

BOARDROOM CHATTER

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SUPERINTENDENT'S REPORT

Recognize Black History Month

The school board presented a proclamation to the Allegany Chapter of the NAACP recognizing February as Black History Month. The school board is committed to honoring African-Americans and recognizing their contributions to the history and culture of the U.S.

Recognize Career and Technology Education Month

The school board recognized February as Career and Technical Education Month as designated by the Association for Career and Technical Education. CTE provides Americans with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace.

The ever-increasing cooperative efforts of CTE educators, business and industry stimulate the growth and vitality of the local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade. CTE also gives high school students experience in practical, meaningful applications of basic skills such as reading, writing, and math, thus improving the quality of their education and giving all students leadership opportunities in their fields and communities.

LifeTouch Memory Mission Trip Update

Dr. Cox was selected to participate in the January 2018 LifeTouch Memory Mission, an intensive volunteer effort, to build a new community center and cafeteria in Rio Grande, Dominican Republic. He represented AASA, the School Superintendents Association, on the trip. While there, Dr. Cox also had the

opportunity to participate in a short video via the LifeTouch Memory Mission DR Facebook Live to share his experiences with ACPS. His video is still available for view on the ACPS Facebook page.

The DR LifeTouch Memory Mission began in 2011 with the first floor of the Cecaini K-8 school, and returned in 2012, 2014-2017. Over the six years of construction, the volunteers finished the second floor of the school, built a two-story vocational school, and a two-story K-8 school in Rio Grande.

The 2018 LifeTouch Memory Mission that Dr. Cox was part of consisted of 46 volunteers that included 29 educators and 16 LifeTouch employees from around the country. The volunteers left on January 15, 2018, and returned on January 23, 2018. LifeTouch, as well as other corporate and private sponsors sponsored the memory mission.

To learn more about the LifeTouch Memory Missions, visit www.lifetouchmemorymission.com.

Board of Education

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

CONSENT AGENDA

1. Approve minutes for Work Session January 9, 2018, and Business Meeting January 9, 2018.
2. Approve routine personnel actions for the period of January 1-31, 2018.
3. Receive school construction/maintenance report for the period of January 1-31, 2018.
4. 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 on this project –
 - Area C: Installing VCT on the lower level; Installing ceiling tiles on upper floor; Installing casework on upper floor; Installing ceramic wall tile on upper level.
 - Area B: Installing ceiling tile in kitchen and cafeteria; Installing ceramic tile in student dining; Installing sound panels in gym; Wood flooring for gym will be delivered next week and will be installed after it is allowed to acclimate to the building temperature and humidity.
 - Area A: Priming and painting the walls in band area; Completing windows in band area; Completing ceiling grid in admin area; Hanging and finishing drywall, installing ductwork, and electrical systems in theatre; Painting ceilings and walls.
 - Site: As the weather permits, work will continue on sidewalks at the south side of the admin area, the site planters, and the brick at the band area.
 - General: Installing lights, wiring for intercom, fire alarms, and security systems; Completing duct work to air handlers; Setting plumbing fixtures in C wing; Installing baseboard heaters in C wing; Coordinating inspection of the boilers by the insurance company followed by State inspection.
 - Miscellaneous: The State Fire Marshall continues to inspect each floor before the ceilings are installed. Wood doors will be delivered and installation will begin within the next two weeks. Staff will begin tours of the building for law enforcement agencies this month.
- **CIP FY2019:** ACPS's FY2019 CIP included two requests for funding – the remaining state funds for Allegany High School (\$3.95 million), and funds for the Bel Air roof replacement (\$884,000). To date, the IAC staff has recommended and the BPW has approved \$2.9 million of the request for Allegany. The Bel Air roof replacement project has not yet been funded. Statewide, funding was requested for 116 systemic projects. Of those projects, 35 were approved for funding. State funding was based on an estimated budget of \$280 million of which 75% is now committed. The IAC will make recommendations to the BPW for the remaining funds in March and April. The final allocations will be approved by the BPW after May 1st.

- **Elementary School Facilities Study:** Two representatives with ACPS consultants, Facility Engineering Associates, completed on-site evaluations of all 14 elementary schools. The evaluations began on January 8th and were completed on January 18th. The comprehensive evaluation was broken down into two parts. Once evaluator assessed the physical condition of the building, while the second, accompanied by the school principal, assess the educational adequacy and instructional spaces.

Allegany High School Furniture, Fixtures, & Equipment

Mr. Vince Montana updated the school board on the furniture, fixtures, and equipment for Allegany High School. The architect has begun to develop an inventory of the furniture necessary for each room. Staff will work cooperatively with school administrators to list equipment beyond furniture that will be necessary at the school.

The Judy Center & Early Learning Update

Mrs. Dee Blank, ACPS Supervisor of Elementary Education, introduced Mrs. Deb Kolb, Judy Center Coordinator, and Mr. Dan Snyder, Service Coordinator at South Penn, to give updates on the Judy Center and early learning in ACPS. When the Judy Center received a Federal Preschool Development Grant, it expanded services and learning opportunities to South Penn. Mrs. Kolb and Mr. Snyder updated the school board on a year in the life of the Judy Center. Through a variety of activities, the Judy Center strived to increase parent involvement, enhance early learning opportunities at both Beall and South Penn, and increase the center's community outreach efforts. Activities included:

- Gingerbread houses at South Penn
- Big Toys for Big Boys (and Girls) event at Beall
- Free haircuts for dads and kids at South Penn prior to picture day
- Free farmer's market at Beall and South Penn
- Early childhood playgroups at Beall and South Penn
- Family literacy nights at Banneker Gardens and Jane Frazier Village
- Childcare providers appreciation banquet
- Infant massage classes
- Annual School Readiness Fair
- Various field trips to support curriculum
- Two early childhood conferences and a free family fun night at the mall
- Baby shower in south Cumberland to introduce young families to the Judy Center

- Gardening program at Beall and South Penn

Security Update

Dr. Cox gave the school board an update on the school system's safety protocols, especially necessary in light of recent events at Allegany and Fort Hill High Schools earlier in the week. At the onset of an incident in which student, staff, and/or community safety is in jeopardy, school system administrators will immediately contact local law enforcement and/or fire and EMS personnel, depending on the situation.

Once law enforcement (in cases of suspected criminal activity) or fire and EMS (in cases of suspected fire or inquiry) arrive on site, the highest-ranking official from the respective agency assumes responsibility as the Incident Commander. School system administrators are relieved of their duty as Incident Command at that point. All decisions regarding response posture and public safety are at the direction of the law enforcement agency and/or fire and EMS Incident Commander. School system administrators and staff work to facilitate the decisions and directions being given by the Incident Commander.

In general, there are six Emergency Response Postures, which are standard across the system, state, and nation. These response postures are provided and defined by the National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA). The postures are detailed on the ACPS website and are as follows:

- Evacuation
- Reverse Evacuation
- Drop, Cover, and Hold
- Shelter-in-Place
- Lock-In
- Lock-Down

It is important to note that each incident is unique, and the decision to employ a particular posture and the sequence in which postures are employed is based upon the judgment and expertise of the Incident Commander. The Incident Commander bases their decision upon all information available at the time, in an effort to mitigate the known risks and dangers. School system administrators and staff work to support and implement the decision issued by the Incident Commander.

Once enough information about an incident is gathered, the ACPS Public Information Officer issues a public release in coordination with the Incident Commander and the PIO of that particular agency. Public releases are updated with the approval of the Incident Commander as a situation develops and until the conclusion of an incident.

In addition, each facility in the school system has a critical incident plan, which is updated annually and shared with law enforcement and fire/EMS. These plans help guide responses in a situation. Administrators and staff practice each response posture several times a year and always work to improve response efficiency.

Financial Report

Mr. Larry McKenzie, ACPS Chief Finance Officer, updated the school board on financial highlights from last month. Due to the timing of the February meeting, however, information presented was as of 1/26/18. Non-public placements in ACPS continue to decline, and healthcare costs continue to trend positively as compared to this time last year. In addition, there is approximately \$175,000 in charges that are appearing on financial statements as the result of timing as well. This year's statements were from January, and last year's were from February. The finance office made an effort to input the maximum information as possible prior to the February 1st go live date for the transition to Tyler Technologies.

Budget & State Aid Update

Mr. Larry McKenzie, ACPS Chief Finance Officer, provided the school board with a review of state aid, local aid, Maintenance of Effort, and FY 2019 budget considerations.

State aid is broken down into the following segments: foundation programs; transportation grants; compensatory education; limited English proficiency; special education; guaranteed tax base; supplemental grants; and net taxable income adjustments. Wealth is used to gauge a county's ability to fund school activities based upon its own resources. The formula is intended to be a wealth equalizer between state and local resources for education. School district wealth is formula-driven and takes into account the following measures:

- 50% of the personal property base
- 100% of the net taxable income base
- 40% of the real property base

Allegany County currently ranks 21st in terms of per pupil wealth; therefore, the majority of educational aid comes from state sources. District wealth impacts all aid categories except transportation. District wealth is computed on a per pupil basis and is compared to the state average giving enrollment a direct impact on state aid. Allegany County had a K-12 enrollment decline of 16.5 students, or a reduction of 0.20%. Total enrollment was 8,166.25. The number of students who qualify for free and reduced meals dropped by 0.80% or 36 students to 4,473 (55.8% of K-12 enrollment). The number of special education students increased by 26 students to 1,413 or 1.87%. Special education is now 17.30% of K-12 enrollment. The state's overall enrollment increased by 0.97% from 852,519.5.

Since 2013, local government has funded ACPS at Maintenance of Effort (MOE). MOE is considered the legal minimum that local governments are required to appropriate to school systems. MOE is determined by taking the prior year's local appropriation divided by the number of K-12 students within the district and then multiplying that sum by the current year's enrollment. Although in place since FY 2015, FY 2017 was the first year that some local governments were required to increase MOE if they failed to meet a five-year moving average Education Effort Index. As a result, county government was required to increase its per pupil MOE by 1.7%. In FY 2018, the same situation occurred and required an increase of 2.1% to the per pupil MOE.

Based upon draft information, Allegany County showed a 0.0% increase in per pupil wealth. As a result, if county government continues to fund ACPS at MOE, local revenues could decrease by \$61,349.

There are several things to still consider in regards to the FY 2019 budget. Healthcare still remains a concern for FY 2019, even though the volatility from prior years has subsided. Negotiations are still pending with all bargaining units. Restricted revenues for certain programs may be reduced, such as Title II. There may be a shift in the rank and make-up of some Title I schools that could have staffing implications within those schools. Finally, from a legislative standpoint, PSSAM and MABE are monitoring several bills that could have an impact on school system finances.

Staff Engagement Survey Update

Dr. Cox updated the school board on the continuing work on the Staff Engagement Survey. Aggregate results were shared with the school board, and the next phase is underway to calculate individual building results. This information will be first shared with building administrators and then with all staff members.

Public Comment Policy Discussion

The school board requested this discussion to be placed on the agenda in an effort to make updates to the school board's policy on Board Meetings (File: BE). Currently, the school board does not engage in dialogue with constituents who sign up to speak at a meeting or take any action on an item, but may be considered at a future meeting. Board members agreed that changes need to be made to indicate that "there *may* be discussion" with constituents, if they so desire. Several other surrounding counties' Boards of Education have policies that also allow for this option. Members also agreed that it was necessary for language to be included in the policy outlining the manner in which school board members engage in dialogue and that there should also be a limit to the amount of time they have to respond. Changes and updates will be sent to the Policy Committee for review.

UNFINISHED BUSINESS

Consider Second Reading of Policy for Electronic Signature (File: EHBA)

The school board approved the second reading of the above policy, whose purpose is "to allow the use of electronic signatures by Allegany County Public Schools personnel and to comply with relevant law."

The policy states, "ACPS recognizes the need to communicate electronically and to execute documents electronically. The written execution of documents is not always appropriate, convenient or possible. Therefore, ACPS authorizes the use of electronic signatures in electronic communications in accordance with ACPS regulations."

Consider Second Reading of Policy for Naloxone (File: JLCED)

The school board approved the second reading of the above policy, whose purpose is "to establish a policy regarding administration of Naloxone in the Allegany County Public Schools."

The policy state, "The Board of Education recognizes the importance of having school nurses in the Allegany County Public Schools who are capable of treating opioid overdoses by administering Naloxone. The school nurse or other authorized personnel may administer Naloxone to a person who may be perceived to be experiencing an opioid overdose.

NEW BUSINESS

Consider Approving Changing the March Meeting Date

The school board voted to approve the motion to change the March work session and business meeting date from March 13, 2018, to March 6, 2018, to accommodate scheduling conflicts.

Vote to Meet in Executive Session in March

The school board voted to meet in Executive Session on Tuesday, March 6, 2018, 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. Please note the date change from the original second Tuesday of the month to the first.

CONSTITUENT COMMENTS

Mr. Evan West, ACEA UniServe Director

Mr. West addressed the school board regarding their discussion on public comment during the hearing of constituents. While Mr. West agrees that there are times when a question could be answered at the time it is asked, he hopes that the school board will modify their policy in such a way that doesn't open the door for a back and forth between members and the public, which often times can lead to arguments in public. Mr. West also addressed the school board regarding the budget. After a survey of ACEA members, a key working condition that came up isn't bargainable – class size. The second biggest issue among members is compensation, which is bargainable. He is hopeful that the school board will find a good balance between these two issues for ACEA members. Finally, during this legislative session, he urges school board members to pay close attention to the Protect Our Students Act (SB 31) as he feels it is an assault on local control, as well as legislation that requires casino gambling money earmarked for an educational trust fund remains in that fund.

Mr. Wesley Mason

Mr. Mason addressed the school board regarding the school system's response to recent incidents at two high schools. He wanted to commend administrators and staff for how smoothly the situations were resolved and is confident that ACPS has all of the necessary policies and procedures in place to ensure the safety of students and staff.

Mr. Evan West, NAACP Member

Mr. West addressed the school board at the Business Meeting regarding Black History Month, which he attributes to him becoming an English teacher. He then took the opportunity to read a poem by Langston Hughes in recognition of the monthly celebration.

REPORTS & ANNOUNCEMENTS

Ms. Alexis Lashbaugh, SMOB

Alexis gave the following update to the school board:

- The ACASC Executive Board meeting was held in January to plan the next general assembly.
- Several members of the ACASC Executive Board attended the LEAD D.C. conference from January 26-28, 2018. This is a combined conference of the NASC and NHS.
- Members in attendance at the conference had the opportunity to meet people from all over the world, attend various leadership workshops, and hear from encouraging guest speakers.
- ACASC held a sock drive fundraiser at the end of January and were successful in getting 58 pairs of socks donated.
- Representatives from Bridges to Opportunity recently conducted a poverty simulation for ACASC members in an effort to have them take what they learned about poverty in Allegany County back to their home schools.