

**BOARD OF EDUCATION OF CARROLL COUNTY
GARY W. BAUER, PRESIDENT
CHARLES I. ECKER, SUPERINTENDENT
BOARD MINUTES (APPROVED)
FEBRUARY 9, 2005**

PRESENT

Gary W. Bauer, President
Cynthia L. Foley
Thomas G. Hiltz
Laura K. Rhodes, Vice President
C. Scott Stone
Andy McEvoy, Student Representative
Dean Minnich, County Commissioner
Charles I. Ecker, Superintendent
Rochelle Eisenberg, Legal Counsel

President Bauer convened the Board of Education in regular session on Wednesday, February 9, 2005, at 5:06 p.m. in the Board meeting room at 125 N. Court Street.

Moved by Mrs. Rhodes, seconded by Mr. Hiltz, Dr. Ecker added agenda item number 6.02 Revisions to Board Policy BC – Ethics, the Board unanimously voted to approve the agenda as amended.

**APPROVAL
OF AGENDA**

Moved by Mr. Stone, seconded by Mrs. Foley, the Board unanimously voted to approve the January 12, 2005 minutes as submitted.

**APPROVAL OF BOARD MINUTES
– JANUARY 12, 2005**

Mrs. Foley reported receiving correspondence regarding full-day kindergarten, the stress levels of

**CORRESPONDENCE TO AND
FROM BOARD MEMBERS**

academically advanced students, and student health and obesity.

Mrs. Rhodes reported on her attendance at the Partnership Breakfast. Mrs. Rhodes thanked Robin Kable, Coordinator of Business and Community Partnerships, for her work coordinating business partnerships. Additionally, Brad Sanzenbacher was recognized for his development of the three-minute video on business partnerships.

Mrs. Rhodes is encouraged with the open communication in schools and the community on being more tolerant of those with different views and cultures. Other correspondence includes revisions to the school calendar, bus route concerns, and advanced placement courses.

Claire Kwiatowski, former county PTA president, suggested to Mrs. Rhodes that we list scholarship information on the school system website.

Mr. Bauer recognized Charles Harrison, President of the Carroll County Chapter of the National Association for the Advancement of Colored People, who is in the audience tonight.

PUBLIC PARTICIPATION

Mrs. Rhodes reviewed the guidelines for citizen participation:

1. Debbie Lockwood, a Sandymount Elementary School kindergarten parent, asked the Board to support the development of a summer enrichment program for kindergarten students.

This concludes citizen participation.

Andy McEvoy, student representative, reported meeting with five of the seven high school administrators. His goal is to talk with the administrators about the same issues he talks about with students.

STUDENT REPRESENTATIVE REPORT
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Twenty students from the Carroll County Student Government Association met with Steve Guthrie, Assistant Superintendent of Administration; Harry Fogle, Assistant Superintendent of School Management; and Ed O'Meally, Esquire. Issues were on the rights and responsibilities of students.

Mr. McEvoy reported that CCSGA members do not support the Substance Abuse policy when it pertains to an offense off of school property and after school hours. The

students feel this policy is ineffective, and they feel that it is not right for the school system to impose themselves on students outside of school. In their opinion, principals spend a lot of their time investigating hearsay.

Mr. Bauer asked Dr. Ecker to report to the Board how much time is involved in this type of investigation and how often this is happening.

Mr. Stone said that he is more interested in the recommendation of the Superintendent on this regard. Mr. Stone noted the Board is permitted to consider hearsay because they do not have the ability to subpoena and compel people to testify.

Mrs. Rhodes suggested that we make sure the programs and rules we implement have the effect that we want. Administrators are not catching all of the parties and all of the students who attend them. Mrs. Rhodes feels we do not have a measurement and we do not have a baseline to evaluate the effectiveness of this policy.

Mr. Hiltz asked if the students talked about whether this policy was a deterrent. Mr. Hiltz was disturbed by the suggestion that we do away with a policy because we have students who lie to administrators. He feels we should be looking at ways to reinforce appropriate behavior.

Mr. Stone noted that the policy is enforced on students in extracurricular activities and he agrees with Mr. Hiltz that just because there is disagreement with a policy that you do not do away with that policy. Mr. Stone feels that students should be able to make mistakes and should be made to face the consequences.

Mr. McEvoy said that at least 75% of the students in a school would be at risk for this policy.

Mrs. Foley stated that she sees this policy as an invasion of her parental rights.

Sharon Fischer, president of the Carroll Association of School Employees, invited the Board to join CASE members on February 28 as they travel to Annapolis to meet with the State Delegation.

**CARROLL ASSOCIATION
OF SCHOOL EMPLOYEES**

Hal Fox, Director of Uniserv, brought greetings from Barry Potts, CCEA president. CCEA invites Board members to participate in the annual Read Across America on February 26, 2005 at Town Mall in Westminster.

**CARROLL COUNTY
EDUCATION ASSOCIATION**

PERSONNEL ITEMS

Moved by Mrs. Rhodes, seconded by Mr. Stone, the Board unanimously voted to approve the superintendent's recommendation to appoint Troy A. Barnes as Acting Assistant Principal at Century High School.

PERSONNEL ACTION ITEM

STUDENT ACHIEVEMENT/CURRICULUM FOCUS REPORT

Peg Kulow, Supervisor of Minority Achievement and Intervention Services, introduced Lynda Gainor, Coordinator of Intervention Services, and Lisa Busher, Principal of Runnymede Elementary School.

**COMMUNITY LEARNING
CENTERS**

Ms. Gainor shared information on the local and state funded after-school Community Learning Centers programs. Currently, there are two elementary, four middle, and one high school programs. Students in these programs are involved with academic support and have access to a variety of experiences provided by instructors who are parents, volunteers, and community partners. There are 461 students enrolled in these programs.

The extended day is recognized as one strategy used to meet the requirements of No Child Left Behind. The extra time, homework assistance, high teacher ratio, and flexible grouping allow students to accelerate their academic progress.

The Community Learning Centers are looking for continued support for their current sites with the request for funding for an additional site. They expect to maintain support for the high standard of performance of all participating students and increase a direct link to the regular school program.

Ms. Busher shared her personal experience with the benefits her son received in the program. She is excited that her school, Runnymede Elementary, is going to have a program available for their students. Peter Busher explained the benefits he has received from this positive learning environment.

Rob Caples, Education Technology Analyst, introduced staff member Bob Cole, Education Technology Specialist, who works with the Learning Management Systems. Mr. Cole shared with the Board information regarding online learning.

ONLINE LEARNING

E-learning is a web-based content delivery system that is accessible with an internet connection at any time. This online communication tool is for sharing resources and collaborating with others online. At least 15 states now provide some form of virtual schooling with 25 percent of all K-12 public schools now offering some form of e-learning.

Utilizing e-learning would help with scheduling problems, courses with too few students, availability of new courses, and access to courses that meet individual student needs. Also, staff opportunities for professional development would expand. Online professional development options include reading, online mentoring, assistive technology, curriculum, and English for Speakers of Other Languages (ESOL).

Carroll County Public Schools e-learning initiatives include pilot programs in elementary science, elementary schools, staff development, and school library media. The school system will continue to upgrade infrastructure, train staff in online learning theory, and work to get curricula in a digital format that can be updated/accessed 24/7.

Mr. Stone asked about the dependency on I-Net for the implementation of this program.

Gary Davis, Chief Information Officer, reviewed the school system's participation in the Carroll County Public Network. This network is working with Adelphia Cable and I-Net to address needs. This network consists of county government, the public library, the public school system, and the community college all working together on available bandwidth, infrastructure, and upgrades.

County Commissioner Minnich shared that one of the initiatives of the Cable Regulatory Commission is working with County Government to look at the bandwidth deficiencies in this county.

Mr. Stone commented on training for staff and teachers for online learning and asked what the role the instructional supervisor will play in identifying curricula for e-learning. He questioned whether the instructional side of the school system is on board with these technology goals. Mr. Cole said that they are working with a pilot in elementary science that is going very well. Training modules exist to help staff get the training for online learning.

Mr. Hiltz thanked Mr. Cole for the informative and helpful presentation. He feels the focus is going to be on supplementing instruction and professional development. Mr. Hiltz shared his hope that we move toward online learning deliberately and thoughtfully. He relayed information from an article that said online schools showed mediocre

performance. We need to make sure that the quality and content in our online courses is there. This cannot become a magnet for low achieving students to move through their education. The development of online learning could outpace local and state policies. Mr. Hiltz asked Dr. Ecker to look forward to developing these policies.

Mrs. Foley asked about the timing of online advanced placement courses. Mr. Cole said, in an ideal model, the time for the course would be worked in the students' schedule. All students requesting this advanced placement course would not need to be scheduled at the same time; however, it would be recommended that the student have access to the course via computer/internet during the school day.

Mr. McEvoy felt that the successful online course student would need to be a self-directed student to be successful with this format.

Mr. Cole said that every student who is enrolled in an online course has a school-based mentor to supply immediate response and personal contact with a teacher.

Mrs. Rhodes and Mr. Bauer expressed their appreciation for the work being done to coordinate all of the pieces involved to make online learning successful for students.

Laslo Boyd and Patrick Gonzales from Mellenbrook
Policy Advisors reported their findings and recommendations

**MELLENBROOK REPORT
ON THE HIGH SCHOOL
PROGRAM REVIEW**

in their report *The Carroll County High School Program: An Evaluation and Recommendations on Key Educational Policy Issues*. The Board approved a study of the High School Program Review on September 8, 2004 to closely examine several educational policy issues.

The executive summary states the "research methodology included a detailed review of research findings on the various subjects, in-depth interviews with a broad array of key education officials in Carroll County, examination of test results and other data, and

the administration of surveys to high school students, their parents, and teachers.” Their recommendations are:

- The Carroll County Public Schools should retain the four-mod schedule for all seven of its high schools.
- Freshman Seminar should be a voluntary, not a required, course.
- We recommend that the Advisory system be a requirement for all high schools and that it be set up in a consistent manner across all schools.
- The Carroll County School System needs to build on its current goal of having students pursue a rigorous curriculum and needs to have a strategy to encourage increased student enrollment in Advanced Placement courses.
- We recommend that the six credit “Career Focus” requirement be eliminated.
- All major policy decisions need to be made in such a way as to solicit maximum input *before* the decision is final and need to be clearly communicated to all stakeholders.
- Much more attention needs to be paid to how policy, regulations, and programs are to be implemented.
- The goals and objectives of the school system need to be reiterated on a regular basis to the entire community.
- When new educational initiatives are implemented, one of the requirements needs to be that a systematic method of evaluation, including collection of appropriate data, be a part of the initial implementation.

The entire report, along with supporting documentation and survey results, is available on the school system website at www.carrollk12.org.

Dr. Ecker thanked those who returned their surveys and those who shared their views during the interviews. This was a comprehensive report that will be reviewed and acted upon. Dr. Ecker noted that one of the most difficult things a school system has to do is communicate with the public. With so many avenues of communication and varying access to those avenues, it is difficult to know what is the right type of communication. It is something that will be improved upon in the future.

County Commissioner Minnich shared that communication problems are inherent in all institutional and government settings. Communication in all settings could improve.

ACTION ITEMS

Moved by Mr. Hiltz, seconded by Mrs. Rhodes, the Board unanimously voted to approve the revisions to board policies. Rochelle

**REVISIONS TO BOARD
POLICIES - COMMITTEES**

Eisenberg, legal counsel, advised that committees established or referenced in board policies fall under the authority of the elected Board of Education rather than the Superintendent of Schools. As approved by the Board of Education on January 12, 2005, the attached addendum of board policies were revised to eliminate references to committees or panels. The policy's accompanying administrative regulations were modified to establish similar committees that fall under the authority of the Superintendent of Schools. (ADDENDUM #1)

DISCUSSION

Dr. Ecker reported the revisions would be brought back to the March 9, 2005 Board meeting for action by the Board. The community has until February 25 to provide feedback to the proposed revisions.

**REVISIONS TO THE 2005-
2006 SCHOOL CALENDAR**

Mrs. Rhodes shared her disagreement with the placement of parent conference days at the end of the semester and does not agree with placing the conference days in the week of the Thanksgiving holiday. Parents must be encouraged to attend parent conferences, not be given a week for a planned vacation.

Mrs. Foley shared her disagreement with the placement of parent conference days. Her feelings were that it is not good to have conference days three weeks after report cards. She also disagrees with placing high school parent conference days during a Thanksgiving break.

Dr. Ecker noted the student absentee rate for schools was significant on the Wednesday before Thanksgiving.

Mr. Stone stated that on balance the recommendations are very good. This is not the only time that parents have to conference with their child's teachers. When interim grade reports come home, they should be the first indication of any problems and contact should be made with the teacher to correct any problems.

ETHICS POLICY

Mr. Stone reviewed the revisions to Board Policy BC – Ethics. These revisions are a culmination of comments, dialogs and most of the feedback from the Ethics Panel. Mr. Stone noted the Ethics Panel does not agree with the Board striking the language that they are striking.

Mr. Hiltz noted the addition of the word Honoraria on page 11 under Conflicts of Interest, number 2. Revisions will be brought back to the February 23, 2005 Board meeting for action.

Mrs. Rhodes thanked Mr. Hiltz and Mr. Stone for their hard work on this. She noted that our Ethics Policy was mentioned at a meeting she attended in Annapolis.

REPORTS

Mr. Guthrie reviewed companion revised-regulations to the revised-policies approved earlier in the meeting. The administrative regulations are modified to establish similar committees that fall under the authority of the Superintendent of Schools.

REVISIONS TO ADMINISTRATIVE REGULATIONS

Revisions to administrative regulations for Board Policy BGA – Policy and Policy Development require that administrative regulations to a policy that is effective immediately upon adoption by the Board be presented for Board review both when the

REVISIONS TO ADMINISTRATIVE REGULATIONS FOR BOARD POLICY BGA – POLICY AND POLICY DEVELOPMENT

policy is brought before the Board for discussion and for action. If the policy is scheduled to be effective at a later date, administrative regulations shall be provided for Board review prior to the effective date, but not later than 60 days after the policy is approved by the Board.

Mrs. Rhodes appreciates the regulations accompanying the policy because it allows the Board to see how the policy is going to actually be implemented. The next step in the process speaks to one of the recommendations in the Mellenbrook report, and that is how the policy and regulations are shared with the staff and community.

Dr. Ecker said staff would be working to better inform staff and the community about school system initiatives, policies, and administrative regulations. Information sharing will be done on the school level, centrally through CETV Channel 21, local newspapers, and the school system web site. Currently, every board policy and its administrative regulations are e-mailed to every employee, PTA/PTO president, and available for feedback on the school system web site.

Mr. Stone said that part of the appeal process is determining whether the superintendent's regulations implement the policy.

Rochelle Eisenberg told board members that she has a concern with a rule that requires administrative regulations be with the policy when the policy is effective immediately. Her question is, how can the regulations be ready when the policy has not yet been passed.

Mr. Stone feels there is a need to have regulations ready when you implement the policy. Maybe there should be no policy effective immediately unless the superintendent has expressed an immediate need. A change in law would be the only time we would need to act immediately to change a policy and its administrative regulations.

The Diversity in Workforce Report provides current demographic information to the Board on the gender, age, and racial diversity of our employees.

**DIVERSITY IN
WORKFORCE REPORT**

Mrs. Rhodes thanked Dr. Ecker and Jimmie Saylor, Director of Human Resources, for their work trying to make the school system workforce a more diverse population. Mrs. Rhodes shared that it is important for all students, minority or white, to have role models and interactions with adults of all cultures.

Mr. Hiltz asked Mrs. Saylor what is in place to meet the need for increased representation of minority employees in the system. Mrs. Saylor explained in 2001 the recruitment program had part time staff. Currently, they have a dedicated staff member assigned to recruit minority hires. Also, we have a Federal grant to increase the number of college job fairs that we attend. This year the school system had a job fair for early childhood certified teachers. Human Resources hosts a job fair on April 6 for all positions and job openings. This will be the third comprehensive job fair.

CCPS 2005-2006 GOALS

An online teacher application is in the works. These applications will be easier to sort and review.

The Board received the Carroll County Public Schools 2005-2006 Goals. These goals are established and maintained to provide direction for overall performance and improvement throughout the school system. The 2005-2006 CCPS Goals will return for Board action on March 9.

OLD BUSINESS

The Board of Education will hold the FY06 Operating Budget Adoption meeting on February 17, 2005 at 7:00 p.m. in the Westminster High School auditorium. The administrative Board of Education meeting is scheduled for February 23, 2005 at 1:00 p.m.

in the boardroom at 125 N. Court Street, Westminster, Maryland. The Board will hold two work sessions on February 23, 2005. The 2:00 p.m. work session is on *Healthy Schools*, and the 5:00 p.m. work session is on the Teachers Advisory Council's recommendations to reduce teacher workload.

NEW BUSINESS

Mrs. Rhodes asked about the bus pickups in new developments where cul-de-sacs are not large enough for bus turnarounds.

Dr. Ecker said this issue would be brought to the next joint Board of Education/Board of County Commissioners meeting.

Mrs. Foley expressed her concern for the change in availability of World History and U. S. History honors course offerings. This leaves two choices, Academic Level 3 or Advanced Placement. Mrs. Foley feels a Level 4 class should be available.

Dr. Ecker reiterated the goal to increase rigor and encourage more students to take Advanced Placement courses.

Student representative Andy McEvoy shared that we must push students to take more rigorous Advanced Placement courses.

Dr. Ecker said that Steve Johnson, Director of Curriculum and Instruction, could speak to this concern. Often, students and parents are fearful of the name of the course when the substance of an advanced placement course is only slightly more rigorous than a Level 4 course.

With no further business to come before the Board, Mr. Bauer adjourned the meeting at 8:45 p.m.

Moved by Mrs. Rhodes, seconded by Mr. Stone, the Board unanimously voted to go into closed session to continue discussions pertaining to negotiations.

At 3:05 p.m. after it was moved by Mr. Stone, seconded by Mrs. Foley, the Board unanimously voted to go into closed session in accordance with Section 10-508 of the Annotated Code of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, consult with counsel to obtain legal advice on legal matters, consult with staff, consultants, or other individuals about pending or potential litigation, and to consider matters that relate to negotiations.

Closed session recessed at 3:38 p.m. to go into open session. At 8:45 p.m. closed session resumed to conclude discussion on negotiations. Closed session ended at 8:50 p.m.

In attendance: Mr. Bauer, Mrs. Foley, Mr. Hiltz, Mrs. Rhodes, Mr. Stone, Dr. Ecker, Dr. Fogle, Mr. Guthrie, Mrs. Richards, and Mrs. Eisenberg.

BOARD
INFORMATION

AGENDA
ACTION

ITEM
DISCUSSION

ADDENDUM #1
REPORT

TITLE: Proposed Revisions to Board Policies **DATE:** February 9, 2005

Recently, legal counsel advised that committees established or referenced in board policies fall under the authority of the elected Board of Education rather than the Superintendent of Schools. As approved by the Board of Education on January 12, 2005, the following board policies were revised to eliminate references to committees or panels. The policy's accompanying administrative regulations were modified to establish similar committees that fall under the authority of the Superintendent of Schools. The revised administrative regulations are included as reports.


- Policy ACD - Religious Observances
- Policy BDFA - Screening and Interview Committees
- Policy BDFB - Committee for New Construction and Major Renovation
- Policy FF - Naming of Public School Facilities
- Policy GBK - Appeal of Medical Plan Administrator Decisions
- Policy ICA - School Calendar
- Policy IGAB - Family Life and Human Development Programs
- Policy IKAB - Communicating Student Progress
- Policy JCAA - Balancing Enrollment with Capacity

FISCAL IMPACT: None

RECOMMENDATION/FUTURE DIRECTION

For Board Action

Submitted by:
Stephen H. Guthrie 
Assistant Superintendent of Administration

Approve/Concur:
Charles I. Ecker 
Superintendent of Schools