

Citizen Advisory Committee
Calvert County Board of Education
September 25th, 2023, Meeting Minutes

Members Attended:

Maggie Silverman
Robert Baunsgard
William Miller
Greg Cooper
Sherbrooke Corazza
Barbara Downs
Claire Hill
Andrew Clark
Steve Nowicki
Christine Schrupf
Felicia Sorrells
Sarah David
Rama Latin
Kristina Nicely
Alicia Abresch
J.C. Hooker
Emma Ann Nowak
Wanda Hassler

Board Members:

Inez Claggett, President of Calvert County Board of Education

C.C.P.S. Staff:

Karen Maxey
Rene Daniels
Val Parmer
Shuchita Warner
Susan Johnson
Anthony Navarro

Presenters:

Rene Daniels, Chief Information Officer
Val Parmer, Acting Supervisor of the Child Nutrition Program
Shuchita Warner, Director of School Construction

Documents for the Record

- Policy Statement #1210 outlining the CAC to the BOE was provided to each member.
- In addition, each member received a CCPS Website Content Feedback Form and a printed copy of the presentation of the same, as well as that of the Child Nutrition Program and Department of Construction presentations.

Call to Order

- Ms. Maxey called the meeting to order at 6pm.

Roles and Responsibilities of CAC Members

The committee received and reviewed Policy Statement #1210, which was further elaborated upon by Ms. Maxey as well as Chairman Nowicki. The committee was encouraged to ask questions that were then clarified by Ms. Maxey and Mr. Nowicki regarding individual and collective roles, responsibilities, and expectations for the conduct of meetings. The committee was also provided the meeting dates through May 2024.

Election of Chair, Vice Chair, and Secretary

- Mr. Steve Nowicki was unanimously chosen to continue his role as Chair.
- Mr. Robert Baungard was unanimously chosen to serve as Vice Chair.
- Mrs. Kristina Nicely volunteered as Secretary. In the event of Mrs. Nicely's absence, Ms. Emma Ann Nowak volunteered to fulfill this role.

Topic of Study, Presentations, and Assignments

- Each member was provided an opportunity to introduce themselves to their peers.
- A presentation regarding the functionality of the CCPS website was given by Ms. Rene Daniels, with the follow-up assignment for the committee to review links individually within the website to then be recorded on the content feedback form and returned by October 9th, 2023. The stated purpose of this assignment was to collect data that could be improved, should be removed, or should be retained on the website and app interface.
- A presentation was given by Ms. Val Parmer in regard to the current functionality of the Child Nutrition Program and its online presence/capabilities through both app and website.
 - This presentation outlined the responsibilities of the program, menu creation and current patterns, and upcoming events and aesthetic changes. Challenges expressed to the committee were staffing and supply chain shortages as well as contract disputes with distributors.
- A presentation was given by Ms. Shuchita Warner regarding the Department of Construction that outlined the fundamental responsibilities of this department. Current and future projects were discussed in detail, including the means of acquiring and the allocation of funding. Current improvements/projects of note were updated ventilation

systems post-Covid, energy efficiency, and the replacement of Northern Middle School, among many others. The presentation concluded with a transparent list of both state-and-local-funded as well as local-only projects.

Conclusion/Meeting Adjourn

- Ms. Maxey concluded the meeting at approximately 7:45 pm. Committee members were encouraged to forward any further questions or comments to Ms. Maxey or other speakers.

Minutes respectfully submitted by Secretary Kristina Nicely.