

BOARDROOM CHATTER

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SUPERINTENDENT'S REPORT

Recognize Cash Valley Elementary School for PARCC Performance

The school board recognized Cash Valley Elementary School for its performance on PARCC exams. Cash Valley was the highest performing Title I group in Maryland in English/Language Arts in grade four and had the highest proficiency rate at 67.6% of all Title I schools in Maryland in 2017.

Present Proclamation Recognizing School Bus Safety Week

The school board presented Larry Humbertson, ACPS Supervisor of Transportation, with a proclamation recognizing October 16-20, 2017, as School Bus Safety Week.

Enrollment Update

Dr. Cox updated the school board on system enrollment to date. The funding that ACPS receives is based on September 30th enrollment; however, those numbers will not become official until mid November. In ACPS, enrollment is 8,637, down about 65 students from last year; however, that number also includes pre-k students. So essentially, ACPS is down approximately 52 students from last year. MSDE does not pay for pre-k students, so they aren't included in the funding count. Therefore, ACPS is down approximately 21.25 students, which is the actual enrollment count and the FTE count (down 14 students in enrollment but only 9 students in FTE). Part-time students count for 1 FTE if they are taking four or more classes; .25 FTE for one class; .5 FTE for two classes; and .75 for three classes.

Report from Annual MABE Conference

School board president, Laurie Marchini;

school board member, Tammy Fraley; and Student Member of the Board, Alexis Lashbaugh, all had the opportunity to attend the annual MABE conference in Ocean City. Both Mrs. Marchini and Mrs. Fraley agreed that all of the sessions that they had the opportunity to attend discussed topics and provided information very relevant to Allegany County. They were grouped together with other counties of similar size in order to network and share best practices. They gathered information on a number of topics including how to work together in your community, the Kirwin Commission, equity versus equality, and closing the achievement gap. Mrs. Marchini and Mrs. Fraley also had the chance to highlight ACPS's Chinese Partial Immersion Program and Active Learning Labs. Alexis was one of four SMOBs in attendance at the conference, and she enjoyed the opportunity to network with her peers and hearing from the State Superintendent of Schools. In addition, Mrs. Fraley was also sworn in as a member of MABE's Board of Directors.

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** – The contractor is doing the following:
 - **Area C:** Hanging, finishing, and painting gypsum wall board throughout; laying brick on the east side; installing sprinkler mains and branch lines on the entry and upper levels; installing exterior glass; installing main heat and chilled water lines; installing ceramic

Board of Education

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

CONSENT AGENDA

1. Approve minutes for Work Session September 12, 2017, and Business Meeting September 12, 2017.
2. Approve routine personnel actions for the period of September 1-30, 2017.
3. Receive school construction/maintenance report for the period of September 1-30, 2017.
4. Receive information technology report for the period of September 1-30, 2017.
5. Receive Monthly Financial Report.
6. Approve comprehensive maintenance plan for school facilities.

The school board approved the consent agenda.

WORK SESSION NOTABLES CONT.

- wall tile on entry level.
- **Area B:** Installing electrical duct bank in the kitchen area; completing block walls in the cardio/health areas; installing exterior window frames and glazing at the cafeteria; pouring sidewalks at the bus drop-off.
- **Area A:** Completing block at the music rooms; setting door jambs, exterior windows, and hanging drywall in the admin area; hanging drywall and glazing exterior windows in the admin area; continuing the brick and HDCMU at the auditorium and main entrance.
- **Main Electrical Service:** The switchover to permanent electrical power will take place the last week of October. Potomac Edison began installing the metering equipment on October 4th. The manufacturer's representative must inspect the main electrical switchgear before it is energized. That inspection is scheduled on October 24th. Potomac Edison will make the final connections and energize the main power on October 25th and 26th. The electrical contractor will individually energize the 79 sub-panels throughout the building over the next several days. The temporary electrical service will be disconnected and removed on October 28th.
- **Site:** Placing topsoil at the football and practice fields; completed the D area events at the football field, long, high, triple jump, pole vault; laying CMU for athletic storage building; pouring concrete sidewalks and pads at the loading dock; completed the parking lot at Lion's Center; preparing to install curbs at the bus drop-off in preparation for blacktop.
- **FY 2018 CIP:** The IAC made its final funding recommendations to the IAC on May 4th. The recommendations include full funding of ACPS requests for Allegany High School and the roof replacement project at Mt. Savage.
- **FY 2019 CIP:** The CIP is due at PSCP on October 4th; the BPW review is October 18th; the PSCP staff review is October 24th; the IAC appeal is pending. The FY 2019 CIP was submitted to the PSCP on October 3rd.
- **Greenway Avenue Stadium:** There was a problem with the video display on the scoreboard. The factory rep was unable to determine the exact cause, but could have been the result of an outdated computer being used to operate the display or the main controller for the display. With the assistance of the factory rep, staff was able to reset the program and restore the display. The operation of the display is of particular concern because the main controller used for the displays at both Greenway Avenue and Mountain Ridge Stadiums has been discontinued. If it fails, ACPS will be without a display until a new one is purchased. The cost for replacement will range from \$38,000 and \$47,000.
- **Westernport Elementary:** The hydraulic cylinder for the elevator was leaking. After evaluation, it was determined that the cylinder has failed. The service company estimated the cost to replace the cylinder would be more than \$30,000. Another company is being asked to provide an estimate. The cylinder will have to be manufactured and the installation is expected to take two weeks once the cylinder is on site. The elevator will be out of service for at least two months. The PSCP has been contacted to request approval to complete the repairs on an emergency basis. If approved, this will allow ACPS to contract for the repair without bidding the repairs, which would add one month to the timeline.
- **All Schools:** Installation of the short throw projectors and wall mounting the existing Smartboards was completed, and approximately 30% of those systems have been placed into service. Maintenance Department crews are continuing to install power, A/V, and network cabling to the remaining projectors. Staff has also been handling A/C and boiler repairs.

BoardDocs Executive Overview

The school board heard a presentation from Laura Vautour on MABE BoardDocs, a paperless governance system. This is a cloud-based Board management service from Emerald Data Solutions and MABE. Developed specifically for public governing bodies, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. Staff can quickly and easily create, approve, and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents.

BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy to access format. Staff maintains total control over who sees what information, and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet connected devices. No third party apps are required because BoardDocs is platform independent and looks, feels and functions the same across both mobile and stationary devices.

BoardDocs is a solution that includes all supervision, labor,

materials, hosting, hardware, licensing, training, technical support, upgrades, and documentation necessary to implement and maintain an effective electronic board document management system.

In addition to dramatic improvements in governance processes and board effectiveness, subscribers consistently report substantial annual cost savings, time of staff savings of up to 75%, increased transparency with stakeholders and multiple environmental benefits. ACPS is using approximately 75 sheets of paper for normal assembly of packets on a monthly basis. Special documents, such as the requested/proposed/approved operating budget booklets, comprehensive maintenance plan, and master plan for school facilities make up approximately 8,600 additional pages of printing/copying. ACPS created nine packets for each meeting. Thus, on an annual basis, ACPS uses well over 16,700 sheets of paper or 33.4 reams of paper solely for this purpose.

Each packet requires approximately 1.5 hours, on average, of time in order to collect/type documents, copy, assemble, and deliver. This equates to roughly 162 labor hours annually dedicated to the hard-copy packet process alone. The ACPS courier delivers the packets to each board member's homes, which takes approximately two hours of overtime for seven packets each month.

Using these time and resource estimates, it costs ACPS approximately, on average, more than \$450 annually to complete packet assembly from start to finish. Additionally, a total of \$4,355 of indirect costs is allocated annually to provide packet assembly and delivery.

Outdoor School Update

Mr. Mike McGowan, ACPS Supervisor of Elementary Education, gave the school board an update on this year's Outdoor School, which is a weeklong residential camp for all fifth graders held at the 4-H Center in Garrett County. This year was the 10th year of the program. Over the course of those ten years, approximately 7,000 students have had the opportunity to participate. Additionally, the program accepts the assistance of 24 parent volunteers each week, which equates to 144 parent volunteers each year. These parent volunteers are extremely vital to the success of the outdoor school program.

Over the course of a season, 432 environmental literacy-aligned classes are taught covering topics such as natural resources, owl pellets, and orienteering. Camp also incorporates fine arts into lessons with sing-alongs. Students also have the opportunity to fish and canoe, learning both canoe and water safety. Evening activities include bonfires, folktales, outdoor movies, a visit from the Tri-State Zoo, a skit night and the story of Mr. Cunningham.

PARCC Resources

Trina McGregor, ACPS Assistant Supervisor of Accountability and Assessment, updated the school board on PARCC reports and several parent resources. Two reports that Ms. McGregor reviewed included the algebra I math assessment report and the grade 10 English Language Arts/literacy assessment report. She also reviewed in detail the Parent Guide to the Score Report, which is also an available resource on the school system's website. Other resources that Ms. McGregor highlighted included Great Schools Test Guide for Parents; Understand the Score; Be A Learning Hero; and PARCC practice tests from Pearson PARCC.

Math 180 and Read 180 Data Analysis Report

Mrs. Katie Buskirk, ACPS Supervisor of English and Foreign Language, and Dr. Stephen Thompson, ACPS Assistant Supervisor of Math, updated the school board on Math and Read 180. Students are identified for Math 180 and Read 180 placement according to their performance on math inventory and reading inventory assessments. These programs are provided to approximately 30-45 students per middle school who have been identified as needing Tier 2 interventions in addition to their regular classroom instruction in order to reach proficiency. These programs are intended to be an intensive intervention program for students who are more than one year behind grade level work.

Dr. Thompson reviewed district wide math performance levels to show students' College and Career Ready Performance levels, which are based on students' highest scores measured against standards. He also reviewed how students progressed from their initial quantile bands. In the Math 180 course, data shows that students typically score Proficient or Master level in each completed topic of the program. The strongest results are typically achieved when students follow the Math 180 instructional model daily, and when care is taken to ensure a positive testing environment. Some fluctuation in quantile measures is normal as students encounter more advanced material in math inventory testing, but when students' quantile scores drop by 100 or more, it can indicate that there were issues with focus or effort in testing rather than an actual decline in skills.

Mrs. Buskirk reviewed district wide reading performance levels to show students' College and Career Ready Performance levels, which are based on students' lexile scores. In Read 180, 78% of students experienced lexile gains; 64% of students met the end of year goals; 36% of students met 2x goals; and 20% of students improved CCR level. She also reviewed Read 180 student progress along the reading inventory and CCR lexile performance levels. As students move through the program, lower, non-proficient reader populations should decrease and higher, proficient reader populations should increase. When

WORK SESSION NOTABLES CONT. (4)

students see scores drop by 100 lexile or more, it often means they are being impacted by factors outside the program. Their scores, meanwhile, affect the overall averages negatively. Research indicates that students advance most quickly when they use Read 180 instructional software daily. In each software segment, students are expected to complete learning activities from five zones. Typically, it should take students 5 - 15 days (sessions) to complete each segment.

Financial and Technology Reports

Mrs. Nil Grove, ACPS Chief IT Officer, provided the school board with the following updates from her department:

- Submitted the principal evaluation results for the 2016-2017 school year to MSDE
- Closed August enrollment and worked on the September 30th numbers. Estimate about 65 students less than in 2016.
- Food Service applications are still being processed; however, the carry-over date on October 12th shows that nearly 700 students will not receive benefits if applications are not returned by the deadline.
- Demonstrated good use of the Discovery Education resource last school year
- Daily attendance letters are now only sent for those students with unexcused absences, which have greatly reduced costs.
- Preparing for the January PARCC administration by collecting those students that qualify to create the pre-test file
- Averted the replacement of the phone system at Mountain Ridge using spare and used parts
- BYOD use in high schools show connections of 2:1 compared to ACPS devices

Mr. Larry McKenzie, ACPS Chief Finance Officer, provided the school board with the following updates from his department:

- Through the first quarter of the year, ACPS's budget is about 19% spent compared to 21% this time last year
- Healthcare costs are trending well; however, September was a bit worse than last year. This continues to be monitored. October is on pace with last year.
- Equipment purchases and utilities are both up slightly, but this is likely just a timing issue.
- Non-public placements are down by approximately \$44,000
- Transportation is up slightly, likely due to an increase in the cost of fuel; however, it is still trending well.

Graduation Dress Code Policy Discussion

The school board discussed with the county's four high school principals the idea of a graduation dress code policy. Questions that were raised included:

1. Should all students at a school wear the same color gown?
2. Should students be allowed to decorate mortarboards?
3. Should decorations be limited to mortarboards?
4. Should students be allowed to decorate their gowns?
5. Should schools regulate footwear?
6. Should there be a dress code for under the gown?
7. Should each school continue to determine their own procedures?
8. What should happen to students who attend graduation with inappropriate attire?

Three of the four principals, with the exception of Fort Hill, have in place school policies that prohibit the decorating of mortarboards. Fort Hill has been allowed to do so in the past without issue. The school board is planning to discuss this in further detail to determine if a district policy to address the above questions is necessary.

Policy Regulation: Advance Placement Programs (File: IHCD-R1)

The school board discussed the regulations to the above policy, whose purpose is "to provide a rigorous program for students who are motivated and willing to accept the challenge of academic work that is more in-depth and advanced than a typical high school course in order to become career and college ready." The policy states, "Students interested in preparing for college or moving directly into the workforce can benefit from experiencing rigorous academic coursework while in high school. College Board certified AP courses and standards are nationally recognized and provide the framework for such coursework. Only College Board approved courses is part of the AP program of study. Therefore, the Board of Education supports offering AP courses to students at the secondary level."

NEW BUSINESS

Consider Approval to Purchase BoardDocs Cloud-Based Board Management Solution System

The school board voted, 3-2, to purchase BoardDocs Cloud-Based Board Management System outlined at the Work Session.

Consider First Reading of Policy for Substitutes (File: GCE)

The school board approved the first reading of the above policy, whose purpose is “to provide for continuity of instruction during the absence of regular teachers by establishing qualifications for substitute teachers and to determine the appropriate procedures to secure substitute teachers.” The policy states, “The most qualified and/or effective persons should be selected to be substitute teachers.”

Vote to Meet in Executive Session in October

The school board voted to meet in Executive Session on Tuesday, November 14, 2017, pending any appeals or unfinished business. The work session will begin at 5:00 p.m., and the business meeting will begin at 7 p.m.

UNFINISHED BUSINESS

Consider Second Reading of Policy for Staff Complaints (File: GBN)

The school board approved the second reading of the above policy, whose purpose is “to establish a procedure to resolve staff complaints.”

Consider Second Reading of Policy for Naming School Facilities/Properties (File: FF)

The school board approved the second reading of the above policy, whose purpose is “to adopt an equitable process for naming school facilities, portions of facilities, and properties.”

Both approved policies can be viewed on the school system’s website, www.acpsmd.org.