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**TO:** Members of the State Board of Education

**FROM:** Karen B. Salmon, Ph.D.

**DATE:** March 20, 2018

**SUBJECT:** Request from Baltimore City Public Schools for Calendar Modifications

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**PURPOSE:**

To consider the request to waive one day of student attendance for Baltimore City Public Schools for the 2017-2018 school year.

**BACKGROUND/HISTORICAL PERSPECTIVE:**

On August 31, 2016, Governor Larry Hogan issued Executive Order 01.01.2016.09 which requires all Maryland kindergarten through grade 12 public schools to open for pupil attendance no earlier than the Tuesday immediately following the nationally observed Labor Day holiday. The school year for every public school in Maryland shall adjourn no later than June 15.

Education Article §7-103 requires that schools be open for student attendance for 180 days. The State Board of Education has the authority to adjust the length of the school year by granting waivers of the 180-day requirement. Such adjustments may be granted if normal school attendance is prevented because of natural disaster, civil disaster, or severe weather conditions. Subsection (b) (iv) provides the State Board the authority to permit schools to open on holidays because of closures related to severe weather conditions.

The conditions for granting a waiver of the 180-day school year requirement are specified in Code of Maryland Regulation (COMAR) 13A.02.01.04 and include the following:

1. The school system demonstrates they have made sufficient effort in providing instruction through calendar planning and modifications; and
2. Natural disasters, civil disasters, or severe weather conditions are sufficiently significant to warrant a waiver of days.

The conditions required for waiver applications are specified in COMAR 13A.02.01.04 (C) and includes the following:

1. The local school system developed a calendar which included days to be used to make-up days lost. Depending upon past experience, this number could range from 3 to 10 days; and

2. The local school system has modified its calendar by scheduling school on make-up days provided in the original calendar and by extending the school year 3 days beyond the previously scheduled closing date.

In considering applications for waivers, the State Board of Education may waive the final day needed to complete the 180-day schedule if that day falls on a Monday.

**EXECUTIVE SUMMARY:**

Baltimore City Public Schools were closed on January 4, 5, 17, and March 2, 2018. The request submitted by Baltimore City Public Schools on March 14, 2018 asks for a one-day waiver of the 180-day instructional requirement. Baltimore City Public Schools' makeup day recovery plan entails converting March 16, 2018 from a professional development day to a one-half student instruction day, opening schools on April 2, 2018, the Monday after Easter, and extending the last day of school to June 15, 2018. Baltimore City Public Schools assessed the feasibility of using either Monday, March 26, 2018, the first day of spring break or Memorial Day, Monday, May 28, 2018 as possible recovery make-up days. The school system indicated in the waiver request it was unlikely that adding either day would result in high enough levels of attendance amongst staff or students to allow for regular instruction. The low staff attendance would result in the need for large numbers of substitutes that would exceed availability and result in unstaffed buildings as well as an increase in substitute teacher costs across the district. After additional follow up with Baltimore City Public Schools, it was determined their contractual agreement with instructional staff specifies five (5) working days for spring break and explicitly guarantees Memorial Day as a holiday for central office, facilities, and other support staff, ruling out the possibility of student attendance on either March 26, 2018 or May 28, 2018.

**ACTION:**

It is requested that the Maryland State Board of Education approve the request to waive one-day of the 180-day instructional requirement for Baltimore City Public Schools for the 2017-2018 school year.

Attachment: Waiver Request from Baltimore City Public Schools.

# PUBLIC SCHOOLS

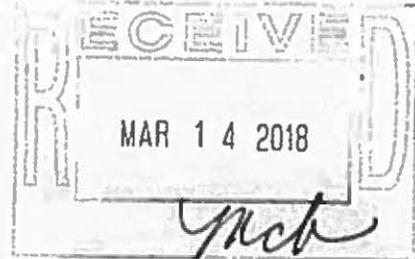
**Catherine E. Pugh**  
*Mayor, City of Baltimore*

**Cheryl A. Casciani**  
*Chair, Baltimore City Board of  
School Commissioners*

**Dr. Sonja Brookins Santelises**  
*Chief Executive Officer*

March 14, 2018

**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools  
Maryland State Board of Education  
200 West Baltimore Street  
Baltimore, MD 21201



Dear Dr. Salmon:

On March 13, 2018, the Baltimore City Board of School Commissioners ("Board") considered and approved a request for a one-day waiver of the 180-day instructional day requirement in accordance with Education Article §7-103, Annotated Code of Maryland. Pursuant with the Code of Maryland Regulations ("COMAR") 13A.02.01.04, our Board approved an academic calendar for this school year with severe weather recovery days to include June 15th (the final day of school allowable under the Governor's executive order), spring break days, and systemic professional development opportunities.

Baltimore City Public Schools ("City Schools") has closed schools on four (4) occasions this school year due to severe weather – January 4th, 5th, 17th, and March 2nd. City Schools' recovery plan currently comprises three (3) days, of which the first two (2) recovery days are June 15th and March 16th. April 2nd, the Monday after Easter, serves as the third recovery day, which was approved by the State Board on February 27, 2018 and constitutes a reduction of our planned spring break.

In addressing the fourth closure date, City Schools assessed the feasibility of available dates for recovery, Monday, March 26th, the first day of spring break, or Memorial Day, May 28th. City Schools is obligated to thoughtfully balance the benefit of recovered instructional time with the needs of our students, families, and staff by considering the impact of the following for any additional recovery days: probability of low attendance for both students and staff; the cost of substitute teachers; and the implications on families' pre-planned travel as well as other activities.

It is unlikely adding either day would result in high enough levels of attendance amongst staff or students to allow for regular instruction. The low staff attendance would result in the need for large numbers of substitutes that would likely exceed availability and result in understaffed buildings as well as an increase in substitute teacher costs across the district.

Respectfully, we request a one-day waiver of the 180-day instructional day requirement in accordance with Education Article §7-103, Annotated Code of Maryland, given the above rationale.

Thank you for your consideration of this request. Enclosed you will find materials that provide additional information.

Sincerely,

*Sonja B. Santelises*

Sonja Brookins Santelises, Ed.D.  
Chief Executive Officer

CC: Baltimore City Board of School Commissioners  
Members, Senior Cabinet



Monica Bias -MSDE- <monica.bias@maryland.gov>

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## Letter from Dr. Sonja Santelises

1 message

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CitySchoolsCEO <CitySchoolsCEO@bcps.k12.md.us>  
To: "karen.salmon@maryland.gov" <karen.salmon@maryland.gov>  
Cc: "monica.bias@maryland.gov" <monica.bias@maryland.gov>

Wed, Mar 14, 2018 at 3:19 PM

Enclosed please find a letter and informational items from Dr. Sonja Brookins Santelises, CEO of Baltimore City Public Schools.

NOTICE: The information contained in this e-mail may be confidential and is intended solely for the use of the named addressee. Access, copying or re-use of the e-mail or any information contained herein by any other person is not authorized. If you are not the intended recipient please notify us immediately by returning the e-mail to the originator.

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### 4 attachments

-  **School Calendar Adjustment Recommendation.pdf**  
359K
-  **Board Vote Item 8.03 school Calendar Waiver 03.13.2017.pdf**  
85K
-  **City Schools SY 17-18 2018 03 13\_.pdf**  
100K
-  **MSDE - 031418.pdf**  
354K

# SUMMARY REPORT

## SCHOOL CALENDAR ADJUSTMENT

### RECOMMENDATION

MARCH 13<sup>TH</sup>, 2018

#### 1 BACKGROUND

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City Schools has closed schools on four (4) occasions this school year due to severe weather—January 4<sup>th</sup>, 5<sup>th</sup>, 17<sup>th</sup>, and March 2<sup>nd</sup>. Recovery days must be identified to ensure compliance with the 180 instructional days required by law. The State will not consider a waiver to the 180-day requirement unless three (3) to ten (10) make-up days are identified and the district demonstrates sufficient effort has been made through calendar planning and modifications to meet the requirement. To date, the Board has approved an academic calendar with severe weather recovery days to include June 15<sup>th</sup>, the final day of school allowable under the executive order, spring break days, and systemic professional development opportunities. The first two recovery days are June 15<sup>th</sup> and March 16<sup>th</sup>. On Tuesday, February 27, 2018, the State Board of Education approved the request to have April 2<sup>nd</sup>, the Monday after Easter, serve as the third recovery day.

#### 2 RECOMMENDATION/CONCLUSION

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The Chief Executive Officer requests the Board of School Commissioners approval to seek a waiver to the 180-day requirement. This recommendation considers low attendance for both students and staff; the cost of substitute teachers; explicitly guaranteed holidays in collective bargaining agreements; and the implications on families' pre-planned travel as well as other activities.

#### CONTACT

Sean L. Conley, Chief Academic Officer  
[SLConley@bcps.k12.md.us](mailto:SLConley@bcps.k12.md.us)

**BALTIMORE CITY**  
**PUBLIC SCHOOLS****Agenda Item Details**

**Meeting** Mar 13, 2018 - Public Board Meeting

**Category** 8. ACTION ITEMS

**Subject** 8.03 School Calendar Waiver

**Access** Public

**Type** Action

**Recommended Action** The Board approve the 180 day school waiver.

**Public Content**

 School Calendar Adjustment Recommendation.pdf (368 KB)

**Administrative Content**

 Snow Day Make-Up Date Proposal- Memo.pdf (278 KB)

**Executive Content****Motion & Voting**

The Board approve the 180 day school waiver.

Motion by Linda Chinnia, second by Ronald S McFadden.

Final Resolution: Motion Carries

Yea: Muriel Berkeley, Cheryl Casciani - Chair, Linda Chinnia, Andrew Frank, Martha James-Hassan, Peter Kannam - Vice Chair, Michelle Harris Bondima, Ronald S McFadden, Johnette A Richardson

# AUGUST 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 Professional development (PD) for Staff; schools closed for students	30 PD for Staff; schools closed for students	31 PD for Staff; schools closed for students	1	2

**Notes:**

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# SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1  PD for Staff; schools closed for students	2
3	4  Labor Day	5  First Day for Students  Kindergarten Readiness Assessment Begins	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21  Observance day: modified after-school activities (must end by 5:30 p.m., no testing may occur)	22  Observance day: modified after-school activities (must end by 5:30 p.m., no testing may occur)	23
24	25	26	27	28	29	30

**Notes:**

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# OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Kindergarten Readiness Assessment Window Ends	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 PD for Staff; schools closed for students	20 PD for Staff; schools closed for students	21
22	23	24	25	26	27	28
29	30	31 Halloween	1	2	3	4

**Notes:**

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# NOVEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31 Halloween	1	2	3	4
5	6 Parent-teacher Conferences & PD for Staff; schools closed for students	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day Schools and Offices closed	24 Thanksgiving Day Schools and Offices closed	25
26	27 PARCC Assessment Window Begins, paper and online	28	29	30	1	2

**Notes:**

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# DECEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Christmas Schools and Offices closed	Winter Holiday Schools and Offices closed				
31	1	2	3	4	5	6
	New Year's Day					

PARCC Assessment  
Window Ends - Paper

Notes:

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# JANUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 <b>New Year's Day</b> <b>Schools and Offices closed</b>	2	3	4 <b>Severe Weather Closure</b>	5 <b>Severe Weather Closure</b>	6
7	8 <b>HSA Administration Gov't</b>	9 <b>HSA Administration Bio</b>	10	11	12	13
14	15 <b>M L King Day</b> <b>Schools and Offices closed</b>	16 <b>HSA Administration Gov't Make-up</b>	17 <b>Severe Weather Closure</b>	18	19	20
21	22	23	24	25	26 <b>PD for Staff; schools closed for students</b> <b>PARCC Assessment Window Ends - Online</b>	27
28	29	30	31	1	2	3

**Notes:**

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## FEBRUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 PD for Staff; schools closed for students	17
18	19 President's Day Schools and Offices closed	20	21	22	23	24
25	26	27	28	1	2	3

**Notes:**

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# MARCH 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	1	2 <i>Severe Weather Closure</i>	3
4	5 <i>MISA Science Window Begins - Paper &amp; Online</i>	6	7	8	9	10
11	12	13	14	15	16 <i>Half-Day PD for Staff;</i> <i>Inclement Weather Recovery Day</i>	17
18	19	20	21	22	23 <i>MISA Science Window Ends -</i>	24
25	26 <i>Spring break; Schools closed</i>	27 <i>Spring break; Schools closed</i>	28 <i>Spring break; Schools closed</i>	29 <i>Spring break; Schools and Offices closed</i>	30 <i>Good Friday</i>  <i>Schools and Offices closed</i>	31

**Notes:**

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## APRIL 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <b>Easter Sunday</b>	2 <b>Schools open for students and staff Inclement Weather Recovery Day</b>	3 <b>PARCC Assessment Window Begins - Paper &amp; Online</b>	4	5	6 <b>Observance day: modified after-school activities (must end by 5:30 p.m., no testing may occur)</b>	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Notes:**

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## MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11 PARCC Assessment Window Ends - Paper	12
13	14	15	16 Observance day; modified after-school activities (must end by 5:30 p.m., no testing may occur)	17	18	19
20	21 Observance day; modified after-school activities (must end by 5:30 p.m., no testing may occur)	22 HSA Administration Bio - Paper HSA Administration Begins- Online	23	24	25	26
27	28 Memorial Day Schools and Offices closed	29 HSA Administration Gov't Make-up (Paper)	30 HSA Administration Bio Make-up (Paper)	31	1	2

**Notes:**

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## JUNE 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 <i>Memorial Day</i>	29	30	31	1	2
3	4 <i>HSA Administration Gov't Make-up (Paper)</i>	5 <i>HSA Administration Bio Make-up (Paper)</i>	6	7	8 <i>PARCC Assessment Window Ends - HSA Administration Ends- Online</i>	9
10	11	12	13	14 <i>Original Last Day of School Students &amp; Staff</i>	15 <i>Inclement Weather Recovery Day</i>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Notes:**

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TO: Teresa Dantzler  
Ombudsman  
Maryland State Department of Education

FROM: J. Scott Smith, Ed.D.  
Superintendent of Schools

DATE: March 8, 2018

RE: Request for Waiver of Post-Labor Day Start for  
The Chesapeake Public Charter School

Last year, the State Board approved the waiver application for the Chesapeake Public Charter School to open for pupil attendance prior to Labor Day for the 2017-2018 school year. We are again, applying for a waiver of the requirements in Executive Order 01.01.2016.13 for the 2018-2019 school year.

As per the Governor's Executive Order, and as approved by the Board of Education of St. Mary's County, the school system calendar for St. Mary's County Public Schools (SMCPS) includes a start date of September 4, 2018, concluding on June 14, 2019. The process for developing our school year calendar for our 27 public schools (18 elementary, 4 middle, 3 high, and 2 centers) involved over 2,000 stakeholders through representative committees, online surveys, student town hall forums, and public hearings. The school system's calendar was developed collaboratively with stakeholder groups and fully complies with the post-labor day start, and also includes a full winter break and spring break, as well as all other required holidays.

The Board of Education of St. Mary's County reviewed both the school system calendar and the recommended calendar for the Chesapeake Public Charter School. Both calendars were presented publicly and a public hearing was held on January 31, 2018. Both calendars were approved by our Board of Education on February 14, 2018.

The Chesapeake Public Charter School's governing board has developed a calendar that fully complies with the state statute, which "Requires students to be physically present on school premises for a period of time substantially similar to that which other public school students spend on school premises " (Education Article §9-102 (12)). The 11-month calendar is a hallmark of the CPCS consistent with its charter and its governing philosophy, which states:

*The Chesapeake Public Charter School believes that... An 11-month school year and carefully structured school day maximize time periods of concentrated learning*

This calendar has been consistently implemented for CPCS and is a substantially different schedule than the SMCPS system as a whole. In the structure of the Charter School's calendar, it includes 5 marking periods (quintets) that provide opportunities for a unique and differentiated program. Each quintet includes a break for concentrated learning and opportunities for application. This 11-month calendar is communicated to parents and students as one of the unique features of the charter school and is an essential understanding in the application process. The goals of the Charter School continue to be met, as achievement outpaces the district and state across multiple measures.

To remain consistent with the philosophy and goals of the charter school, we are seeking a waiver of the post-labor day start for the Charter School, in accordance with justification 3a:

*3a. Compelling Justification: Adoption of an Innovative School Schedule.*

*Any waiver granted by the State Board of Education for an innovative school schedule shall only apply to those schools where the innovative school schedules are offered.*

*Education Article §7.103.1 defines innovative school schedules to include, "...extended year, year-round schooling, or other school scheduling models that do not allow for prolonged lapses in instructional time...." Qualifying schools are those designated as low-performing, at-risk, or charter.*

As a charter school, this unique schedule of an 11-month calendar with quintets is a critical element of its mission and goals. The schedule meets the requirements of 3a (above) in that innovative quintet marking period schedule provides breaks for optimal learning, however, these breaks are minimal, i.e., not prolonged, so as to allow for teacher feedback on narrative report cards and for student and family time for exploration, reflection, and application. Further, as delineated in the above justification, the waiver request is for the Charter School only. The school system as a whole is not seeking a waiver.

Thank you for your consideration of this request.

**Attachments:**

- A. Chesapeake Public Charter School (CPCS) Waiver Request
- B. Letter from CPCS Educational Director Requesting Waiver
- C. CPCS Philosophy and Goals
- D. CPCS Calendar 2018-2019 (for which we are seeking approval)
- E. St. Mary's County Public Schools 2018-2019 (system calendar, fully aligned to post-labor day start)
- F. Minutes from Public Meetings

Attachment  
A

**Overview:**

Executive Order 01.01.2016.13 requires all kindergarten through grade 12 public schools in Maryland to be open for pupil attendance no earlier than the Tuesday immediately following the nationally observed Labor Day holiday. The school year for each public school in Maryland shall adjourn no later than June 15. Local boards of education retain the full responsibility for establishing annual academic calendars within the parameters of the Executive Order. The Executive Order does not apply to the operation of year-round schools. The entire Executive Order may be found on the following webpage: <https://governor.maryland.gov/wp-content/uploads/2016/10/EO.01.01.2016.13.pdf>

**Waiver Applications:**

Local boards of education may apply for waivers of the requirements set forth in the Executive Order. To be eligible for a waiver, the local board must demonstrate that it has met all requirements for at least one compelling justification and has conducted at least one public meeting at which the waiver application was considered and approved. Compelling justification includes:

1. The adoption of an innovative school schedule for low-performing, at-risk, or charter schools. Any waiver granted by the State Board of Education for an innovative school schedule shall *only* apply to those schools where innovative school schedules are offered.
2. The school system has closed ten days per year during any two of the last five years because of natural disasters, civil disasters, or severe weather conditions.

Any waiver granted by the State Board of Education using this waiver application shall be for the 2018-2019 school year only. Local boards of education may apply annually for a waiver of the requirements in Executive Order 01.01.2016.13.

**Timeline for Submission of Waiver Application:**

Waiver applications will be accepted on a rolling basis. Decisions regarding waiver requests will be made at the State Board Meeting immediately following receipt of the application. For example, if a waiver application is received on January 31, 2018 then the State Board will render a decision at the February 27, 2018 meeting. A list of State Board meeting dates may be found on the following webpage: <http://marylandpublicschools.org/stateboard/Pages/Meetings-2018.aspx>. The local Superintendent or Chief Executive Officer and Board President will be notified in writing of the State Board's decision. The final date to submit an application for a waiver of requirements in Executive Order 01.01.2016.13 for the 2018-2019 school year is **March 31, 2018**.

Waiver applications and supporting documents may be emailed to Charlene Necessary at [charlene.necessary@maryland.gov](mailto:charlene.necessary@maryland.gov) or mailed to:

Maryland State Board of Education  
Attention: Charlene Necessary  
200 West Baltimore Street  
Baltimore, Maryland 21201



**Directions:** There are five sections to the waiver application. All sections of the application must be complete for waiver requests to be considered by the State Board of Education. Include any required supporting documentation when submitting this application.

**1. Select the name of the school system represented in the waiver request.**

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Allegany       | <input type="checkbox"/> Charles    | <input type="checkbox"/> Prince George's       |
| <input type="checkbox"/> Anne Arundel   | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Queen Anne's          |
| <input type="checkbox"/> Baltimore City | <input type="checkbox"/> Frederick  | <input checked="" type="checkbox"/> St. Mary's |
| <input type="checkbox"/> Baltimore      | <input type="checkbox"/> Garrett    | <input type="checkbox"/> Somerset              |
| <input type="checkbox"/> Calvert        | <input type="checkbox"/> Harford    | <input type="checkbox"/> Talbot                |
| <input type="checkbox"/> Caroline       | <input type="checkbox"/> Howard     | <input type="checkbox"/> Washington            |
| <input type="checkbox"/> Carroll        | <input type="checkbox"/> Kent       | <input type="checkbox"/> Wicomico              |
| <input type="checkbox"/> Cecil          | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Worcester             |

**2. Select the type of waiver being requested by the local school board.**

- Request to waive the post-Labor Day school start date.
- Request to waive the June 15 school end date.
- Request to waive both the post-Labor Day school start date and June 15 school end date.

**3. Select the compelling justification for the waiver request.**

Compelling justification includes adoption of an innovative school schedule (3a) or emergency school closing (3b). At least one compelling justification category must be selected.

- 3a. Compelling Justification: Adoption of an Innovative School Schedule.**  
Any waiver granted by the State Board of Education for an innovative school schedule shall only apply to those schools where the innovative school schedules are offered. Education Article §7.103.1 defines innovative school schedules to include, "...*extended year, year-round schooling, or other school scheduling models that do not allow for prolonged lapses in instructional time...*" Qualifying schools are those designated as low-performing, at-risk, or charter. A summary of the innovative school schedule must be attached to application.

Identify the low-performing, at-risk, and/or charter schools for a waiver request on the next page.

**Adoption of an Innovative School Schedule for Low-Performing Schools**

Low-performing schools, or Maryland's Priority Schools, are the 5% of all Title I schools that are the lowest achieving on state assessments; and/or have graduation rates below 67%; or receive Title I school improvement funds under Section 1003g. A list of qualifying schools can be found on the following webpage:

<http://marylandpublicschools.org/about/Documents/DSFSS/TitleI/PriorityFocusSchools20162017.pdf>

Identify the names of qualifying schools to be considered for a waiver below.  
Attach a summary of the innovative school schedule to this application.

**Adoption of an Innovative School Schedule for At-Risk Public Schools**

At-risk public schools, or Maryland's Focus Schools, are those in the top 10% of Title I schools that have the largest within-school gaps between the highest-achieving subgroup and the lowest-achieving subgroup; and Title I high schools with less than 60% graduation rates over a number of years. A list of qualifying schools can be found on the following webpage:

<http://marylandpublicschools.org/about/Documents/DSFSS/TitleI/PriorityFocusSchools20162017.pdf>

Identify the names of qualifying schools to be considered for a waiver below.  
Attach a summary of the innovative school schedule to this application.



**Adoption of an Innovative School Schedule for Charter Schools**

Guidance regarding charter schools may be found on the following webpage:

<http://www.marylandpublicschools.org/programs/Pages/Charter-Schools/index.aspx>

Identify the names of qualifying schools to be considered for a waiver below.

Attach a summary of the innovative school schedule to this application.

Chesapeake Public Charter School

**3b. Compelling Justification: Emergency School Closing.**

Eligible local school systems are those that have closed ten days per year during any two of the last five years because of natural disasters, civil disasters, or severe weather conditions. Select the qualifying school system below.

Allegany County

Garrett County

Caroline County

Harford County

Carroll County

Talbot County

Dorchester County

4. Local school boards are required to conduct *at least one public meeting* to consider and approve the waiver application. In the table below, identify all public meeting dates, times, and locations where the waiver application was considered and approved. Attach the meeting minutes for each date identified.

Date of Public Meeting	Time of Public Meeting	Location of Public Meeting
January 10, 2018 (First Reading)	9:00 a.m.	Board of Education Meeting Room 23160 Moakley Street Leonardtown, MD 20650
January 31, 2018 (Public Hearing)	6:00 p.m.	Board of Education Meeting Room 23160 Moakley Street Leonardtown, MD 20650
February 14, 2018 (Second Reading/Approval)	9:00 a.m.	Board of Education Meeting Room 23160 Moakley Street Leonardtown, MD 20650

5. **Signatures of Superintendent or Chief Executive Officer and Board President.**  
Signing below indicates that the local board of education has reviewed and approved all sections in this waiver application.



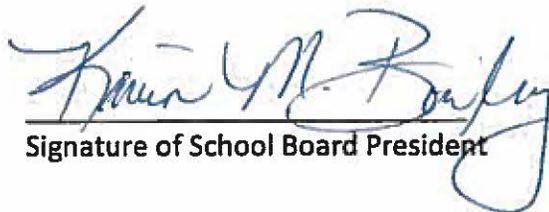
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Signature of Superintendent or  
Chief Executive Officer

3/7/18

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Date



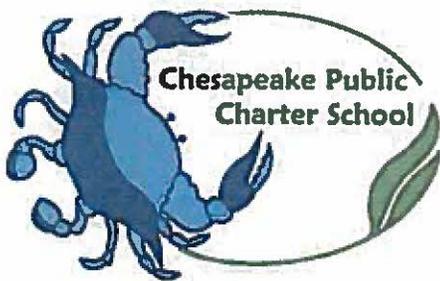
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Signature of School Board President

19 Feb 2018

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Date



20945 Great Mills Road  
Lexington Park, MD 20653  
Phone: (301) 863-9585  
Fax: (301) 863-9586  
www.smcps.org/cpcs/

Ms. Angela Funya Education Director  
Ms. Karen Antonacio / Ms. Sandy Imbriale Academic Deans

January 24, 2018

Dear Dr. Smith,

Chesapeake Public Charter School (CPCS) has successfully operated an innovative school schedule since its inception in 2007. CPCS would like to request a waiver to the post-Labor Day school start date parameter set forth by Executive Order 01.01.2016.13, in order to continue to provide this opportunity to our community.

Below is a summary of Chesapeake Public Charter School's mission and vision as well as an excerpt of the innovative features of the Chesapeake Public Charter School in which the 11 month school calendar is articulated.

#### Vision

Our vision is a safe and joyful atmosphere which includes compassion and respect for others, and where students become critical thinkers, life-long learners, and global citizens.

#### Mission

Chesapeake Public Charter School will provide a rigorous, creative and diverse learning environment where everyone comes together to develop confident and self-motivated students.

The CPCS program offers:

- A small school setting
- A modified yearly calendar (11 month) with a unique daily structure
- A democratic governance structure built on teacher leadership and strong parent/community partnerships
- An integrated curriculum that motivates student acquisition of basic skills. The CPCS program focuses on investigating the ecology of the Chesapeake Bay region where we live, as well as world arts, cultures, and languages which are part of life in today's growing global community.
- Character/social skills development that fosters a strong work ethic and service to the larger community
- A diversity of ideas, backgrounds, and perspectives that will provide a valuable resource for learning and building a dynamic, reflective community

The draft calendar for the 2018-2019 school year is attached for review. We formally request that the St. Mary's Board of Education consider this at the January meeting and vote to submit the waiver application, the draft 2018-2019 calendar and this summary letter to the Maryland State Board of Education thereafter. Thank you for your timely consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "AFunya".

Angela Funya  
Education Director  
Chesapeake Public Charter School

# Chesapeake Public Charter School

<http://schools.smcps.org/cpcs/philosophy-goals>

## **Philosophy and Goals**

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### ***Philosophy***

The Chesapeake Public Charter School believes that:

- Meaningful learning occurs naturally within a framework of a trustworthy community
- Small schools and class sizes encourage community and increase learning
- In a learner centered, inquiry-based setting, children learn through hands-on experiences and social interaction, extending into the community
- Substantive, rigorous content motivates students to master literacy skills as they investigate engaging topics and communicate their discoveries
- An 11-month school year and carefully structured school day maximize time periods of concentrated learning
- An integrated, brain-based curriculum enables students to make relevant connections to everyday life and to become self directed learners
- A character development program that teaches social skills and good judgment is important because we need to teach students not only knowledge, but how to use that knowledge well
- Through parent compacts and commitment to direct participation in the daily life of the school, as well as parent partnership in the development of their child's personal education plan, the level of parent involvement vital to student success is assured
- Within a reflective learning community, teachers collaborate regularly to reflect on teaching and assessment and to make innovations and adjustments that serve students well being and steady progress

A defining outcome of this educational philosophy is that students become life-long learners as well as citizens who contribute their unique talents to benefit the communities in which they live.

### **Goals**

The primary goals of the Chesapeake Public Charter School are:

- To establish a diverse and reflective community of learners that includes children, parents, teachers, and community members
- To provide a choice of educational opportunities
- To promote the successful development of the whole child
- To use reflective practices to assess progress/growth in learning
- To keep the urge to learn alive in every child

**School Operational Calendar 2018-2019**

Approved 2-14-2018

*Attachment*

Boxed days indicate students are not in school.  
Circled days indicate early dismissal.

Month	Event Date	Event Description																																																	
<b>July 2018</b>	July 4 ..... July 25.....	Holiday - Independence Day - All Schools and Offices Closed 11-Month Employees Report																																																	
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### Calendar Notes

#### Appropriate Exercises

Appropriate exercises will be held in the schools for the following days: Patriot Day; Constitution Day; Washington's Birthday; Lincoln's Birthday; Veterans Day; Columbus Day; Martin Luther King, Jr.'s Birthday; Arbor Day; Flag Day; and any other day of national significance.

#### Extended School Year Services

Pursuant to Education Article 8-402, Annotated Code of Maryland, extended school year services will be provided to students with disabilities who are determined through the Individualized Education Program process to need specific special education services beyond the 180 school days.

#### Inclement Weather and Emergency School Closing Alternatives

Inclement weather and emergency school closing make-up alternatives include three days at the end of the year and other days noted as possible make-up days in the calendar. Holidays, spring break, or days added at the end of the school year will be considered if additional days are needed. The number of days for students will be a minimum of 180 and the number of days for teachers will be 190 duty days. The number of duty days for 11-month employees is 212. School buildings and offices may be closed on some professional days to permit all employees to participate. Notice will be given.

**St. Mary's County Public Schools  
System Operational Calendar 2018-2019**

Approved 2-14-2018

Boxed days indicate students are not in school.  
Circled days indicate early dismissal.

Attachment

Month	Event Date	Event Description																																																	
<b>July 2018</b>	July 4 .....	Holiday - Independence Day - All Schools and Offices <b>Closed</b>																																																	
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**Calendar Notes**

Appropriate Exercises

Appropriate exercises will be held in the schools for the following days: Patriot Day; Constitution Day; Washington's Birthday; Lincoln's Birthday; Veterans Day; Columbus Day; Martin Luther King, Jr.'s Birthday; Arbor Day; Flag Day; and any other day of national significance.

Extended School Year Services

Pursuant to Education Article 8-402, Annotated Code of Maryland, extended school year services will be provided to students with disabilities who are determined through the Individualized Education Program process to need specific special education services beyond the 180 school days.

Inclement Weather and Emergency School Closing Alternatives

Inclement weather and emergency school closing make-up alternatives include three days at the end of the year and other days noted as possible make-up days in the calendar. Holidays, spring break, or days added at the end of the school year will be considered if additional days are needed. The number of days for students will be a minimum of 180 and the number of days for teachers will be 190 duty days. The number of duty days for 11-month employees is 212. School buildings and offices may be closed on some professional days to permit all employees to participate. Notice will be given.

Attachment  
F



Board of Education of St. Mary's County

Meeting of: Regular Session

Held: January 10, 2018  
Board of Education Meeting Room

**1. Open Meeting**

Procedural: 1.01 Call to Order

Mrs. Bailey called the meeting to order at 8:01 a.m.

Procedural 1.02 Roll Call

Present for the meeting were:

- Ms. Karin M. Bailey, Chairman
- Ms. Cathy Allen, Vice Chairman
- Mr. James J. Davis, Member
- Ms. Mary Washington, Member
- Ms. Rita Weaver, Member
- Ms. Roma Kankaria, Student Member

**2. Executive Session**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to enter into Executive Session to enter into executive session to discuss Personnel, Litigation, and Student Issues (Maryland Local Government Code Article, Section 9-512(a)(1), (2), and (10)), and Administrative Function items (Maryland General Provisions Code Article, Section 3-104).

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Mary M. Washington, Cathy Allen, James J. Davis, Rita Weaver

**3. Reconvene Open Meeting**

Procedural: Mrs. Bailey reconvened the meeting at 9:10 a.m. followed by the Pledge of Allegiance.

**4. Approval of Agenda**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to approve the agenda as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

**5. Board Reports**

*Information: Board Members each highlight one event during the meeting; other events are listed under the Library - General tab in Board Docs.*

**Ms. Bailey:** Attended Mechanicsville Elementary School's PTA holiday dinner; two on two meetings with Commissioners of St. Mary's County re budget

**Ms. Allen:** Attended the Academy of Visual and Performing Arts (AVPA) senior capstone performances at Chopticon High School

**Mr. Davis:** Attended the College of Southern Maryland Holiday Reception; NAACP Annual Meeting and Holiday Celebration

**Ms. Washington:** Attended SMCPS Retirees Association General Meeting and Annual Holiday Celebration

**Ms. Weaver:** Attended Ridge Elementary School's holiday brunch

**Ms. Kankaria** - Attended conference of the Southern Maryland Leadership Conference for Student Councils

## **6. Superintendent Report**

**Report:** Dr. J. Scott Smith, superintendent of schools, highlighted many events and accolades received from students and staff. A full report is listed in the Library - General tab in Board Docs.

## **7. Recognitions:**

None

## **8. Public Hearing**

**8.01 - Policy KDCG - Employee Use of Social Media**

Name - Kimberly Oliver

## **9. Public Comment**

<u>Name</u>	<u>Subject</u>
Terri Lecroix	PFLAG

## **10. Consent Agenda**

10.01 Approval of Minutes of December 13, 2017

10.02 Personnel - Teachers

10.03 Personnel - Administrative and Supervisory (none)

10.04 Frog Street/Conscious Discipline Supplemental Kits

It was moved by Cathy Allen and seconded by Rita Weaver to approve the consent agenda as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

## **11. Action Items**

11.01 Early Childhood Grant from MSDE - Mrs. Susie Fowler

It was moved by Cathy Allen and seconded by Mary Washington to approve the acceptance of this \$60,000 grant and applicable budget and the submittal of the grant budget to the Commissioners of St. Mary's County for their approval; and that the Board of Education approve the Professional Services Contract with Conscious Discipline for teacher training and coaching, as funding permits. The estimated cost is \$30,000.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

11.02 Department of Operations - Refuse Removal and Recycling Services - Mr. Ashley Varner  
It was moved by Mary Washington and seconded by Rita Weaver to approve contract award of  
ITB#SMCPS-2018-O-RRRS, Department of Operations Refuse Removal and Recycling  
Services, to Goode Companies, Inc. at the contract prices bid for services as needed throughout  
the duration of the contract, which can potentially be extended through January 31, 2023. The  
contract value is estimated not to exceed \$200,000 in any fiscal year.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

## **12. Information Items**

12.01 Student Handbook & Code of Conduct

12.02 Great Mills High School Attendance Resource Center

12.03 2018-2019 School Operating Calendars

12.04 High School Program of Studies

12.05 FY 2018 December Financial Report

12.06 FY 2019 Superintendent's Recommended Budget

## **13. Board Member Time**

Information: Board Members will use this time to expand on the report they gave during their  
Board Report portion of the meeting, if they have additional information to share.

## **14. Future Board Meeting (time is approximate)**

The next regular Board meeting will be on Wednesday, January 31 at 6:00 p.m., with the work  
session beginning at 2:00 p.m.

## **15. Adjournment**

Procedural: Ms. Bailey adjourned the regular meeting at 12:15 p.m.

## **December 13, 2017 - Executive Session Summary for Approved Board Minutes**

It was moved by Cathy Allen and seconded by Rita Weaver to enter into executive session to  
discuss Personnel Issues (Maryland Local Government Code Article, Section 9-512(a)(1)), and  
Administrative Function items (Maryland General Provisions Code Article, Section 3-104).

## **2. Executive Session**

An executive session began at 8:06 a.m. Present for the meeting were:

.Ms. Karin M. Bailey, Chairman

.Ms. Mary M. Washington, Vice Chairman

.Ms. Cathy Allen, Member

.Mr. James J. Davis, Member

.Ms. Rita Weaver, Member

.Dr. J. Scott Smith, Superintendent of Schools

.Dr. Maureen Montgomery, Deputy Superintendent of Schools

.Ms. Tammy McCourt, Assistant Superintendent of Fiscal Services and Human  
Resources

.Dr. Jeff Walker, Assistant Superintendent of Supporting Services  
.Mr. Edmund W. Law, General Counsel  
.Ms. Kathryn Mancini, incoming Administrative Assistant to the Board of Education

The following topics were discussed:

Personnel Issues (Maryland Local Government Article, Section 9-512(a)(1))

Mr. Law discussed the need to add the Consent Agenda Item for Board Hearing 2017-01 under the St. Mary's County Open Meetings Act.

Administrative Function (Maryland General Provisions Article, Section 3-104)

Dr. Smith discussed the school system's response to certain questions posed by the Commissioners of St. Mary's County concerning a recent student altercation at Leonardtown High School. Mr. Law explained the applicable disciplinary rules under Maryland law.

Dr. Smith discussed the probable agenda for the December 19<sup>th</sup> Joint Board Meeting with the Commissioners of St. Mary's County.

Dr. Smith explained that the January 10th Winter Student Recognition may need to be postponed.

Drs. Smith and Montgomery discussed the protocol for reporting student arrests to the Board and to parents.

Dr. Smith described the plans for judging the Holiday Door Decoration Contest and the Holiday Luncheon, which are both scheduled immediately after the Board meeting.

Personnel Issues (Maryland Local Government Article, Section 9-512(a)(1))

Dr. Smith discussed the system's current practice for providing references regarding former employees.

At 8:45 a.m., all staff were excused.

Personnel Issues (Maryland Local Government Article, Section 9-512(a)(1))

The Board discussed the election of new officers.

Ms. Bailey adjourned the Executive Session at 8:55 a.m.

**16. Work Session**

16.01 12:26 p.m. - 12:32 p.m. Pregnant and Parenting Students - Attendance Policy Recommendations - 1<sup>st</sup> Reading - Ms. Cheryl Long



Ms. Karin M. Bailey  
Chairman



J. Scott Smith, Ed.D.  
Secretary-Treasurer

Recorded by: Kathryn Mancini

**Board of Education of St. Mary's County**

**Meeting of: Regular Session**

**Held: January 31, 2018  
Board of Education Meeting Room**

**1. Open Meeting**

**Procedural: 1.01 Call to Order**

**Mrs. Bailey called the meeting to order at 2:04 p.m.**

**Procedural 1.02 Roll Call**

**Present for the meeting were:**

**Ms. Karin M. Bailey, Chairman**

**Ms. Cathy Allen, Vice Chairman**

**Ms. Mary M. Washington, Member**

**Mr. James J. Davis, Member**

**Ms. Rita Weaver, Member**

**Ms. Roma Kankaria, Student Member (not present for work session)**

**2. Work Session**

**2.01 Proposed FY 2019 Budget Presentation - The work session began at 2:04 p.m. and concluded at 3:35 p.m.**

**3. Executive Session (held from 5:05 p.m. to 6:00 p.m.)**

**Action: It was moved by Cathy Allen and seconded by Rita Weaver to enter into executive session to discuss Personnel, Litigation, and Student Issues (Maryland Local Government Code Article, Section 9-512(a)(1),(2), and (10)), and Administrative Function items (Maryland General Provisions Code Article, Section 3-104)**

**The result of the vote was: Unanimous**

**Yea: Karin M. Bailey, Mary M. Washington, Cathy Allen, James J. Davis, Rita Weaver**

**4. Reconvene Open Meeting**

**Procedural: Mrs. Bailey reconvened the meeting at 6:01 p.m. followed by the Pledge of Allegiance.**

**5. Approval of Agenda**

**Action: It was moved by Cathy Allen and seconded by Rita Weaver to approve the agenda as presented.**

**The result of the vote was: Unanimous**

**Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver**

**6. Board Reports**

**Information: Board Members each highlight one event during the meeting; other events are listed under the Library - General tab in Board Docs.**

**Ms. Bailey: Attended the movie, "Screenagers" which was sponsored by EASMC and SMCPs**

**Ms. Allen: Attended the Dr. Martin Luther King Prayer Breakfast at St. Mary's College of Maryland to include a performance by the Spring Ridge Middle School rhythm club**

**Mr. Davis:** Visited with his daughter, who is an ESL teacher for the government, in Abu Dhabi

**Ms. Washington:** Attended the Narcotics Overdose Prevention Education (NOPE) task force presentation at Leonardtown High School on January 24, 2018

**Ms. Weaver:** Attended the BECA Scholarship Fair at which was held at the Forrest Center on January 24, 2018

**Ms. Kankaria:** Attended the Southern Maryland Regional VEX Robotics competition

### **7. Superintendent Report**

Report: Dr. J. Scott Smith, superintendent of schools, highlighted many events and accolades received from students and staff. A full report is listed in the Library - General tab in Board Docs.

### **8. Recognitions:**

2nd Quarter Superintendent's Art Gallery Artists

### **9. Public Hearing**

- Update to Policy and Regulations, Education-Pregnant and Parenting Students
- 2018-2019 School Operating Calendars
- High School Program of Studies

### **10. Public Comment**

Ms. Jill Morris, representing EASMC – FY 2019 Budget

Ms. Liz Leskinen, UNISERVE Director – FY 2019 Budget

### **11. Consent Agenda**

11.01 Approval of Minutes of January 10 and January 24, 2018

11.02 Personnel - Teachers (none)

11.03 Personnel - Administrative and Supervisory (none)

11.04 Student Issue – BH 2018-01

It was moved by Cathy Allen and seconded by Rita Weaver to approve the consent agenda as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

### **12. Action Items**

12.01 MSDE Title IV, Part A – Student Support and Academic Enrichment (SSAE) Grant Award – Ms. Lisa Bachner

It was moved by Rita Weaver and seconded by Mary Washington to approve acceptance of this grant and applicable budget and the submittal of the grant budget to the Commissioners of St. Mary's County for their approval.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

12.02 Policy KDCB "Use of Social Media" – Dr. Jeff Maher

It was moved by Mary Washington and seconded by Rita Weaver that the Board of Education approve Policy KDCB "Use of Social Media" as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

### **13. Information Items**

13.01 Chesapeake Public Charter School – Dr. Kelly Hall and Ms. Angela Funya

13.02 Graduation Data Class of 2017 – 4 Year Adjusted Cohort Data – Dr. Alex Jaffurs and Dr. Maureen Montgomery

### **14. Board Member Time**

Information: Board Members will use this time to expand on the report they gave during their Board Report portion of the meeting, if they have additional information to share.

### **15. Future Board Meeting (time is approximate)**

A Public Hearing will be held on Monday, February 12 at 6:00 p.m. to discuss the budget. The next regular Board meeting will be on Wednesday, February 14, with executive session beginning at 8:00 a.m.

### **16. Adjournment**

Procedural: Ms. Bailey adjourned the regular meeting at 8:10 p.m.

### **January 10, 2018 - Executive Session Summary for Approved Board Minutes**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to enter into Executive Session to enter into executive session to discuss Personnel, Litigation, and Student Issues (Maryland Local Government Code Article, Section 9-512(a)(1), (2), and (10)), and Administrative Function items (Maryland General Provisions Code Article, Section 3-104).

### **2. Executive Session**

An executive session began at 8:06 a.m. Present for the meeting were:

.Ms. Karin M. Bailey, Chairman

.Ms. Cathy Allen, Vice Chairman

.Ms. Mary M. Washington, Member

.Mr. James J. Davis, Member

.Ms. Rita Weaver, Member

.Dr. J. Scott Smith, Superintendent of Schools

.Dr. Maureen Montgomery, Deputy Superintendent of Schools

.Ms. Tammy McCourt, Assistant Superintendent of Fiscal Services and Human Resources

.Dr. Jeff Walker, Assistant Superintendent of Supporting Services

.Mr. Edmund W. Law, General Counsel

.Ms. Kathryn Mancini, Administrative Assistant to the Board of Education

The following topics were discussed:

**Personnel Issues (Maryland Local Government Article, Section 9-512(a)(1)) New hires. Personnel Issues/Litigation (Maryland Local Government Article, Section 9-512(a)(1),(2))**

Dr. Smith and Mr. Law discussed a State Board appeal filed by an employee in a pending disciplinary matter. Mr. Law also discussed the status of two related State administrative complaints filed by the same employee.

**Student Issues (Maryland Local Government Article, Section 9-512(a)(10))**

Dr. Smith discussed the scheduling of a pending student disciplinary appeal.

**Administrative Function (Maryland General Provisions Article, Section 3-104))**

Dr. Smith discussed the plan for complying with the Resolution Agreement entered into by SMCPS in the pending OCR Website Accessibility Complaint investigation. Dr. Smith discussed staff's efforts to prepare, and the current timeline to present the FY 19 proposed budget to the Board. Dr. Smith discussed the proposed Board meeting calendar for FY 19. Dr. Smith discussed the plan for any addressing any possible future snow days now that the three allocated days have been utilized.

At 8:50 a.m., all staff were excused.

**Student Issues (Maryland Local Government Article, Section 9-512(a)(10))**

The Board discussed the procedures for hearing an upcoming student disciplinary appeal.

Ms. Bailey adjourned the Executive Session at 9:08 a.m.

**January 24, 2018 – Executive Session Summary for Approved Board Minutes**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to enter into Executive Session to discuss Student Issues (Maryland Local Government Code Article, Section 9- 512(a)(10)).

**2. Executive Session**

An executive session began at 9:00 a.m.

Present for the meeting were:

- .Ms. Karin M. Bailey, Chairman
- .Ms. Cathy Allen, Vice Chairman
- .Ms. Mary M. Washington, Member
- .Ms. Rita Weaver, Member
- .Mr. Eric C. Broussides, Board Counsel
- .Dr. J. Scott Smith, Superintendent of Schools
- .Dr. Maureen Montgomery, Deputy Superintendent of Schools
- .Mr. Edmund W. Law, General Counsel
- .Ms. Cheryl Long, Director, Department of Student Services
- .Ms. Muriel Martin, Hearing Officer, Department of Student Services
- .Ms. Jill Mills, Principal, Leonardtown High School
- .Mr. Eric Readyhough, Assistant Principal, Leonardtown High School
- .Ms. Julie Walsh, Teacher, Leonardtown High School
- .Student
- .Student's Parents and Sibling
- .Ms. Newton, Court Reporter

The following topics were discussed:

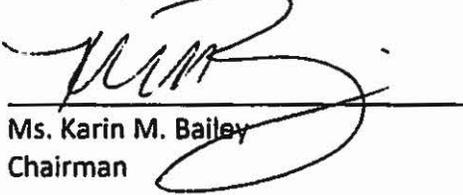
Student Issues (Maryland Local Government Article, Section 9-512(a)(10))

The Board and Mr. Brousaides met to discuss the conduct of the Student's disciplinary appeal. Staff and the family were not present for this discussion.

Student Issues (Maryland Local Government Article, Section 9-512(a)(10))

The Board presided over the Student's disciplinary hearing beginning at 9:31 a.m. The hearing concluded at 12:16 p.m. Student Issues (Maryland Local Government Article, Section 9-512(a)(10)) The Board preliminarily discussed the disposition of the Student's disciplinary appeal. Staff and the family were not present for this discussion.

Ms. Bailey adjourned the Executive Session at 12:32 p.m.

  
Ms. Karin M. Bailey  
Chairman

  
J. Scott Smith, Ed.D.  
Secretary-Treasurer

Recorded by: Kathryn Mancini

Board of Education of St. Mary's County

Meeting of: Regular Session

Held: February 14, 2018  
Board of Education Meeting Room

**1. Open Meeting**

Procedural: 1.01 Call to Order

Mrs. Bailey called the meeting to order at 8:02 a.m.

Procedural 1.02 Roll Call

Present for the meeting were:

Ms. Karin M. Bailey, Chairman

Ms. Cathy Allen, Vice Chairman

Ms. Mary M. Washington, Member

Mr. James J. Davis, Member

Ms. Rita Weaver, Member

Ms. Roma Kankaria, Student Member (absent)

**2. Executive Session**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to enter into executive session to discuss Personnel, Litigation, and Student Issues (Maryland Local Government Code Article, Section 9-512(a)(1),(2), and (10)), and Administrative Function Items (Maryland General Provisions Code Article, Section 3-104).

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Mary M. Washington, Cathy Allen, James J. Davis, Rita Weaver

**3. Reconvene Open Meeting**

Procedural: Mrs. Bailey reconvened the meeting at 9:06 a.m. followed by the Pledge of Allegiance.

**4. Approval of Agenda**

Action: It was moved by Cathy Allen and seconded by Rita Weaver to approve the agenda as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

**5. Board Reports**

*Information: Board Members each highlight one event during the meeting; other events are listed under the Library - General tab in Board Docs.*

**Ms. Bailey:** Attended the Advocacy Institute Equity Symposium in Washington, D.C.

**Ms. Allen:** Attended a MABE Legislative Committee meeting

**Mr. Davis:** Provided pictures of his trip to Abu Dhabi

**Ms. Washington:** Attended the Ribbon Cutting Ceremony for the One-Room Schoolhouse in Drayden, Maryland on February 6, 2018; visited schools

**Ms. Weaver:** Attended the Ribbon Cutting Ceremony for the One-Room Schoolhouse in Drayden, Maryland on February 6, 2018

**Ms. Kankaria:** absent

**6. Superintendent Report**

Report: Dr. J. Scott Smith, superintendent of schools, highlighted many events and accolades received from students and staff. A full report is listed in the Library - General tab in Board Docs.

**7. Recognitions:**

School Counseling Week: February 5-9, 2018

**8. Public Hearing**

None.

**9. Public Comment**

None.

**10. Consent Agenda**

10.01 Approval of Minutes of January 31, 2018

10.02 Personnel - Teachers (NONE)

10.03 Personnel - Administrative & Supervisory (NONE)

10.04 HAAS CNC Machine – Perkins Capital Equipment

10.05 Leonardtown High School - Fine Arts Trip to Walt Disney World

10.06 2018-2019 Board of Education Meeting Schedule

It was moved by Cathy Allen and seconded by Rita Weaver to approve the consent agenda as presented.

The result of the vote was: Unanimous

Yea: Karin M. Bailey, Cathy Allen, James J. Davis, Mary M. Washington, Rita Weaver

**11. Action Items**

11.01 Department of Maintenance - Chillers and Rooftop (A/C) Units Preventive Maintenance and Repairs - Mr. Steven Whidden

It was moved by Cathy Allen and seconded by Mary Washington that the Board approve the contract award of ITB#SMCPS-2018-M-CRTU, Department of Maintenance Chillers and Rooftop (A/C) Units Preventive Maintenance and Repairs, to W.L. Gary Company, Inc. to provide chiller and rooftop A/C unit services, on an as-needed basis, throughout the duration of the contract. The combined annual expenditures for these services is estimated to be \$140,000; projects/repairs exceeding \$50,000 will be bid separately.

The result of the vote was unanimous

Yea: Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

11.02 Waiver Request for Post-Labor Day Start Date for the Chesapeake Public Charter School 2018-2019 School Calendar - Dr. Jeff Maher

It was moved by Rita Weaver and seconded by Mary Washington that the Board approve the request for a waiver from the Maryland State Board of Education for the Chesapeake Public Charter School to begin the school year prior to Labor Day, as aligned with their Charter.

The result of the vote was: Unanimous

Yea: Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

11.03 2018-2019 School Year Calendar Recommendations - Second Reading - Dr. Jeff Maher

It was moved by Mary Washington and seconded by Rita Weaver that the Board approval the 2018-2019 St. Mary's County Public Schools and the Chesapeake Public Charter School calendars as presented.

The result of the vote was: Unanimous

**Yea:** Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

**11.04 Pregnant and Parenting Students - Attendance Policy Recommendations - Second Reading - Ms. Cheryl A. Long**

It was moved by Cathy Allen and seconded by Mary Washington that the Board approve Policies JED and JHCG and delete IHBCA, as presented.

The result of the vote was: Unanimous

**Yea:** Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

**11.05 Healthcare Benefits - RFP Results - Ms. Leslie Fancella**

It was moved by Mary Washington and seconded by Cathy Allen that the Board approve the Medical, Prescription Drug, Dental and Vision contract for employee and retiree benefits contract to CareFirst for three years beginning July 1, 2018 and ending on June 30, 2021, with two one-year options to renew.

The result of the vote was: Unanimous

**Yea:** Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

**11.06 Request for Snap-On Tools Purchase - Mr. Michael Boyle**

It was moved by Rita Weaver and seconded by Mary Washington that the Board approve the piggyback on Montgomery County's contract IFB #1074697 to Snap-On Tools for supplies on an as-needed basis throughout the duration of the contract, which has the potential to be valid through October 16, 2020.

The result of the vote was: Unanimous

**Yea:** Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

**11.07 High School Program of Studies - Ms. Lisa Bachner and Mr. Michael Watson**

It was moved by Mary Washington and seconded by James Davis that the Board approve the High School Program of Studies revisions for 2018-2019 as presented.

The result of the vote was: Unanimous

**Yea:** Karin M Bailey, Cathy Allen, James J Davis, Mary M Washington, Rita Weaver

## **12. Information Items**

**12.01 FY 2018 January Financial Report - Ms. Tammy McCourt**

## **13. Board Member Time**

Information: Board Members will use this time to expand on the report they gave during their Board Report portion of the meeting, if they have additional information to share.

## **14. Future Board Meeting**

A Board meeting to approve the Budget will be held on Wednesday, February 21, 2018 at 9:00 a.m. The next regular Board Meeting will be on Wednesday, February 28 at 6:00 p.m.

## **15. Adjournment**

Procedural: Ms. Bailey adjourned the regular meeting at 11:01 a.m.

## **16. Work Session**

**16.01 FY 2019 Budget Work Session**

Work Session ended at 11:58 a.m.

**January 31, 2018 – Executive Session Summary for Approved Board Minutes**

**Action:** It was moved by Cathy Allen and seconded by Rita Weaver to enter into Executive Session to discuss Personnel, Litigation, and Student Issues (Maryland Local Government Code Article, Section 9-512(a)(1),(2), and (10)), and Administrative Function Items (Maryland General Provisions Code Article, Section 3-104).

An executive session began at 5:05 p.m.

Present for the meeting were:

- .Ms. Karin M. Bailey, Chairman
- .Ms. Cathy Allen, Vice Chairman
- .Ms. Mary M. Washington, Member
- .Mr. James J. Davis, Member
- .Ms. Rita Weaver, Member
- .Dr. J. Scott Smith, Superintendent of Schools
- .Dr. Maureen Montgomery, Deputy Superintendent of Schools
- .Ms. Tammy McCourt, Assistant Superintendent of Fiscal Services and Human Resources
- .Dr. Jeff Walker, Assistant Superintendent of Supporting Services
- .Mr. Edmund W. Law, General Counsel
- .Ms. Kathryn Mancini, Administrative Assistant to the Board of Education

The following topics were discussed:

**Personnel Issues/Litigation (Maryland Local Government Article, Section 9-512(a)(1),(2))**

Dr. Smith and Mr. Law discussed the untimeliness of a State Board appeal recently filed by an employee in a pending disciplinary matter. Mr. Law also discussed the status of two related State administrative complaints filed by the same employee.

**Student Issues (Maryland Local Government Article, Section 9-512(a)(10))**

Dr. Smith and Mr. Law discussed the outcome of a student disciplinary appeal (BH 2018-01), and the deadline to file a State Board appeal.

**Administrative Function (Maryland General Provisions Article, Section 3-104)**

Dr. Smith discussed a local farm's request that we utilize our Worker's Compensation insurance to cover our CASE students while they are working at their farm.

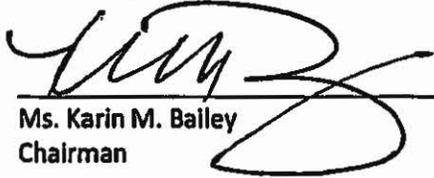
Dr. Smith discussed the updated procedure for sharing calendar invitations and event notifications with the BOE members.

Dr. Smith discussed two parent complaints concerning certain middle school instructors permitting their students to watch CNN 10 in the classroom.

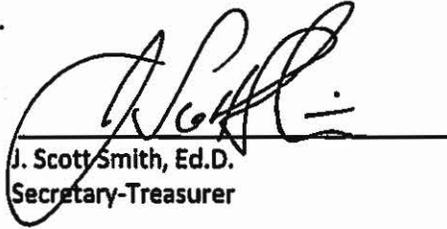
Dr. Smith discussed the impetus for, and substance of the Safe Schools Information Night that is scheduled for February 15, 2018 at the Dr. James A. Forrest Career and Technology Center.

Dr. Smith discussed staff's plan to revise the FY 19 proposed budget to the Board in anticipation of the February 12th public hearing, and February 14th Board meeting, respectively.

Ms. Bailey adjourned the Executive Session at 5:52 p.m.



Ms. Karin M. Bailey  
Chairman



J. Scott Smith, Ed.D.  
Secretary-Treasurer

Recorded by: Kathryn Mancini