

BOARDROOM CHATTER

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SUPERINTENDENT'S REPORT

Recognize Youth Art Month

The school board recognized March as Youth Art Month, designated by the National Art Education Association. This year's theme is "Building Community through Art."

Art education contributes powerful educational benefits to all elementary, middle, and high school students and develops students' creative problem-solving and critical thinking abilities. Art education teaches sensitivity to beauty, order, and other expressive qualities and gives students a deeper understanding of multi-cultural values and beliefs. Art education also reinforces and brings to life what students learn in other subjects and interrelates student learning in art production, art history, art criticism, and aesthetics.

Recognize Music in Our Schools Month

The school board recognized March as Music in Our Schools Month, designated by the National Association for Music Education. This year's theme is "Music Connects Us."

The study of music contributes to the development of young people through heightened skills in listening, reading, self-expression, and creativity and is basic to a complete education. It provides a competitive edge for successful educational reform while engaging students in individual and group activities which develops creativity, problem-solving, and critical and evaluative skills. Music education helps students acquire skills in the production and performance of music, as well as gives them an understanding of history and culture. Music and other arts significantly enhance the morale and quality of the school environment.

2018-2019 Academic Year Calendar Update

To date, students have missed five days of school this year, which puts the last student day for the 2017-2018 school year at June 8, 2018, and the last day for teachers at June 12, 2018.

A draft of the 2018-2019 school calendar was placed out for comment and feedback and was reviewed by various stakeholder groups. Highlights of this draft include:

- First day of school for teachers will be August 22, 2018.
- School will open for students August 29, 2018.
- Christmas break will begin with a three-hour early dismissal on December 21, 2018, and schools will re-open after the break on January 2, 2019.
- Last day of school for students (without built-in days) will be June 5, 2019.
- Last day of school for students (with built-in days) will be June 12, 2019.

ACPS will request a post Labor Day start waiver, which may be submitted if local school systems have closed ten days per year during any two of the last five years because of inclement weather. ACPS qualifies for a waiver because during the 2013-2014 school year, ACPS missed sixteen days and eleven days during the 2014-2015 school year.

Legislative Update

There are a number of education bills being discussed in the General Assembly; however, Dr. Cox highlighted the three pieces of legislation of particular interest below:

- HB 760 – Handguns, School Employees Handgun Permits and Carrying Weapons on School

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 February 1, 2018, and Business Meeting February 1, 2018.
2. Approve routine personnel actions for the period of February 1-28, 2018.
3. Receive school construction/maintenance report for the period of February 1-28, 2018.
4. Receive information technology report for the period of February 1-28, 2018.
5. Receive Monthly Financial Report.

The school board approved the consent agenda.

Property. PSSAM opposes this bill.

- SB 740 – State Department of Education, Breakfast and Lunch Programs Funding (Maryland Cares for Kids Act). PSSAM supports this bill.
- HB 1783 – 21st Century School Facilities Act, aka the Kirwin Commission

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 contractor is doing the following:
 - Area C – Applying the final coat of paint in classrooms; installing ceiling tiles on all three floors; installing casework on the entry and upper floors; installing casework and tops in the science labs; installing ceramic wall tile on the upper level; completing the installation of the elevator.
 - Area B – Installing the ceiling tile in the kitchen and cafeteria; installing the hardwood flooring in the gymnasiums; making the final duct and plumbing connections to the air handlers, boilers, and chillers.
 - Area A – Working to complete the curtain wall at the main entrance; completing the above ceiling work in the theater; painting and installing ceilings in the main street and locker room areas; painting ceilings and walls.
 - Site – Sidewalks have been poured at the main entrance and east side of the administration suite; work continues on the outdoor storage building near the athletic fields.
 - General – Installing lights, and wiring for intercom, fire alarms, and security systems; the Sheriff and senior deputies toured the school February 22nd; school administrators toured the school February 23rd; the contractor installing the fiber optic line to the site has surveyed the site and route for the cable installation and work will begin in March; staff has met with the architects and school administrators on two occasions to identify and select furnishings and develop a survey for input by the instructional staff; the architect is compiling an inventory of the needed furnishings and several options.
- Frost Roof Replacement: The state notified staff that they will release the Aging Schools Funds for FY 2018. Staff is preparing the information for submission to the IAC.
- Mt. Savage Roof Replacement: Phase II of the project was requested as part of the FY 2017 CIP. To date, the project has not been approved by the State. The architect has completed the drawings, and they have been submitted to DGS for review. The project is part of the FY 2018 CIP requests to the IAC. The IAC and BPW have approved partial funding for the roof replacement. Staff is preparing more information for submission to the IAC.

- CIP FY 2019: Staff appeared before the BPW on October 18th to explain FY 2019 requests. Staff then met with the IAC staff on October 24th to discuss requests. ACPS's appeal before the IAC for funding of our FY 2019 requests was presented on December 7th. Final recommendations and approvals will be made before the end of May.
- Allegany High School: A pipe on the boiler rusted and had to be replaced.
- Fort Hill Softball Field: The scoreboard will be installed in the spring by the maintenance department.
- George's Creek: The cooling tower has been delivered. Installation will be completed by maintenance staff, and start-up of the new equipment is scheduled for mid-April.

Music in Our Schools and Youth Art Month

In honor of Music in Our Schools and Youth Art Month, the school board was treated to an artwork display as well as a musical performance by Fort Hill High School's brass quintet, under the direction of Mr. Joe Thomson. The group, who was introduced by ACPS Coordinator of Fine Arts, Mr. Jeff Avey, performed the musical selection "Quintet" by Michael Kamen. Student musicians included Adam Armbruster and Brady Shaffer (trumpet); Brice Simpson (French horn); Jacob Eft (trombone); and Caleb Brown (Tuba).

School Safety Update

Dr. Ben Brauer, Supervisor of Student Safety, updated the school board on ACPS's practices, procedures, and preparation in regards to school safety. With Dr. Brauer were several members of local law enforcement, including Lt. HB Martz, Maryland State Police; Charlie Hinnant, Chief of Cumberland City Police; Craig Robertson, Sheriff Allegany County; Lt. Nick Costello, Frostburg City Police; Cpl. Matt Beeman, Frostburg City Police/SRO; Officer Jeremy Hedrick, Cumberland City Police/SRO; and Officer Chris Fraley, Cumberland City Police/SRO. Not in attendance were three Sheriff Deputies who serve as SROs – Todd Wilson, Shannon Robison, and Daryl Willison; and two ACPS safety officers – Tim Stevens and Bryan Hughes. Dr. Brauer also recognized Sgt. Jason Crowe of the Maryland State Police for his work training all administrative staff and all school staff on emergency protocols and for providing the background for many of ACPS's safety postures and initiatives.

Staff takes part in various trainings and practice a variety of safety drills, including table top drills to prepare in the event of an emergency. New this year is an electronic version of table top drills. School safety teams recently completed the first in a series of these online drills. Additionally, every school has a critical incident plan, but for obvious security reasons, is not for

public consumption.

Officer Fraley updated the school board on the extensive training that School Resource Officers receive. NASRO (National Association of School Resource Officers) is a national organization dedicated to training SROs across the country and worldwide. The Cumberland City Police department's two SROs are trained at an advanced level through NASRO. Officer Fraley currently serves on the NASRO Board of Directors and is responsible for assisting six states, including Maryland, in training efforts. One of these trainings that CPD's SROs have participated in is the SORAT (Single Officer Response to an Active Threat) training. SROs are also trained at a department level for active threat scenarios and actively participate in school drills and table top scenarios.

New Structure of Bi-Monthly Board of Education Meetings

Beginning in April, the school board will launch a three-month trial of a bi-monthly meeting structure, with work sessions being held on a separate night than the business meetings. Public work sessions will be held on the second Tuesday of the month, and public business meetings will be held on the second to last Monday of the month. This trial is being piloted in an effort to increase communication, provide additional opportunities for public comment on alternate days and times, and be respectful of board and staff time. The new meeting structure for April, May, and June is as follows:

- Tuesday, April 10, 2018: 4 p.m. Work Session
- Monday, April 23, 2018: 6 p.m. Business Meeting
- Tuesday, May 8, 2018: 4 p.m. Work Session
- Monday, May 21, 2018: 6 p.m. Business Meeting
- Tuesday, June 12, 2018: 4 p.m. Work Session
- Monday, June 18, 2018: Business Meeting

The school board will reevaluate the success of this new meeting structure after three months to determine if it will continue.

Summary of FY 2019 Operating Budget

Mr. Larry McKenzie, ACPS Chief Finance Officer, reviewed for the school board their budget priorities, the school system's budget considerations, FY 2019 budget assumptions, and the FY 2019 unrestricted budget. The school board's FY 2019 budget priorities are as follows:

- Reduction of class size across the system to become more in tune with best practices
- Limit the reduction of student programs and explore the possibility of the addition of JROTC and the reintroduction of an agricultural education program based upon student interest and enrollment

- Do not utilize fund balance
- Every effort should be made to provide employees with negotiated benefits, including salary and health insurance benefits, such that their take home pay would not be less due to increased employee shared costs of health insurance

Several budget requirements or considerations include:

- 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 upon the district's enrollment demographics and the district's relative wealth.
- Local government is obligated to fund their local district annually.
- The school system must prepare and present a balanced budget. The board's budget meeting with County government is scheduled for March 22, 2018, at 1:55 p.m.

Personnel assumptions about the FY 2019 budget are as follows (all positions are assumed to have a base cost for salary and benefits of \$70,000):

- Allow a placeholder for negotiations with the district's four bargaining units
- Add six teachers within K-2 grade band to reduce teacher to student ratio to 18:1
- Continue to provide athletic trainers at all three high schools
- Fund three elementary school afterschool programs previously funded by the 21st Century SAFE grant
- Provide additional bridge plan and summer school recovery opportunities for students
- Add two teachers to accommodate growth within the secondary foreign language program
- Add three behavioral support specialists at the elementary level as student resources
- Add two testing coordinators/secondary coaches at the secondary level
- Add a drug counselor position

Non-personnel assumptions about the FY 2019 budget are as follows:

- Technology funds removed from previous budget will be reinstated at \$400,000
- Seven Active Learning Labs will be constructed at \$140,000
- Dual enrollment costs will increase across the district by \$37,500
- A third bus will be purchased for transportation this fiscal year for \$93,5000

WORK SESSION NOTABLES CONT. (3)

- Moving expenses for the new Allegany are in the budget at \$50,000
- Computers for the second cohort of PTECH students are included at \$25,000
- Continue to provide school-based allocations at a constant level when compared to prior year
- Appropriate funding for staff development opportunities as requested
- Prepare a budget within the parameters outlined by the school board

The FY 2019 proposed Superintendent's Operating Budget totals \$114,217,877, which is a 2.4% increase over the approved FY 2018 budget. Healthcare still remains a concern, even though the volatility that was evident in 2017 has subsided and the district has continued to have positive results. Negotiations are still pending with all bargaining units. Restricted revenues for certain programs will be reduced, such as the 21st Century SAFE grant, for some elementary schools. There has also been a shift in the rank and make-up of some Title I schools that may have staffing implications within those schools. From a legislative standpoint, PSSAM and MABE are monitoring several bills that could potentially impact school system finances.

Financial Report

Mr. Larry McKenzie updated the school board on monthly financial information as of February 2018. Equipment costs are increasing and are nearing the budgeted amount. The school system is nearly \$400,000 ahead of budget for tuition for non-public placements compared to last year. Transportation's percentage of the total budget is less than last year. Utilities are trending well even though they are about \$60,000 higher this year than last. That could perhaps be a timing issue. Healthcare costs continue to trend well. ACPS has spent approximately \$958,000 less in claims this year; although, February's claims this year were a bit higher than last year. Finally, ACPS has just over \$10 million more in cash in the bank than this time last year.

Technology Report

Mrs. Nil Grove, ACPS Chief IT Officer, updated the school board on the following departmental highlights from January and February:

- Ran a successful Disaster Recovery test on the network by stopping the Internet feed from County Government and firing up the feed from the Museum and ACPS facilities and maintenance warehouse.
- Marking period two and semester one grades were posted to the Aspen portal. Within three days, more than 50% were viewed online.
- High school course request offerings for the 2018-2019 school year were provided online, and by the second day, more than 4,200 student logins for next year selections were made.
- January enrollment numbers provided 8,588 students.
- FEA consultant information provided for school borders based on students with out of district permits.
- Provided assistance to finance on the Tyler/Munis Go Live on February 1st. Kickoff meeting for the Go Live implementation of January 1, 2019, for the HR and payroll portion was held.
- 1099's, W2's were processed, posted to the employee portal and submitted to the IRS.
- Set up the IT Helpline as requested by Teacher Roundtable.
- Governor's office requested feedback on Erate experiences in celebration of the 20th anniversary of Erate.
- Received the Category II funding award for FY 2017, \$340,867.70. This will be used to purchase additional infrastructure equipment for schools.

Policy Regulations:

- ***Federal Awards and Grant Regulations (File: DDC):*** The purpose of this policy is as follows: "The Super Circular has imposed a duty on a recipient of federal awards to establish written procedures to comply with federal requirements in order to receive federal awards. As to all federal awards, recipients are required to establish written procedures for administration of funds; determining the allowability of costs; regulating procurement; and identifying and avoiding conflicts of interest."
- ***Purchasing of Goods and/or Services Regulations (File: DJB):*** The purpose of this policy is "to establish guidelines for conducting business, receiving and/or discussing matters of concerns, and providing an opportunity for citizens to voice opinions or identify problems in an orderly and efficient manner."

NEW BUSINESS

Consider First Reading of Policy for Federal Awards and Grants (File: DDC)

The school board voted to approve the first reading of the above policy, whose purpose states, “The Super Circular has imposed a duty on a recipient of federal awards to establish written procedures to comply with federal requirements in order to receive federal awards. As to all federal awards, recipients are required to establish written procedures for: 1) administration of funds;; 2) determining the allowability of costs; 3) regulating procurement; and 4) identifying and avoiding conflicts of interest.”

Consider First Reading of Policy for Board Meetings (File: BE)

The school board approved, by a 4 to 1 vote, the first reading of the above policy, whose purpose is “to establish guidelines for conducting business, receiving and/or discussing matters of concern, and providing an opportunity for citizens to identify problems in an orderly and efficient manner.”

Vote to Meet in Executive Session in April

The school board voted to meet in Executive Session on Tuesday, April 10, 2018, pending any appeals or unfinished business. PLEASE NOTE THE NEW BI-MONTHLY MEETING SCHEDULE OUTLINED IN THE WORK SESSION NOTES.

CONSTITUENT COMMENTS

Mr. Wesley Mason

Mr. Mason addressed the school board to discuss the importance of suicide prevention and awareness. He spoke of his own suicide attempt and how members of the school board helped him recover. Mr. Mason is currently a candidate for the school board; however, due to some recent health issues, will withdraw from the race.

Mrs. Carmin Jackson

Mrs. Jackson addressed the school board to discourage them from allowing dialogue between board members and constituents during public meetings.

Mrs. Lisa Nelson

Mrs. Nelson addressed the school board as a concerned parent regarding school safety, specifically the controlled entrances at school buildings.

Mr. John Reuschlein

Mr. Reuschlein, President of ACEA, addressed the school board about a bill being considered in the General Assembly that proposes to put aside \$500 million from gambling revenue into education over the next several years. In an effort to bring attention to this bill, there will be a “Fix the Fund” rally in Annapolis, MD, on Monday,

REPORTS & ANNOUNCEMENTS

Ms. Alexis Lashbaugh, SMOB

Alexis gave the following update to the school board:

- In recognition of Women’s History Month, the ACASC president is working in conjunction with the Maryland Association of Student Councils president to plan a women’s leadership forum in Hagerstown.
- March 14, 2018, is the National Student Walkout to honor the victims of the Parkland, FL, school shooting. ACASC members are working with school administrators to plan peaceful events in each of the three comprehensive high schools and the Career Center.
- ACASC will host a mental health forum on March 15, 2018, at the Career Center in the auditorium from 6-8 p.m. The event is open to the public and will feature a variety of guest speakers.

Mrs. Tammy Fraley, School Board VP

Mrs. Fraley recently attended an educational community forum in Frostburg. Topics discussed included One Maryland Promise, various legislation being discussed by the Kerwin Commission, and the Governor’s use of funds for education, specifically gambling revenues as part of the Fix the Fund Act.

Mrs. Laurie Marchini, School Board Member

Mrs. Marchini thanked Dr. Cox and Tammy Fraley for representing the school board at the annual Hooley Plunge. She also had the opportunity to attend the first meeting of the Blue Ribbon Commission and was pleased with the representation from across the county.

Mr. Wayne Foote, School Board Member

Mr. Foote attended the Allegany vs. Fort Hill basketball game, and congratulated Allegany for advancing.

Dr. Sara-Beth Bittinger, School Board President

Dr. Bittinger was part of a mental health work group hosted by the school system. Also attending that meeting were community partners from WMHS, ACHD, ACPS, the Governor’s office, and student leaders. The meeting was an overall audit of the resources available to students and information sharing session. This group will continue to meet in the future. Dr. Bittinger also thanked constituent, Wesley Mason, for his courage to share his story in an effort to spotlight suicide awareness and prevention.