

# BOARDROOM CHATTER

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## SUPERINTENDENT'S REPORT

### *Recognize Students for Designing 2018 Holiday Greeting Cards*

The school board recognized the following students for being selected to design the Board of Education's annual holiday greeting cards:

- Emily Gurtler, Grade 4 at Westernport Elementary School
- Ara Richard, Grade 7 at Westmar Middle School
- Kaitlin Daniels, Grade 12 at Mountain Ridge High School

### *Apprenticeship Maryland Grant Update*

Mr. Brandon Butler, County Administrator, and Mrs. Candy Canan, Principal at the Career Center, provided the school board with an update on the Apprenticeship Maryland Grant, which was endorsed by Governor Hogan and established with the passage of House Bill 942. The CTE program offers students the ability to complete a program which combines classroom instruction and supervised paid work-based training (450 hours). The employers who participate are on an approved list of participants. ACPS's coordinator monitors student progress.

Students in the program have the ability to earn four high school credits fulfilling graduation requirements under the CTE pathway; earn industry-recognized credentials; "learn while they earn"; establish a potential career prior to exiting high school; and potentially earn articulated college credits.

MSDE provides technical assistance and professional development. DLLR provides the apprenticeship navigator, recruits and registers employers, issues skills certificates, and develops standard

operating procedures. Employers work collaboratively with DLLR and the program coordinator, interviews and hires youth apprentices, pays these apprentices minimum wage or higher, defines competencies, assigns a mentor, conducts performance evaluations of the youth apprentices, provides safety instructions, and may extend the offer of employment at the conclusion of the program. ACM serves on the Program Advisory Committee and establishes articulations where appropriate. ACPS completes and submits the grant application, adopts the CTE program, identifies an apprenticeship coordinator, works with MSDE staff, develops written policies regarding attendance and performance, creates a advisory council to oversee the program and provide guidance, and serves as the fiscal agent.

Allegany County Government serves as a partner in all aspects of the program's development. They have provided a venue for the initial technical assistance visit with MSDE; have sought employers for program support; have provided support for the establishment of the program for Allegany County; have provided economic data for the grant application and feedback; have provided a workforce development specialist to work with the CTE supervisor to establish the program.

The Innovation Grant will remain open until December 28, 2018. Funds requested must be clearly defined and can be used for consultant services, substitute teacher fees or faculty stipends, materials/supplies/equipment to support curriculum development/purchase/PD/instruction, marketing, and travel. ACPS's grant will focus on an extensive marketing plan, parent and student engagement, employer engagement, professional development, substitute fees, and the hiring and support of a apprenticeship coordinator for three years.

## 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. Eesha Bokil, SMOB

## CONSENT AGENDA

1. Approve the minutes for school board November 13, 2018.
2. Approve routine personnel actions for the period of November 1-30, 2018.
3. Receive School Construction/Maintenance Report for the period of November 1-30, 2018.
4. Receive Information Technology Report for the period of November 1-30, 2018.
5. Receive Monthly Financial Report for November 2018.
6. Approve Certificated Early Retirement Notification
7. Approve bid from Bedford Valley Petroleum in the amount of \$2.257/gallon for fuel oil for schools for the 2018-2019 school year.
8. Approve lease renewal for the Finan Center to provide a special education day school for ACPS.

## INSTRUCTIONAL & DEPARTMENTAL UPDATES

### ***P-Tech Update***

Dr. Kim Kalbaugh, ACPS Chief Academic Officer, and Mr. Tom Striplin, ACM Dean of Arts and Sciences, gave the school board an update on the P-Tech program (Pathways-Technology Early College High School) in which students can earn an AA degree from Allegany College of Maryland in computer science with a concentration in cybersecurity.

The program's first cohort consisted of 22 sophomores in three high schools broken down as follows:

1. 2 females, 20 males
2. Current P-Tech class: Intro to Computers (ACM course)
3. 7 students on a 4-year pathway
4. 10 students on a 5-year pathway
5. 5 students on a 6-year pathway

The program's second cohort consisted of 25 freshman in three high schools broken down as follows:

- 6 females, 19 males
- Current P-Tech class: Exploring Computer Science
- 7 students on a 4-year pathway
- 13 students on a 5-year pathway
- 5 students on a 6-year pathway

The program provides students with individualized support to select a pathway for completion. Graduates have the potential to earn high wages and work in many businesses and industries. And the program gives students the potential to earn a cost-free two-year degree from ACM.

The first cohort had the opportunity to participate in the Maryland State Cyber Competition in which two of ACPS's three teams placed in the top ten. This group also presented at the Tech at the Gap event. The second cohort took a field trip to the Career Center and attended a welcome dinner with community leaders. The next step for both cohorts will be mentor assignments.

Several challenges have arisen including rigorous course work, college course work beginning in grade ten, excellent attendance is crucial as is completing work and meeting deadlines. In order to address some of these challenges, ACPS and ACM has a P-Tech subcommittee that provides strong collaboration and support. This group holds meetings as needed to address concerns; has created an action plan to revise and/or guide cohort programming; has continuous contact with students and parents regarding grades and completion of work. Additionally, a few students in cohort one struggled with the completion of work and working independently on assignments, so ACM granted an extension to allow these students more time and support.

During the months of January to June, cohorts one and two will begin mentoring assignments; students on a 4-year pathway will begin their second college course; an annual stakeholder meeting will be held; recruitment and selection of cohort three; parent and student meetings will occur; the program for years one and two will be evaluated; and end-of-year reports will be submitted to MSDE.

### ***Next Generation Scholars Program***

Mrs. Carrie Pannone, NGSP Coordinator, provided an program update to school board members. Currently, 142 of 335 eligible students have signed up for the program. Goals of the program include 94% or better attendance, a 10% decrease in referrals and suspensions, and a 2.5 or better GPA. In 8<sup>th</sup> grade, students will leverage career interest tools, meet with career professionals, attend hands-on learning activities, and plan for high school. In 9<sup>th</sup> grade, students will participate in learning experiences, build career skills and knowledge, and investigate career and college pathways. In 10<sup>th</sup> and 11<sup>th</sup> grades, students will participate in job shadowing opportunities, visit college programs and facilities, conduct informational interviews, and prepare for the SAT/ACT and the college application process. In 12<sup>th</sup> grade, students will apply to colleges and for scholarships, find internship or paid work experiences, and create a transition plan for college.

During the 2017-2018 school year, the program had 3,039 student engagements, 86 students visited three colleges, and 31 students took part in summer programs. 41% of high school students surveyed indicated that they have a good understanding of the college

## INSTRUCTIONAL & DEPARTMENTAL UPDATES CONT.

admissions process. Sophomores in the program will participate in a Career Day with Allegany Media, Rehab 1<sup>st</sup>, the Allegany Job Center, City Hall, and the Allegany Arts Council on January 23, 2019. Students will visit UMBC in February, Allegany College of Maryland in March, and the Edgewood Chemical Biological Command and Aberdeen Proving Grounds in April. The MD Scholars Speakers Program and STEM Specialists in the Classroom included the following: 350 MD Scholars Speakers at Washington and 368 at Fort Hill; 260 STEM Specialists at Washington and 175 at Fort Hill. A total of 31 students participated in summer Bridge programs at some of the following: FSU's F2T2 Teachers' Camp, ACM's STEP camps; CPD police camp; REACT robotics camp; NGSP Career's camp; MLW camp; and PSAT test prep books. 291 parents were engaged at ten different events.

The Guaranteed Access Grant offered \$18,600 in 2018 and required students to apply to a two or four-year Maryland college, have a 2.5 un-weighted GPA in high school, reside in Maryland, and have received free or reduced meals while in school.

### ***School Report Card Update***

Mrs. Trina Simpson, ACPS Assistant Supervisor of Assessment and Accountability, updated the school board on the new Maryland School Report Card which will provide educators and parents with the most complete picture of school and school system performance in State history. The Report Card, for the first time, includes a broad selection of performance indicators to help measure how schools are doing. In addition to student success and growth on State tests in ELA and math, the Maryland Report Card factors in progress in achieving English language proficiency for English learners, chronic absenteeism, preparation for postsecondary success, access to a well-rounded curriculum and graduation rate. In the coming years, it will include the results of a student and faculty survey.

Schools receive points based on their results on the performance indicators. Educators and parents will be able to view a brief summary of performance by looking at a school's star rating, which tallies the school's total earned points percent and issues a rating from 1 to 5 stars; the percentile rank, which is how a school performed in comparison to other schools in the category; and the total earned points percent, which is the total number of points earned by the school across the measures, divided by the total possible points.

Some highlights from ACPS include the following: all fourteen elementary schools received a 4 or 5 star rating; all middle and high schools received a 3 star rating or higher; and six elementary schools ranked in the top 10% of all schools in the State.

### ***Maintenance and Construction Updates***

Mr. Vince Montana, ACPS Director of Facilities, updated the school board on the following maintenance and construction projects:

- **Allegany High School:** The contractor is working to correct items on the punch-list. Three sets of fire doors will be replaced, the speakers in the wrestling room have been replaced, and several components in the fire alarm system have been replaced. The closeout meeting with the architect and contractor is scheduled for December 14<sup>th</sup>.
- **Frost Roof Replacement:** Bids were received for the roof replacement on June 6<sup>th</sup>. The project has been submitted to the IAC for approval.
- **Mt. Savage Roof Replacement Phase 2:** Bids were received for the roof replacement on June 6<sup>th</sup>. The project has been submitted to the IAC for approval.
- **Capital Improvements Program FY20:** The IAC staff has recommended that all three of the projects requested for FY20 be approved for funding. The IAC will vote on the recommendations on December 13, 2019. The three projects include the roof replacement at Bel Air and the Career Center and the replacement of the coal boilers at Washington.
- **FY19 School Safety Grant Program:** On August 30, 2018, the IAC approved the allocation of \$10 million of the \$20 million available for the program. The IAC also approved the application, administrative procedures, and funding allocations based upon a combination of enrollment and total square footage. The funds allocated to Allegany County total \$110,000. Staff has met to discuss the eligible projects and will submit the request to the IAC for approval.
- **Braddock:** Repair of the gym floor began on November 26<sup>th</sup>. The damaged flooring was removed and the entire floor has been sanded. The contractor began applying the finish on December 6<sup>th</sup>. Two coats of finish will be applied before the court lines and logo are painted. Two additional coats of finish will then be applied. The repairs are expected to be complete before Christmas.
- **Bel Air:** State Highway Administration staff went to Bel Air on November 20<sup>th</sup> to review plans for the replacement of the pedestrian bridge. They have asked that several changes be made to the design. County staff will make the changes and submit the revised drawings.

## INSTRUCTIONAL & DEPARTMENTAL UPDATES CONT.

- **Allegheny, Sedgwick Street:** Crews from the Maintenance and Operations Department continue to remove the furniture and materials from the building. The contractor has begun work to remove the remaining shop equipment. To date, local law enforcement agencies have used the building for training on five occasions.

### **Monthly Financial Report**

Mr. Larry McKenzie, ACPS Chief Finance Officer, updated the school board on the following monthly highlights from November:

- Legal fees continue to trend well compared to last year. Just over 28% of the budget has been used to date.
- Substitutes are trending well and are down from this time last year
- Equipment costs are slightly below last year, likely because of the timing of purchases.
- The tuition for nonpublic placements is trending well and is approximately \$50,000 less than this time last year.
- Transportation costs are on budget.
- Utilities are over budget by approximately \$65,000, likely due to the increased square footage associated with the new school.
- Healthcare costs are trending well and are about even compared to this time last year.
- The overall budget is trending well, and the finance department anticipates being able to return money to the fund balance.

Mr. McKenzie also informed the school board that his department continues to work diligently to complete the requirements of the financial audit. He hopes to have all of the necessary information to the auditors by next week.

### **Monthly IT Highlights**

Mrs. Nil Grove, ACPS Chief IT Officer, provided the following highlights for November 2018:

- Work continues on the Active Learning Labs. Flintstone, Northeast, Parkside, and South Penn are now complete with furniture and equipment. Allegheny science labs are not yet complete. IT staff is working with maintenance staff on wiring and computer set-ups.
- Morning announcements via Google Hangouts is now available for all schools to include subs. This is an alternative way of broadcasting instead of using the PA system since each classroom is equipped with a TV or projector.
- Began conversations with pupil services on the task of scanning all student records for electronic rather than paper storage.
- Work continues on the Tyler Munis HR payroll

conversion.

- There were widespread power issues on October 28<sup>th</sup>. West Side and others had extended outages to the point where equipment went down.
- Investigating competitive sources for installation and maintenance of PA systems. The current vendor is expensive. This is a need at Washington immediately.
- Submitted for reimbursement of the entire cost of fiber to the new Allegheny. E-rate reimbursed 90% of the cost (236,466.47) and the Public School Construction Program funding will cover the remaining 10%.

### **Class Size Report**

Mrs. Nil Grove also updated the school board with a class size report for the 2018-2019 school year.

- Kindergarten-Grade 5: Average class size is 19; Total number of classes is 202; Smallest class K-2 is 9; Largest class K-2 is 27.
- Middle School: Average class size is 24; Total number of classes is 76; Smallest class is 12; Largest class is 33. These numbers are based on ELA classes.
- High School (by subject area):
  - Algebra I: Average class size is 23; Total number of classes is 17; Smallest class is 17; Largest class is 29
  - Geometry: Average class size is 23; Total number of classes is 26; Smallest class is 16; Largest class is 30
  - Government: Average class size is 25; Total number of classes is 24; Smallest class is 19; Largest class is 30
  - Biology: Average class size is 25; Total number of classes is 25; Smallest class is 15; Largest class is 30
  - English 9: Average class size is 23; Total number of classes is 27; Smallest class is 13; Largest class is 30

## POLICY REGULATIONS

### ***Proper and Acceptable Use of Surveillance Cameras (File: ECAF-R1)***

The school board heard the regulations for the above policy, whose purpose is “to set guidelines for the use and viewing of video/audio surveillance.” The policy states, “The BOE recognizes that maintaining the safety and security of students, staff, and district property is best implemented with a multifaceted approach. Video/audio surveillance may be utilized in and around schools on ACPS property and transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video/audio surveillance is subject to applicable laws pertaining to such use. Video/audio monitoring is not permitted in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a personnel performance evaluation is not intended to be covered by this policy. Recording of students for educational purposes is not covered by this policy.”

### ***School-Sponsored Student Media (File: JICE-R1)***

The school board heard the regulations for the above policy, whose purpose is “to provide guidelines related to school-sponsored student publications and productions.” The policy states, “The BOE recognizes that providing opportunities for responsible student expression is an integral part of the ACPS program. Student journalists have the right to exercise freedom of speech and freedom of the press in school-sponsored media, subject to certain specific restrictions. The BOE also recognizes its responsibility to the schools, students, and community to ensure that school-sponsored media which provide a vehicle for student expression are consistent with legal and regulatory requirements, school system policies and procedures, civil discourse, responsible journalism, and professional standards.”

## NEW BUSINESS

### ***Consider Approval of FY2020 Budget Calendar***

The school board voted to approve the FY2020 budget calendar as follows:

- 12/20/18: Chiefs, Directors, Supervisors, Principals receive budget materials, information, directions
- 1/8/19: Board to discuss and possibly adopt budget priorities
- 1/9/19: Maryland General Assembly Session begins
- 1/14/19: Budget requests received from Chiefs, Directors, Supervisors
- 1/21/19: Superintendent and Senior Staff prioritize budget requests
- 1/25/19: Preliminary draft State Aid is available from State of Maryland and MSDE
- 1/28/19: Board budget priorities adopted (if not done so on 1/8/19)
- 2/5/19: Draft State Aid presented
- 2/5/19: Superintendent’s preliminary budget concepts are presented
- 2/25/19: Superintendent’s budget presented to board and public
- 3/12/19: Board votes on request to County Government
- Mid-March: Board presents funding request to County Commissioners
- 3/29/19: Any non-recurring cost considerations are due to MSDE from County (must be agreed upon by Board and County Commissioners)
- 4/8/19: General Assembly Session ends 90-day period
- Mid-April: 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 budget due to County Government; Commissioners approve final adjustments to Board budget

### ***Consider Approval of Bus Contractor Administrative Fee Adjustment***

At the recommendation of the Transportation Department, the school board approved that the contractors’ administrative fee be changed from \$800 to \$900 to assist in covering the growing cost of operations. This adjustment will be an increase of \$8,500 per year (85 buses x \$100). This increase will be absorbed from the savings that were a result of combining buses this school year.

### ***Consider Accepting Bids for 66-Passenger and 54-Passenger Bus***

The school board accepted the low bid of \$90,478 from K. Neal International for a 66-passenger bus to set the per vehicle allotment for new buses purchased by school bus contractors. At the recommendation of the Transportation Department, the school board

accepted the bus from American Bus Sales in the amount of \$92,249 over the low bid of K. Neal International for the 66-passenger bus because of better service, improved communication, lower repair costs over the life of the bus, less down time with repairs, increased availability of service locations, and accuracy of meeting bid specifications and delivery time. Additionally, also at the recommendation of the Transportation Department, the school board also accepted the bid from American Bus Sales and Service for a 54-passenger lift bus in the amount of \$97,097. American Bus Sales and Service was not the low bid, but the other bidder did not meet bus specifications set forth in the bid.

***Consider Repealing Video Surveillance in School Facilities Policy and Regulations (File: ECAA)***

The school board voted to repeal the above policy, whose purpose is “to provide a safe and secure environment and deter inappropriate behavior or illegal activity in school facilities.” This policy was in conflict with another policy discussing the same thing.

***Consider First Reading of Proper and Acceptable Use of Surveillance Cameras Policy (File: ECAF)***

The school board voted to accept the first reading of the above policy, whose purpose is “to set guidelines for the use and viewing of video/audio surveillance.”

***Consider First Reading of Public Gifts and Donations Policy (File: KCD)***

The school board approved the first reading of the above policy, whose purpose is “to provide guidelines for the acceptance of donations.” The policy states, “The BOE welcomes donations from individuals, organizations, and corporations. Prior to acceptance, donations will be reviewed under criteria established by the regulations.”

***Vote to Meet in Executive Session on January 8, 2019***

The school board voted to meet in Executive Session in January pending any appeals or unfinished business.

## REPORTS & BOARD MEMBER COMMENTS

***Ms. Eesha Bokil, SMOB***

Eesha updated the school board on the following:

- The ACASC Executive Board along with other members of ACASC attended a Student Advisory Council meeting with Dr. Cox.
- ACASC held two Executive Board meetings to discuss the new environmental committee, including prerequisites of memberships and responsibilities, and they also planned their next General Assembly which will occur in January. The theme of the meeting will focus on mental health.
- Allegany County’s ACASC Executive Board held a meeting with the Executive Boards from both Garrett and Washington Counties to plan their Western Division Leadership Summit. The group planned the activities for the two-day, overnight event that will strive to help teach each other leadership skills and offer a bonding experience for student leaders in these western counties.
- ACASC is currently planning several fundraisers.

***Mrs. Deb Frank, Board-Member Elect***

Mrs. Frank addressed the school board to extend her thanks and well wished to outgoing board members, Sara-Beth Bittinger, Laurie Marchini, and Nicholas Hadley. She also stated that she was very much looking forward to joining the new school board in January to work together for the good of the students and staff in Allegany County Public Schools.

***Board Members***

School board vice president, Mrs. Tammy Fraley, read proclamations to outgoing school board members, Sara-Beth Bittinger, Laurie Marchini, and Nicholas Hadley, thanking them for their years of service and dedication to the Allegany County Public School System. Each board member and Dr. Cox then took the opportunity to express their gratitude to those ending their service on the school board.