

**BOARD OF EDUCATION OF CARROLL COUNTY
GARY W. BAUER, PRESIDENT
CHARLES I. ECKER, SUPERINTENDENT
BOARD MINUTES (APPROVED)
JANUARY 12, 2005**

PRESENT

Gary W. Bauer, President
Cynthia L. Foley
Thomas G. Hiltz
C. Scott Stone
Andy McEvoy, Student Representative
Dean Minnich, County Commissioner
Charles I. Ecker, Superintendent
Ed O'Meally, Legal Counsel

ABSENT

Laura K. Rhodes, Vice President

President Bauer convened the Board of Education in regular session on Wednesday, January 12, 2005, at 5:10 p.m. in the Board meeting room at 125 N. Court Street. Mr. Bauer introduced the following Junior ROTC students from Winters Mill High School: Battalion Commander Amber Falcone, Cadet Jessie Plunket, Cadet Brittany Hamric, Cadet Crystal Meninger, and Cadet Jordan Pasquali. The Junior ROTC students presented the colors followed by the Pledge of Allegiance; all remained standing for a moment of silent meditation.

Moved by Mr. Stone, seconded by Mr. Hiltz, Dr. Ecker amended the agenda with the addition of action item 5.05 Approval of JROTC at

**APPROVAL
OF AGENDA**

Century High School for year 2005-2006, the Board unanimously voted to approve the agenda as amended.

Moved by Mr. Hiltz, seconded by Mr. Stone, the Board unanimously voted to approve the December 8, 2004 minutes as submitted.

**APPROVAL OF BOARD MINUTES
- DECEMBER 8, 2004**

Mrs. Foley reported receiving correspondence from South Carroll High School students regarding

**CORRESPONDENCE TO AND
FROM BOARD MEMBERS**

the need for building improvements at the school for the Fine Arts Department. Mrs. Foley will arrange to visit South Carroll High School to listen to the students' concerns and see the facility.

Mrs. Foley requested more information on the policy and/or procedures for the scheduling of marching band in the 4-mod day schedule. At issue is the availability of advanced placement courses with marching band in the schedule.

Mr. Stone read an e-mail from Sarah Hund, 2000-2001 student representative to the Board. Ms. Hund shared that she will be graduating from college in December 2005. Mr. Stone and fellow board members look forward to being updated on her next steps and wished her well.

PUBLIC PARTICIPATION

Mr. Stone reviewed the guidelines for citizen participation:

1. June Praet, media specialist at Elmer Wolfe Elementary School, spoke to the Board on the need for media specialists' extra duty days to complete inventory and other duties necessary to close a school media center at the end of the school year. Also of concern is the impact on the media specialists' workload with the implementation of full day kindergarten. Mrs. Praet feels that all schools should be staffed with media clerks.
2. Helga Anderson, media specialist at Manchester Elementary School, shared with the Board that there is no formula in place for staffing school media centers. Also of concern is the impact of full day kindergarten on the media center and the media

specialist's teaching schedule. Mrs. Anderson thanked the Board for including the four additional paid workdays in this year's budget.

This concludes citizen participation.

Andy McEvoy, student representative, reported Carroll County Student Government Association students are in a planning mode. The executive board is working on scheduling a dinner meeting with several central office staff. The student-lobbying day in Annapolis is February 23, 2005. A delegation from Carroll County will attend.

**STUDENT
REPRESENTATIVE
REPORT**

Mr. Bauer read a report from Ginger Halvorsen, president of the Carroll County Council of PTAs, stating members of the Council of PTAs will be attending legislative night in Annapolis, and they plan to meet on February 7, 2005 to finalize their legislative platform.

**CARROLL
COUNTY
COUNCIL OF PTAs**

Barry Potts, president of the Carroll County Education Association, shared CCEA's support for school media specialists. The issue of additional class load because of full-day kindergarten implementation is an important issue to both media specialists and kindergarten teachers. Planning time is important for all teachers.

**CARROLL COUNTY
EDUCATION ASSOCIATION**

STUDENT ACHIEVEMENT/CURRICULUM FOCUS REPORT

Sherri-Le Bream, principal of Winters Mill High School, introduced Battalion Commander Cadet Private First Class

**WINTERS MILL HIGH SCHOOL –
ARMY JROTC**

training available through JROTC courses. This is the first year for the JROTC program at Winters Mill High School, and the enrollment is 72 cadets. This year's service learning

activities included care packages for troops in Iraq and Afghanistan, stamps and phone cards for patients at Walter Reed Hospital, and a Veterans Day ceremony.

Commissioner Minnich thanked the students for a very well done Veterans Day ceremony.

Mr. Hiltz congratulated the group on a great start at Winters Mill High School. The enrollment of 72 is commendable and very close to the goal of 100 cadets. Mr. Hiltz asked about goals for the next couple of years.

Ms. Falcone explained this year is an off year for inspections. During the year of inspections, they can receive honor units with distinction and the program can go for scholarship opportunities and possible appointments to the Naval Academy. A goal is for the unit to grow in numbers. If enrollment tops 150 cadets, another instructor can be hired.

Mr. Stone offered congratulations and shared his admiration for students who come to a Board meeting and speak to the Board.

Linda Kephart Coons, Assistant Supervisor of Health and Elementary Physical Education, and Anna

**SUBSTANCE ABUSE
PREVENTION CURRICULUM
COMMITTEE**

Bible, Coordinator of Safe and Drug Free Schools, reported on their review of a variety of research-based substance abuse prevention programs.

The committee's recommendation is to keep D.A.R.E. as the curriculum for substance abuse prevention. The committee reports the D.A.R.E. program has been improved and is expandable from K-12. It is aligned with the Middle School Health curriculum, has a parent component, and teacher evaluation of the program indicated support. Uniformed law enforcement officers who receive 80 hours of education, including school resource officers training, are instructors in the program.

This program is an integral part of the Youth Intervention Officer Program and follows students regionally from elementary through middle and high schools.

Student representative Andy McEvoy shared appreciation for the presentation and was happy to see the new curriculum.

Mr. Stone thanked the committee for their hard work. He shared his disappointment in the information presented noting the information does not get to the heart of questions raised and the charge given after last year's D.A.R.E. presentation to the Board. He shared that he is not convinced that the new program is any more effective than the old D.A.R.E. program. Mr. Stone is looking for an honest, frank evaluation using evaluation guidance from the United States Department of Education.

Mrs. Foley shared her approval of the D.A.R.E. program and noted the use of trained police officers.

Mr. Hiltz supports the D.A.R.E. program. He feels that if there is a more effective program it should be considered; however, he would not encourage an extensive research effort.

Mr. Bauer suggested contacting different county agencies to see if there has been a decrease in substance abuse referrals and treatment and use this information to assist in evaluating the effectiveness of the D.A.R.E. program.

Trooper John Hill, Maryland State Police, invited Board members to attend one lesson or the series of lessons to review the curriculum presented to students.

ACTION ITEMS

Moved by Mr. Stone, seconded by Mrs. Foley, the Board unanimously voted to approve the transfer of school bus contract #378 from Joan Henley to Wide-Win Bus Service.

TRANSFER OF SCHOOL BUS CONTRACT #378

Moved by Mr. Hiltz, seconded by Mr. Stone, the Board unanimously voted to approve revisions to Board Policy JCAA-Balancing Enrollment with Capacity.

**BOARD POLICY REVISION
JCAA-BALANCING
ENROLLMENT WITH
CAPACITY**

(ADDENDUM #1) The new language returns to the position of preparing projections once per year. This change is consistent with state and local ordinances and other Board of Education policies, and it will be consistent with state reports and guidelines. The elementary capacity has been updated to reflect new state law.

Moved by Mr. Stone, seconded by Mr. Hiltz, the Board voted to approve the changes in the 2005-

**REVISIONS TO 2005-2006 STATE
GRADUATION REQUIREMENTS**

2006 State Graduation Requirements. (ADDENDUM #2)

Mrs. Foley expressed concern regarding approval before reviewing the Mellenbrook high school study.

Steve Johnson, Director of Curriculum and Instruction, explained that schools are in the process of scheduling next year's classes. If changes are recommended after review of the Mellenbrook study, the Superintendent will bring the information to the Board for reconsideration.

Moved by Mr. Stone, seconded by Mrs. Foley, the Board voted unanimously to approve the revision to

**REVISION TO BOARD
POLICIES – BOARD
COMMITTEES**

Board Policies – Board Committees with the exclusion of the Ethics Panel from the list.

(ADDENDUM #3)

The Board feels that it is necessary to keep the Ethics Panel under Board authority to assure the separation of responsibility. Board advisory committees will stay under Board authority.

Moved by Mr. Hiltz, seconded by Mr. Stone,
the Board voted unanimously to approve the

**ARMY JROTC – CENTURY
HIGH SCHOOL**

implementation of Army JROTC at Century High School in the 2005-2006 school year.

DISCUSSION

Board members discussed the Superintendent's revisions to the 2005-2006 School Calendar. Mr. Stone and Mr. Hiltz support the revisions. Mrs. Foley expressed concern for the placement of parent conference days during Thanksgiving week instead of earlier in the school year. Mrs. Foley also questioned the reason for closing schools the Wednesday before Thanksgiving.

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

Dr. Ecker reported the attendance rate for students that Wednesday was at about 89%. This is a significant number of students absent. Principals have expressed their concern for placing conference days the week before or the week after Thanksgiving because of effects on the continuity of instruction.

Approval of the revisions will come back for Board approval in March.

Mr. Stone reviewed the proposed revisions to Board Policy BC – Ethics. Mr. Hiltz and Mr. Stone

**REVISIONS TO BOARD
POLICY BC - ETHICS**

have been reviewing the policy and working to bring clarity.

Revisions to the policy speak to the residency of Ethics Panel members. Revisions also clearly state when to make a public disclosure of a familial relationship when Board members make decisions during their normal course of duty. The elimination of pre-approval from the Ethics Panel prior to accepting reasonable expenses for food, travel, lodging, and scheduled entertainment in return for participation in a panel or speaking engagement, and revised reporting forms are more clearly defined. Also under

consideration are changes to the regulations on gifts and a financial disclosure form to list stock holdings having a market value greater than \$2,500.

Mr. Stone will pull all of the revisions and proposals into one document to come to the Board for action in February.

Chris Hartlove, Supervisor of Budget, reviewed with Board members the Superintendent's Proposed

SUPERINTENDENT'S PROPOSED FY06 OPERATING BUDGET
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Operating Budget FY2006. Mr. Hartlove reported budget priorities of competitive salaries for employees, increased enrollment issues, complying with federal and state mandates, start-up operating funds for Parr's Ridge Elementary, and phase-in costs for schools going to full day kindergarten.

A budget hearing is scheduled for February 3, 2005 at 7:00 p.m. at Oklahoma Road Middle School. The budget adoption special board meeting is scheduled for February 17, 2005 at 7:00 p.m. in the Westminster High School auditorium. These meetings are open to the public.

After review of the information presented, Mr. Stone stated that he would be asking for at least an additional fourteen (14) high school teachers, two in each high school.

OLD BUSINESS

The Board of Education will meet with the Board of County Commissioners in the Board of Education boardroom on Wednesday, January 26, 2005 at 1:00 p.m. The administrative Board of Education meeting is scheduled for January 26, 2005 at 2:00 p.m. in the boardroom at 125 N. Court Street, Westminster, Maryland. Also, a Board work session on *The Role of the Instructional Supervisor* will be held at 3:00 p.m. on January 26 in the boardroom.

NEW BUSINESS

Dr. Ecker shared information on the implementation of full day kindergarten in eight elementary schools next year. Dr. Ecker stressed the importance of a timely Board decision on the implementation of full day kindergarten. This decision affects budgetary decisions as well as staffing decisions for the upcoming school year. One concern is the availability of certificated primary school teachers later in the calendar year. Dr. Ecker estimates that we will need 22 additional kindergarten teachers for these eight schools. Additional decisions are: (1) In those schools with full day kindergarten, will parents have the option of sending their child to a school ½ time or full time or will we say that every child will have to go full day in those schools; and (2) Will parents be able to request an out of district if their home school does not offer full day kindergarten? Out of district requests have a deadline of April 1. These issues need to be resolved. A recommendation will be brought to the February 9, 2005 Board meeting.

Mr. Bauer reported he would be with the group from the National School Boards Association lobbying Congress on No Child Left Behind and IDEA legislation on January 30, 31 and February 1, 2005.

With no further business to come before the Board, Mr. Bauer adjourned the meeting at 8:58 p.m.

At 3:00 p.m. on January 12, 2005, moved by Mr. Hiltz, seconded by Mr. Stone, 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; to consult

with counsel to obtain legal advice on a legal matter; and to consider matters that relate to negotiations.

Closed session adjourned at 4:30 p.m.

In attendance: Mr. Bauer, Mrs. Foley, Mr. Hiltz, Mr. Stone, Dr. Ecker, Dr. Fogle, Mr. Guthrie, Mrs. Richards, and Mr. O'Meally. Absent: Mrs. Rhodes.

BOARD AGENDA ITEM

INFORMATION

ACTION

DISCUSSION

REPORT

TITLE: Revision to Board Policy JCAA - Balancing Enrollment with Capacity **DATE:** January 12, 2005

OVERVIEW:

The new language returns to the position of preparing projections once per year. This change is consistent with state and local ordinances and other Board of Education policies. In addition, elementary capacity has been updated to reflect new State law.

FISCAL IMPACT:

None


RECOMMENDATION/FUTURE DIRECTION:

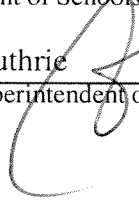
It is recommended that the Board of Education approve the language change that will be consistent with State Reports and Guidelines.

Submitted by:

James L. Doolan
Director of Transportation Services

Approve/Concur:


Charles L. Ecker
Superintendent of Schools


Stephen Guthrie
Assistant Superintendent of Administration

BALANCING ENROLLMENT WITH CAPACITY

1. PURPOSE

To establish a policy that balances enrollments with capacities while maintaining quality educational programs, and the efficient use of school facilities and resources.

2. DEFINITIONS

Capacities: The capacities for all school facilities are examined on an annual basis to reflect anticipated program(s) changes. Therefore, the capacity of a school may change from one year to the next, even though the physical plant remains the same.

- **Elementary** STATE school capacities are based on 22 students per kindergarten classroom and ~~25~~ 23 students for each classroom, Grades 1 through 5. Elementary school special education classroom capacities are established by the mandated state student/teacher ratios for the various programs. Not included in the capacities for elementary schools are resource/instructional spaces that are utilized on a school wide basis but in which no one group of students is assigned exclusively. Some examples of spaces not included in the capacity are gymnasiums or multipurpose rooms, cafeterias, music rooms, media centers, computer rooms, and art rooms.
- **Middle** school capacities:
State - The state determines the capacity for middle schools by multiplying 25 students by the number of teaching stations, and then multiplying that number by a utilization factor of 85%. Teaching stations include all teaching areas, classrooms, gymnasium, art, music, etc.

Carroll County Public Schools - The school system determines the “functional” capacity of middle schools by multiplying the number of core subject classrooms by 25. Carroll County Public Schools does not count the area teaching stations (gymnasium, music, art, etc.). Also, Carroll County Public Schools does not use a utilization factor.
- **High** school capacities - Both the state and the school system use the same formula for determining capacity. The number of teaching stations (classrooms, gymnasium, music, art, etc.) Is multiplied by 25, and the resultant number is multiplied by an 85% utilization factor.
- Program capacity is reconsidered annually.

Full Time Equivalency (FTE) is the counting of students for comparison purposes by counting kindergarten students each .5; first through fifth grade each 1.0; and special education each 1.0 or 1.5 for those special education students who receive services in two different classrooms.

Enrollments: ~~are~~ the number of students (FTE.) attending a school AND ~~as well as the number of students~~ projected to attend a school.

III. POLICY STATEMENT

The Board of Education will provide school facilities that address changing enrollments while sustaining high quality educational programs.

It is the goal of the Board of Education of Carroll County to match the student-projected enrollments with school capacities. Short term, as well as long-term solutions will provide a uniform and efficient use of school facilities and resources.

The public will be informed through the use of public meeting(s) and the media.

IV. EXCEPTIONS

There are no exceptions to this policy. The policy will comply with all federal and state laws.

V. GUIDELINES

The Superintendent/designee will ensure that all federal, state and related Board policies are followed.

VI. REPORTS

Enrollment Projections will be prepared ~~twice per year~~. ANNUALLY.

Attendance Reports will be prepared monthly.

VII. EXPIRATION/REVIEW

This policy will be in effect from the date approved. It will be reviewed on a regular basis and revised/updated as necessary.

VIII. DELEGATION OF AUTHORITY

The Superintendent shall appoint a committee to work closely with various departments and agencies to ensure a cooperative effort to enforce the policy. The Superintendent/designee has the responsibility for communicating this policy to all relevant parties and for the development of administrative regulations.

IX. EFFECTIVE DATE

APPROVED: December 18, 2002

BOARD AGENDA ITEM

INFORMATION

ACTION

DISCUSSION

REPORT

TITLE: 2005-2006 STATE GRADUATION REQUIREMENTS Date: January 12, 2005

OVERVIEW:

The attached document reflects the following changes to the State Graduation Requirements:

- Removes the Competency Requirements of participating in an approved program of Arts/Physical Education and in an approved program of World of Work (these requirements have been integrated into other COMAR regulations and are currently embedded in our curriculum).
- Adds the requirement of taking the Maryland School Assessment for Geometry.
- Clarifies the school years in which students are required to take and pass the Maryland High School Assessments.

FISCAL IMPACT None


RECOMMENDATION/FUTURE DIRECTION

For Board approval.

Submitted by:

Steven M. Johnson
Director of Curriculum and Instruction

Approve/Concur:



Charles I. Ecker
Superintendent of Schools

Harry T. Fogle
Assistant Superintendent of School Management

2005-2006 STATE GRADUATION REQUIREMENTS

CREDIT REQUIREMENTS

Subject	Required Credits	Required Courses
English	4	-English I -Global Perspectives in Literature and Composition
Social Studies	3	-Government -United States History or AP United States History -World History or AP World History
Science	3	-Biology I -Remaining credits from earth, life, and/or physical sciences that include laboratory experiences
Mathematics	3	-Algebra I or Algebra I Part A and Algebra I Part B -Geometry or Geometry Part A and Geometry Part B
Physical Education	1	
Health	½	-Health I
Fine Arts	1	
Technology Education	1	
Foreign Language Or Advanced Technology Or A State-approved Career and Technology Completer Program	(2) (2) (4-9)	-Two credits of a single foreign language

Four credits must be earned after the completion of grade 11.

Beginning with the 2001-02 school year and thereafter, credit will be awarded for high school courses completed successfully in middle school.

ENROLLMENT REQUIREMENT

Four years of approved study beyond the eighth grade.

STUDENT SERVICE REQUIREMENT

The state-mandated 75 hours of service learning requirement may be met by completing the course-related option and/or the exemplary service option. (See Service Learning Guidelines.)

ASSESSMENT REQUIREMENTS

Take the Maryland School Assessment for Geometry.

Take (prior to 2005-2006) and pass (2005-2006 and thereafter) the four required Maryland High School Assessments (English, Algebra/Data Analysis, Government, and Biology), or take all four High School Assessments, earn a minimum score on each, and earn the combined passing scoring as established by the Maryland State Board of Education.

ADDITIONAL REQUIREMENTS BASED ON YEAR STUDENT ENTERS GRADE 9

Requirements	1993-94 through 2001-02	2002-03 and thereafter
Total credits required	21 credits	25 credits
Earn 6 credits in an academic/career focus. Students must choose one of these three options to fulfill the 6 credit academic/career focus requirement (page 43): Option A: Complete one of the state-approved career and technology completer programs. Option B: Complete a career major outlined in Pathways to Careers. Option C: Complete 6 credits in one academic/career focus area; a minimum of 4 credits must be in a single strand. Additional credits that can be earned toward fulfilling this 6-credit requirement include: 4 credits in AP courses from any strand in any Academic/Career Focus Area; 1 credit of work-based learning experience through Career Connections.	No	Yes
Meet the University System of Maryland Course Requirements and/or complete a state-approved career and technology completer program.	No	Yes
Complete Freshman Seminar in Grade 9 prior to advancement to Grade 10. (Note: Each school may define "completion" in terms of essential competencies and activities.)	No	Yes

Board Agenda Item**5.04 Approval of Revisions to Board Policies - Board Committees**

Meeting: 01/12/2005 Regular Board Meeting, 5:00 p.m., 125 N. Court Street, Westminster Category: 5. Action Items
 Agenda Type: Action
 Public Access: Yes

Agenda Item Content

TITLE: Approval of Revisions to Board Policies – Board Committees **DATE:** January 12, 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. Accordingly, it is recommended that the following board policies be revised to eliminate references to committees or panels. The policy's accompanying administrative regulations will be modified to establish similar committees that will fall under the authority of the Superintendent of Schools.

Policy ACD - Religious Observances
 Policy BC - Ethics
 Policy BDF A - Screening and Interview Committees
 Policy BDF B - 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

If approved, staff will revise the policy and bring each policy to a future board meeting for approval. Administrative regulations will be revised and presented to the Board as a report.

FISCAL IMPACT: None

RECOMMENDATION/FUTURE DIRECTION

For Board Action

Submitted by:

Approve/Concur:

Stephen H. Guthrie

Charles I. Ecker

Assistant Superintendent of Administration Superintendent of Schools

Additional Administrative Content