

**Citizens Advisory Committee
Calvert County Board of Education
April 22nd, 2024 Meeting Minutes**

Members Attended

Andrew Clark
Greg Cooper
Will Miller
Kristina Nicely
Claire Hill
Sarah David
Chris Schrupf
Felicia Sorrells
Alicia Abresch
Maggie Silverman
Emma Ann Nowak

Board Members

Lisa Grenis
Dawn Balinski

C.C.P.S. Staff

Karen Maxey

Presenters

- Mr. Seawell, Director of Human Resources
- Traci Chappellear-Thomas, Supervisor of Human Resources
- Mr. Gott, Director of School Facilities

Documents for the Record

- Each member of the committee was provided with a copy of the minutes from February's meeting, an agenda for the current meeting, and the Comprehensive Maintenance Plan for FY 2024 for CCPS by Dr. Townsel, Superintendent of Schools.

Call to Order

The meeting was called to order by Ms. Maxey at 6:03pm, and the presenters from both the Human Resources and School Facilities departments were promptly introduced.

Presentation

- Mr. Gott, Director of School Facilities, began the scheduled presentation, focusing first on the distinction between the maintenance and the operations departments. Mr. Gott

expounded that the primary focus of the maintenance department was the upkeep of already-accrued infrastructure, while the operations department is responsible for tasks such as cleaning, building service staff, electrical, etc. Mr. Gott provided the committee with a detailed copy of the current Comprehensive Maintenance Plan for the upcoming year, and explained that funding is guided by the IAC (Inter-Agency of Construction) who performs necessary inspections. The maintenance department is currently well-staffed, while the operations department experiences frequent employee turnover. The overall School Facilities Department works with the Department of Construction on capital projects, which are in a joint-effort process of continual and selective improvement. The timeline for specific repairs and the results of necessary inspections are performed yearly by the IAC. The hiring of technicians and staff is a process determined by contractual guidelines, which can cause delay and difficulty in regards to infrastructure upkeep. The CTA is currently involved in this process through an apprenticeship program for current students, but this is a relatively new initiative that plans to further expand in the future. Mr. Gott concludes with the clarification of a common misconception regarding the differences between maintenance (Facilities) and construction department responsibilities; namely, that the facilities department does not accrue infrastructure, but maintains what has been provided.

- Mr. Seawell and Mrs. Chappelle-Thomas followed with a presentation on the Human Resources Department, stating that the primary goal is to support schools and to retain staff. Mr. Seawell explained that there is currently a high turnover rate of support staff, which the department is addressing with two HR associates to help in the hiring process. The team offered the vision of “Supporting the Best People in the Best Place to Work” as the department’s mission statement, citing that CCPS is the largest employer in Calvert County with 2,269 total employees and 574 substitute staff. The Human Resources Department is responsible for the hiring process, which takes place in multiple steps: 1.) recruitment, which includes internet job postings, job fairs, and social media; 2.) interviews, which are school-based and specific for future teachers to find the best fit; 3.) job offers, which are a decision made by the department and provide contingent contracts in advance; and 4.) the onboarding process, which includes processes such as security (fingerprinting/drug testing), Safe Schools training, intake meetings with the HR department, and communication with the previous school employer as mandated by a new state law. The HR department also assists with a 5-year continuous certification process for teachers, which offers to reimburse tuition for both certificated and non-certificated staff. A new addition to the department’s offerings includes electronic access to employee records at any time to aid in workplace communication. The presenters expounded on the Time to Care Act, which provides paid leave for employees for up to 60 days and is a paid-into system by both the employee and the employer beginning in October 2024. CCPS will be utilizing a third-party insurance to be in compliance with this legislature. Focus was also given to Maryland’s Blueprint, Pillar 2, which highlights

the need for high quality and diverse teachers and leaders. The retention of such staff is paramount, with the goal of matching demographics between students and teachers being the ultimate goal. Recruitment efforts are being geared toward this goal, as CCPS is currently non-compliant by those metrics. There is also ongoing career ladder initiatives with raises for staff who choose to become board certified.

Questions with the Board

At 7:30 pm, the committee was given the opportunity to ask questions in a free-form style of the board members present, Ms. Lisa Grenis and Ms. Dawn Balinski. Discourse centered primarily on current bullying statistics in CCPS, with board members expounding on current board policies that are to be reviewed every 3 years and will surely be revisited in light of the ongoing social issues taking place in schools.

Conclusion/Meeting Adjourn

Ms. Maxey concluded the meeting at approximately 8 pm. Committee members were encouraged to forward any further questions or comments to Ms. Maxey or other speakers, and asked to complete the ongoing website survey before the next meeting.

Minutes respectfully submitted by Secretary Kristina Nicely.