

BOARDROOM CHATTER

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SUPERINTENDENT'S REPORT

Present Proclamation Recognizing American Education Week and Education Support Professionals Day

The school board presented a proclamation to Mr. John Reuschlein, President of ACEA, recognizing November 13-17, 2017, as American Education Week and November 15, 2017, as Education Support Professionals Day.

Public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's values of freedom, civility, and equality. By equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future.

Education employees, whether they are custodians or teachers, bus drivers or librarians, work tirelessly to serve our children and communities with care and professionalism. Schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials, in a common enterprise.

Enrollment Update

Dr. Cox updated the school board on system enrollment. The official enrollment for ACPS is calculated based on the enrollment as of September 30th each year. Enrollment comparisons by year is as follows:

- Overall Students (including Pre-K): 8,865 (2015); 8,812 (2016); 8,702 (2017); 8,629 (2018)
- Pre-K: 508 (2015); 495 (2016); 490 (2017); 438 (2018)
- Total K-12 Enrollment: 8,357 (2015); 8,317 (2016); 8,212 (2017);

8,191 (2018)

- Part-Time: 23.25 (2015); 30.25 (2016); 26.5 (2017); 21.75 (2018)
- Out of County: 1 (2015); 3 (2016); 3 (2017); 3 (2018)
- Paid FTE (less part-time, out of county): 8,332.75 (2015); 8,283.75 (2016); 8,182.50 (2017); 8,166.25 (2018)

MSDE does not pay for pre-k students, so they aren't included in the funding count. 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. ACPS is down 16.25 paid FTEs for the 2017-2018 school year.

Dr. Cox also updated the school board on cohort information regarding Allegany and Fort Hill High Schools. The current enrollment at Allegany is 711, and the current enrollment at Fort Hill is 739. These two groups are considered the Cohort of 2018. Dr. Cox continued to give cohort figures, based strictly on current enrollment figures at both Allegany and Fort Hill High Schools and Braddock and Washington Middle Schools. Those projected graduating class figures are as follows:

- Cohort of 2019: Allegany 748; Fort Hill 759
- Cohort of 2020: Allegany 765; Fort Hill 782
- Cohort of 2021: Allegany 781; Fort Hill 768

The State Rated Capacity for the new Allegany High School is 857 and is 1,115 at Fort Hill. These figures were shared with the school board and the public in an effort to help people understand that the consolidation of Allegany and Fort Hill isn't feasible due to enrollment size and state rated capacity.

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 October 10, 2017, and Business Meeting October 10, 2017.
2. Approve routine personnel actions for the period of October 1-31, 2017.
3. Receive school construction/maintenance report for the period of October 1-31, 2017.
4. Receive information technology report for the period of October 1-31, 2017.
5. Receive Monthly Financial Report.

The school board approved the 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:** The contractor is doing the following:
 - **Area C:** Hanging, finishing, and painting gypsum wall board throughout; installing ceiling grid on all three floors; installing sprinkler mains and branch lines on the lower level; installing metal doors on all energized electrical rooms; washing the brick on the exterior walls; installing ceramic wall tile on the two upper levels.
 - **Area B:** Installing the quarry tile and utility rough-ins in the kitchen; installing sprinkler lines in the kitchen and gym; installing wall tile in the locker rooms; installing exterior glass; installing canopy at the bus drop-off.
 - **Area A:** Working to complete the curtain wall at the main entrance; pouring the concrete floors for the auditorium side balconies; setting door jambs and exterior windows and hanging drywall in the admin area; continuing the windows in the music area.
 - **Site:** Working to install the sidewalks and road base at the bus drop-off (the base coat of blacktop will be installed soon); pouring concrete sidewalks at the front of the school and student dining; completed placing of the sod on the football field; maintenance and county roads trucks have been hauling topsoil to the site which ACPS is purchasing from a local supplier; setting the goal posts and building the shot-put discus rings; have placed top soil and begun placing sod on the lower practice field.
 - **General:** The large rooftop air handlers began arriving on site last week. The contractor has begun setting them in place using cranes from Belt, Inc.
- **FY 2019 CIP:** The FY 2019 Capital Improvements Program was submitted to the PSCP on October 3, 2017.
- **Westernport Elementary School:** Maintenance has issued the purchase order for the repairs to the elevator. The new cylinder should be delivered in mid-December.

FY 2017 Audit

Mr. Ed Huber, CPA at Huber Michaels, updated the school board on the FY 2017 audit. The company gave the Board of Education an unmodified opinion as all financial statements presented fairly in all material respects. Mr. Huber highlighted

several areas of the audit for the school board:

- The balance sheet shows that the fund balances as of June 30, 2017, in the general fund was \$8,512,566; food service \$145,587; school construction \$1,586,000.
- The income statement, which indicates the net change in fund balances, shows a surplus in the general fund of \$3,767,539, and a surplus of \$79,499 for food service.
- The technology fund shows a deficit of \$64,000
- The Greenway Avenue fund is \$224,000, and the Mountain Ridge fund is \$55,000. Both of these funds are included as part of the school construction fund.
- When comparing actual to budget, there was a \$945,000 negative variance in revenues, and \$4,713,000 positive variance in expenditures, which can be attributed to low health care costs and a decrease in salaries.
- All schools have a positive fund balance.

Opioid Crisis Education Update

Dr. Ben Brauer, Supervisor of Student Services, updated the school board on what the school system is doing to address the opioid crisis. ACPS is represented on the Overdose Fatality Review Board, Opioid and Heroin Prevention Taskforce, Opioid Summit, and the Drug and Alcohol Abuse Council.

ACPS has worked with the ACHD to increase the number of staff trained to administer Naloxone. There have been three mass trainings attended by administrators, athletic trainers, athletic directors, school counselors, central office staff, and school teachers through the Opioid Response Program in which those trained were provided a voucher for a Naloxone kit to be used within schools. Additionally, those attending the training are currently in the process of facilitating online trainings with the rest of their respective staffs, so that others in schools will know how to utilize the Naloxone provided to their school, should there be an overdose on site, either during the day or at an after-hours school sponsored event.

This past summer, ACPS hosted an expert panel that discussed the opioid crisis as part of the annual Superintendent's Advance. The panel was comprised of experts in the field of addiction, treatment, grief counseling, community involvement, child welfare, and resource support.

ACPS has partnered for the past two years with local agencies and community support groups to hold the Prescribe Change 4 Miler. This is an event for all ages aimed at promoting awareness of the crisis, supporting those struggling with addiction, as well as those in recovery and providing local agencies and organizations an opportunity to highlight the resources they can provide to combat the crisis. In the last two

years, there have been more than 200 runners and walkers to participate in the event. It has been estimated that in addition to the runners and walkers, hundreds of others from the surrounding community have attended the event as well. The event is held annually on Labor Day at the Eugene Mason Complex in South Cumberland and is now sponsored by the Queen City Striders.

ACPS has partnered the last three years with the Sheriff and Chris Delaney and Becky Meyers of the Health Department to hold staff trainings at all schools, as well as presentations in high school health classes each semester. During the past year, there have also been student presentations at all four middle schools for eighth graders. Presentations highlight not simply the crisis in the community, but also strategies for prevention and other options for treatment and recovery.

Additionally, ACPS is currently partnering with the ACHD to implement additional methods of enriching the health curriculum, as well as increasing access to prevention counseling through the execution of two separate grants. The curricula materials and counseling services will hopefully be introduced to the schools in the coming months.

Two ACPS school counselors and one elementary health and PE teacher attended training on Self Care and Group Support: A Community Approach put on by the Center for Mind-Body Medicine at Allegany College of Maryland. This one-day workshop was designed to present the fundamentals of self-care and group support to health and human service professionals, educators, and community leaders in Allegany County. The goal was to help members of the community integrate self-care and group support into their preventative and therapeutic efforts for the people with opiate abuse and addiction and their families to foster a culture of wellness in Allegany County. The two school counselors will provide the information to the other counselors at an upcoming meeting, and the health and PE teacher will do the same with her colleagues.

ACPS has incorporated grade band instruction at the elementary, middle, and high school levels to provide age appropriate curriculum relative to the opioid crisis. ACPS was a leader in the state as the instruction was developed and implemented prior to legislation, which has now made this a statewide mandate. For this, the ACHS, ACSO, Cumberland City Police, Frostburg City Police, school health nurses, school counselors, and SROs are all owed a debt of gratitude. It was through the collaboration of all the aforementioned that this curriculum was developed and provided to the students.

Three years ago, through the assistance of now SRO and at the time Narcotics Detective, Jeremy Hedrick, ACPS partnered with Mr. Rick Hamilton, local advocate and recovering addict, along

with Officer Chris Golliday of the Cumberland City Police, to provide students in high school health classes a real-life story of how addiction can impact anybody and how addiction does not discriminate. This presentation also provides students with a story of hope, highlighting Mr. Hamilton's path out of active addiction, and Officer Golliday's support for a friend in need. During the last three school years, Mr. Hamilton and Officer Golliday have reached close to 2,000 students with their story.

Lastly, across the system from an instructional standpoint, teachers, support staff, and administrators have and continue to seek professional development to increase their capacity to provide instruction and support to their students who have been impacted by addiction and death within their family and home. On a personal level, these same educators have provided students and families with everyday necessities, support, and compassion. ACPS staff realize that although they cannot control all of the bad things which go along with this crisis, they can and do make their classrooms as well as the school day a place where they are welcome, supported, safe, and loved.

All of these efforts highlight the vast work of many who over the past four years have worked within the school system to raise awareness of the crisis, increase prevention initiatives, and provide additional access to services to support students and families.

FY 2019 Budget Calendar

Mr. Larry McKenzie, ACPS Chief Finance Officer, reviewed a tentative budget calendar for FY 2019.

- November: (11/16/17) Chiefs, Directors, Supervisors, Principals, and Board Members receive budget materials, information, and directions
- December: Superintendent and Chiefs determine budget parameters; (12/8/17) Budget requests received from Chiefs, Directors, Supervisors, and Principals in the finance office; (12/12/17) Board Work Session to discuss budget priorities and concerns
- January: (1/4/18) Public budget forum at CCTE; (1/8/18) Superintendent's senior staff prioritize budget requests; (1/9/18) Budget priorities adopted; (1/10/18) General Assembly session begins; (1/26/18) Preliminary draft State Aid is available from State of Maryland and MSDE
- February: (2/8/18) Special budget requests are distributed to the school board; (2/13/18) Draft State Aid is presented at Work Session; (2/13/18) Superintendent's preliminary budget concepts are presented
- March: Present Superintendent's Budget to school board and public; (3/13/18) Board of Education votes on

WORK SESSION NOTABLES CONT. (3)

request to County Government; (mid March) Board of Education presents requests to County Commissioners; (3/31/18) Any non-recurring cost considerations are due to MSDE from County must be agreed upon by Board of Education and County Commissioners

- April: (4/9/18) General Assembly session ends 90-day period; County Government releases preliminary budget
- May: County Government releases five-year CIP budget
- June: County Government adopts budget; Superintendent recommends final budget adjustments; Board adopts final budget; Adjustments on Board of Education budget due to County Government; Commissioners approve final adjustment to Board of Education budget

Financial & Technology Reports

Mrs. Nil Grove, Chief IT Officer, updated the school board on her department's monthly highlights:

- On October 18th, Blackboard Connect started making automated attendance calls based on unexcused absences noted in Aspen.
- Submitted final KRA data to include all demographics to close this assessment.
- ACPS robot, Wall-E, is being utilized to assist with instruction in an elementary school where an elevator replacement is in the works.
- PARCC pre-test fall block files were readied for submission for those select students that will sit for this assessment.
- Food Service carryover officially ended on October 12th. As of the end of October, there were still 215 students that did not provide an approved application for FARMS services.
- Cross-LEA verification, which consults with every county to check September 30th enrollment, was completed to provide final numbers.
- With in house resources, a Walking Challenge program was created within the Employee Portal rather than spending wellness funds for outside programs.
- USAC denied a request to fund the fiber to the new Allegany High School. Staff is working with the vice chair of the FCC and the Deputy Secretary of State of Maryland to have this reversed.

Mr. Larry McKenzie, Chief Finance Officer, updated the school board on departmental highlights for the month. ACPS is doing well when comparing spending to what was budgeted as spending is down nearly \$185,000 compared to last year. Costs for substitute teachers are down; equipment needs were met earlier; non-public placements are trending well; utility costs are nearly the same as last year; and healthcare costs are trending well. Transportation costs are increased slightly, likely due to an increase in the cost of diesel fuel. From a cash flow standpoint, ACPS has \$4.6 million in cash on hand.

Video Productions on Vimeo Overview

Mrs. Nil Grove, ACPS Chief IT Officer, updated the school board on the school system's Video on Demand site, Vimeo. Vimeo can be accessed from the school system's website, www.acpsmd.org, by clicking on the ACETV Quick Link. From there, viewers can click on the VOD Streaming link on the left navigation bar to be directed to the Vimeo site. ACPS currently has a total of 309 videos posted to Vimeo in a variety of albums. Albums are collections of videos with similar content such as school board meetings, school system highlights, Active Learning Labs, and many more.

Graduation Dress Code Policy Discussion

At the October school board meeting, board members and high school principals discussed 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.

Legislative Priorities

The school board reviewed their 2017 Legislative Session Core Values and Legislative Priorities to prioritize high quality educational opportunities for all students. The group agreed to produce a simplified document similar to that of PSSAM to share with the Western Maryland Delegation at the upcoming Legislative Breakfast scheduled for Thursday, November 30, 2017, in Garrett County. As in the past, the school board's priorities will focus on adequate and equitable state funding, local control, and mandates.

Policy Regulation: Substitute Teachers (File: GCE-R1)

The school board heard the regulations to 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."

NEW BUSINESS

Consider Approval of 2017-2018 Goals: Board and Superintendent

The school board approved the 2017-2018 Goals for the Board of Education and the Superintendent. They are as follows:

- Increase student achievement and learner engagement.
- Increase efficiencies in school system operation.
- Improve employee morale through effective communication and meaningful professional development.
- Promote the Allegany County Public School System in the county and throughout the state.
- Support and promote programs that meet student needs.

Consider Approval of FY 2019 Budget Calendar

The school board approved the FY 2019 budget calendar, which was discussed during the Work Session.

Consider Approval of Recommended Consultant Services for Facility Utilization Study and Analysis of Elementary Schools

The school board approved the recommendations from the evaluation committee to award the contract for Consultant Services for Facility Utilization and Analysis of Elementary Schools for Allegany County Public Schools to Facility Engineering Associates (FEA) in the amount of \$125,080 based on the company's proposal. FEA is located in Fairfax, VA.

CONSTITUENTS' COMMENTS

Mr. Kevin Spradlin

Mr. Spradlin once again addressed the school board regarding the dress code policies at each school as they relate to graduation. ACPS does not have a district wide policy for graduation dress codes, specifically the decorating of mortarboards. Mr. Spradlin would like students to be able to decorate mortarboards at graduation.

Mr. Wesley Mason

Mr. Mason addressed the school board to express his condolences at the passing away of school board member, Lorelee Farrell. He also spoke to the school board about bullying, especially online. He spoke to the board in an effort to rally the community to join together to fight against bullying. Wesley urged everyone to stop placing blame and start working together to combat this widespread issue.

Mrs. Lori Sadlier

Mrs. Sadlier addressed the school board about the rumors she says she's heard circulating regarding to block scheduling at the high school level. Mrs. Sadlier is not an advocate of this type of schedule, and urged the school board to reconsider if this was in fact something that was being discussed.

UNFINISHED BUSINESS

Consider Second Reading of Policy for Substitute Teachers (File GCE)

The school board approved the second reading of the above policy. Both approved policies can be viewed on the school system's website, www.acpsmd.org.

Vote to Meet in Executive Session in December

The school board voted to meet in Executive Session on Tuesday, December 12, 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.

REPORTS & ANNOUNCEMENTS

Remembering Lorelee Farrell September 10, 1951 ~ November 8, 2017

Elected member of the Board of Education and former ACPS employee, Mrs. Lorelee Farrell, passed away on November 8, 2017, after a courageous battle with cancer. The school board asked for a moment of silence at the beginning of both the Work Session and Business Meeting to pay respects to Mrs. Farrell.

Ms. Alexis Lashbaugh, SMOB

Alexis updated the school board on the following:

- The first Superintendent's Student Advisory Committee was held on October 19th. The group discussed school safety, bullying, drug issues, class engagement, and graduation dress codes. The group elaborated on the topic of cyberbullying as it relates to mental health and violence, and on how larger class sizes can affect student participation. Students also have an interest in adding certain foreign languages to the curriculum.
- The ACASC Executive Board met several times. The group is not going to participate in the Four Diamonds for the Kids fundraiser, but rather focus on local charity projects. The group is going to organize coat drives, Christmas gifts for students in need, Christmas tree decorating for Toys for Happiness, and Christmas cards for Schwab Cancer Center patients.
- An anti-drug club meeting was held on November 19th. City Council member, Seth Bernard, proposed this initiative to the school board in August, and the group has agreed to proceed with plans to implement this club. ACASC members will be tasked with developing parameters for membership.

Mrs. Tammy Fraley

Mrs. Fraley attended a forum hosted by ACEA that featured a panel of both educators and community members working on ways to address educational concerns in Maryland. She also had the opportunity to attend a STEMnet training to be able to speak to students in schools. Mrs. Fraley informed the school board that a community group is in the process of forming a committee that will work to fundraise for ACPS athletic facilities.

Mrs. Laurie Marchini

Mrs. Marchini had the opportunity to attend a Mind-Body seminar at ACM in which attendees learned from presenters ways to address the opioid crisis. The Comptroller also attended the workshop to present Cheri Snyder, who organized the seminar, with the William Donald Shaffer Humanitarian Award. Mrs. Marchini also participated in Leadership Allegany! Rising Government Day, organized by ACPS teacher, Robby May, and County Commissioner, Jake Shade. This is a new opportunity for Allegany County high school juniors modeled after the successful Leadership *Allegany!* Program now in its twenty-first year. It is dedicated to providing positive change by creating a network of future leaders committed to impacting their community.