpose is “to establish conditions under which an employee can be absent from their assigned duties.”
- ***Academic and Conduct Standards for Participation in Athletics (File: JJIC-R1)***
 - The school board heard regulations for the above policy, whose purpose is “to express the academic and conduct standards for student athletes.”

Policy Discussion: Student Harassment, Bullying, Cyberbullying, Intimidation, Violence (File: JBA)

The school board discussed the above policy, whose purpose is “to state the Board’s position regarding student harassment, bullying, cyberbullying, intimidation, or violence.” This policy states, “The ACPS System will maintain a learning environment that is free from any type of harassment, bullying, cyberbullying, violence, or hate crimes based on an individual’s religion, race, ethnicity, region, language, gender, national origin, disability, socioeconomic status, sexual orientation, or age. The ACPS System will investigate all complaints verbal or written. Appropriate disciplinary action will be taken against any student who engages in this type of behavior. This policy is enforced on school property, at school sponsored activities or events, or on a school bus. This policy addresses incidences which substantially disrupt the orderly operation of the school.”

NEW BUSINESS

Consider Adopting FY 2018 Operating Budget

The school board voted to adopt the FY 2018 operating budget that was discussed during the Work Session.

Revisions to the 2017-2018 School Calendar

The school board approved revisions to the 2017-2018 school calendar. Due to an error in the original draft, the following revisions were necessary:

- The last day of school for students without the 5-day built-in days is Friday, June 1, 2018. (It was inaccurately indicated as Monday, June 4, 2018.)
- The last day for teachers without the 5 built-in days is Tuesday, June 5, 2018.
- The last day of school for students with the 5 built-in days will be Friday, June 8, 2018.
- The last day for teachers with the 5 built-in days is Tuesday, June 12, 2018.

In addition, all four weeks of 7th Grade Outdoor School will take place in September of 2017. This change is required since social studies and science will be on an A/B day beginning in 2017-2018. Previously, these were semester courses. Also, Mountain Ridge High School's graduation will be held on Tuesday, May 29, 2018.

Approve 2017 Master Plan for School Facilities

The school board approved the 2017 Master Plan for School Facilities. This plan is compiled annually with information supplied by Board of Education supervisors and Allegany County Government. Again this year, the ten-year enrollment projections were prepared by the ACPS IT Department through a program also designed by the IT Department to extrapolate information and trends provided by the Maryland Office of Planning. The approved plan will now be submitted to the Interagency Committee for School Construction.

Consider Approving First Reading of Policy for Staff Grievances (File: GBF)

The school board approved the first reading of the above policy, whose purpose is "to establish a procedure for resolving staff grievances." The policy states, "The Board of Education believes a good employer-employee relationship is essential to good management and depends in part upon open lines of communication and an adequate means for employees to register complaints and air grievances. Grievance procedures for employees operate as prescribed in current negotiated agreements between the board and the exclusive representatives of employee organizations."

Consider Approving First Reading of Policy for Leave Policy (File: GBJ)

The school board approved the first reading of the above policy, whose purpose is "to establish conditions under which an employee can be absent from their assigned duties." The policy states, "Board employees are expected to be present for work as scheduled. Board employees who are absent from work are not entitled to be paid during such absence unless they are entitled to use leave as determined by their bargaining unit's contract with the board. All leave requirements and procedures are included in the negotiated agreements."

Consider Approving First Reading of Policy for Reduction in Force (File: GBRL)

The school board approved the first reading of the above policy, whose purpose is

UNFINISHED BUSINESS

Consider Second Reading of Policy for School Board Communication (File: BH)

The school board approved the second reading of the above policy, whose purpose is "to prescribe how the Board and individual board members communicate with the public and employees."

The policy states, "The board believes that open communication is essential for the effective operation of the school system. The board will ensure that its members have knowledge of the communications directed to it from the public and the employees. Both the board and individual board members have a responsibility to communicate effectively and honestly with the public. Individual board members have no authority except when participating in a legally convened meeting of the board or vested in special authority by board action."

REPORTS & ANNOUNCEMENTS

Zachary Sterne, Student Member of the Board

Zach completed his final meeting as SMOB, and he thanked the board members, as well as others within the system, for making his time so memorable. The school board presented Zach with several gifts as a sign of their appreciation for his time serving as SMOB and his dedication representing the students of Allegany County. Zach will attend the University of Maryland in the fall.

“to establish a procedure for reduction in force.” The policy states, “If the board determines that the educational or budgetary constraints require a reduction in force, the board will take action to reduce the workforce and declare the categories of employees to be separated from the system. Thereafter the superintendent will determine which employees will be separated based upon the needs of the system but subject to any procedures established by the terms of the negotiated agreements with the bargaining units of the board.”

Consider Approving First Reading of Policy for Resignation (File: GDPB)

The school board approved the first reading of the above policy, whose purpose is “to establish the procedure for resignation.” The policy states, “Any employee who desires to cease employment with ACPS is expected to deliver a written notice to his/her immediate supervisor and the HR office at least two weeks prior to any resignation date. Failure to do so will constitute gross misconduct and/or misconduct in office.”

Consider Approving First Reading of Policy for Athletic Coaches Ejection Policy (File: GBED)

The school board approved the first reading of the above policy, whose purpose is “to set expectations for coaches during and athletic contest.” The policy states, “If a coach is ejected from a contest he/she must leave the area of the contest and shall not be visible to or have communication or visible contact with players, officials, spectators or school personnel until the contest is completed. If a coach is ejected from a contest they must notify the school’s athletic director and supervisor of athletics within 24 hours. A coach that is ejected from a contest is suspended from participation in the next contest. The suspended coach may not be on the premises of the contest, including the bleachers or adjacent areas. The coach may conduct practice with the team while serving the suspension.”

Vote to Meet in Executive Session in July

The school board voted to meet in Executive Session on Tuesday, July 18, 2017, pending any appeals or unfinished business. Please note the change of date for the July meetings.

CONSTITUENTS’ COMMENTS

Mr. Wesley Mason

Mr. Mason addressed the school board regarding the recently passed Less Testing, More Learning Act. He is in agreement that students are required to take too many tests, which limits a teacher’s ability to teach things that they want as opposed to what they’d enjoy. Mr. Mason would be happy to participate in any conversations the school system may have as they move to eliminate unnecessary assessments as required by the new act.

Mr. Kevin Spradlin

Mr. Spradlin is the father of four children in ACPS, including a recent 2017 graduate of Mountain Ridge High School. He addressed the school board to encourage them to adopt a systemwide policy allowing graduates to exercise their first amendment rights to free speech by decorating mortarboards at graduation ceremonies.