

## **Citizen Advisory Committee Meeting Minutes**

**Calvert County Board of Education**

**October 28th, 2024**

### **Members Attended:**

Denali Mohler  
Andrew Clark  
Claire Hill  
Margot Densing  
Randy Allen  
Jenna Borman  
Sarah Fowler  
Greg Cooper  
Alicia Abresch  
Nicole Olea  
Crystal Honeycutt  
Emersyn DeVerteuil  
Ann Schultz  
James Arthur

### **C.C.P.S Staff:**

Susan Johnson  
Jackie Jacobs  
Karen Maxey

### **Board Members:**

Jana Post  
Lisa Grenis

### **Guest Presenters:**

Joel Parmer  
Sabrina Bergen  
Matt Poteet  
Rick Lippert  
Cecelia Lewis  
Molly Wannamaker  
Chris Knode  
Larry Titus

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This meeting was called to order at 6:03 p.m. The minutes from the September 23 meeting were approved.

Two presentations were scheduled. The first from the Department of Information Technology (DIT) and the second by the Department of Student Services.

Matt Poteet, Director; Joel Parmer, Supervisor; Sabrina Bergen, Supervisor; and Rick Lippert, Supervisor; provided the following presentation.

### **Department of Information and Technology (DIT)**

**DIT vision:**

To inspire and empower all students and staff with technology, unlocking their full potential to achieve their goals and dreams.

**Mission:**

- Ensure the goals of the CCPS Strategic Plan are realized
- Enhance teaching and learning
- Advance equity
- Accessible and easy to use
- Enable staff to provide exceptional services and support
- Engage community
- Maximize return investment
- Promote digital citizenship
- Embody core values

**Core Values:**

- Communication and Collaboration
- Digital Citizenship
- Diversity, Equity and Inclusion
- Efficiency
- Ethics and Integrity
- Growth Mindset
- Innovation
- Professionalism
- Safety and Security
- Service and Responsiveness

**Structure and Responsibilities of DIT**

Help desk technicians:

- 12 Field Technicians
- 3 Help Desk Technicians
- 1 Asset and Data Specialist
- Main responsibilities of the help desk technicians include both technical and functional support for the following applications:
  - Eschoolplus
  - Teacher Access Center (TAC)
  - Home access center
  - School messenger
  - Office 365
  - Other applications

DIT partners with Finance and Human Resources to optimize the use of eFinancePlus and Employee Access Center (EAC). They provide technical support for additional software programs. In addition, they assist with deployment of new software, update/maintain websites and compile/submit mandatory federal and MSDE reports.

**Network team:**

- 1 Network supervisor
- 3 Senior Network Engineers
- 2 Junior Network Engineers

**Main Responsibilities of the network team include:**

- Ensure the safety and security of student and staff data while providing a fast and reliable connectivity.
- Follow the National Institution of Standards and Technology (NIST) and employ antivirus, intrusion detection and patch management
- Next Generation firewalls and immutable backup systems in place. We partner with MABE, MSDE, DoIT, and CISA.
- We have a Technology Disaster Recovery Plan (DRP) that is updated yearly and run periodic drills on our Incident Recovery Plans.

**DIT Accomplishments:**

- Resolved 26,682 tickets and increased satisfaction rating to 98.8% for SY24
- Over the summer, reimagined and cleaned and prepared over 6,000 student laptops
- Coordinated the collection of 709 PCs and 655 monitors, saving CCPS and a grand total of \$613,000
- Facilitated seamless collaboration between the network and application tech teams to relocate virtual servers for ESchoolplus and eFinancePlus, optimizing their performances
- Researched, installed and configured and deployed the LineWize content filtering solution and Classwise classrooms management system-in collaboration
- Achieved the successful and timely completion of the complex Civil Rights Data Collection, a significant federal compliance requirement
- Collaborated with Admin and Student Services to roll out Halo sensors in middle schools
- Facilitated the password change passwords for all 5th grade students
- Collaborated with CTA to evaluate their Cisco Academy program and equipment. worked with purchasing to procure a Cisco certified Net Lab consultant
- Rolled out 6 cyber security awareness trainings and 3 phishing campaigns
- Set up a new wireless network for staff and students (tutorial video for staff)
- Implemented a cloud based immutable back up option

A question-and-answer period was conducted.

Cecelia Lewis, Director; Molly Wannamaker, Supervisor; Chris Knode, Supervisor; and Larry Titus, Specialist; provided the following presentation.

**Department of Student Services**

The department pillars include:

**Student Supports:**

- Mental Health professionals.
- Counseling
- Behavioral support
- Pupil Personnel Workers
- MTSS
- SST
- 504
- Student assessments
- Staff professional development
- Local Care Team
- Alternative Education

**Attendance**

- Pupil Personnel Workers and Social Workers Collaboration with families and schools
- Targeted Attendance Programs

- Attendance Contracts
- McKinney-Vento Program Community Services Coordination (support student attendance)
- Home and Hospital Instruction (HHT)/Chronic Health
- Impairment Program for students (CHiPs)
- Home Instruction Monitoring

### **Discipline**

- Code of Conduct
- Appeals
- Student Discipline Conference
- PBIS
- Behavioral Intervention
- Restorative Practices
- Life Space Crisis Intervention (LSCI)
- Collaborative and Protection Solutions (CPS)
- Title IX

### **School Health**

- Admin of Medication
- First aid of emergency medical care
- communicable disease management
- Health Screening
- Staff Education on Student Medical Conditions
- Manage of chronically medically fragile students
- Staff education of student's medical conditions
- Develop emergency plans
- Family and community health education
- Staff training for managing life threatening conditions like Anaphylaxis, Hypoglycemia, Seizures, Overdoses, and Hemorrhage.

### **Safety and Security**

- Controlled access to school building
- visitor management
- employee badge- in system
- First aid stations (AED)
- Public safety response plans for schools/offices (updated annually)
- Emergency Evaluations Equipment (ADA Compliance)
- Public Safety Communications Accessibility
- School Resource Officers
- Safety Advocates (retired law enforcement)
- Site-based Emergency Training
- Drills Management and Compliance Tracking
- Coordination with Calvert County Emergency Management (CALVAX)
- Threat Association Protocol
- Confidential Tips Line
- Drivers Safety Course

Interagency coordination and collaboration occur with Maryland state government, Calvert County government, and local partners.

### **The departmental big picture budgetary impact includes:**

- \$500,000 Dual Enrollment Program
- \$300,000 Home/Hospital Teaching

- \$175,000 Counseling supplies, subscriptions, and assessment tools for mental health professionals
- Student college and career exploration service
- FAFSA and College Advising service
- Student diplomas
- Bullying prevention resources
- College Fair
- \$150,000-Out of County Living Costs (OCLA)
- \$300,00-Contracted School psychologist
- \$360,000-Contracted Social Workers
- \$340,000-School Resource Officers
- \$60,000-Contracted Services (Safety)
- \$80,000-Student Health Services

Details were shared on safety and security, as well as mental health community services and referrals.

Connections to Blueprint and Strategic Plan were identified.

A question-and-answer period was conducted.

Time was allotted for discussion with Ms. Grenis and Ms. Post.

The meeting adjourned at 7:46 p.m.

Minutes respectfully submitted by Emersyn DeVerteuil