

## **WORK SESSION MINUTES**

### **MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION Oakland, MD 21550**

**Tuesday, March 11, 2014**

#### **Opening of the Meeting**

##### **Part I – Call to Order**

Mr. Thomas Carr, Board President, called the meeting to order at 4:10 pm. The Board moved to executive session at 4:12 pm to discuss administrative and personnel requests for field trips related to the Lego teams, negotiations with the teachers group, and personnel discussions related to Board employees and public office under authority of 10-503 and 10-508 of the State Government Article of the Annotated Code of Maryland.

Mr. Carr reconvened the work session of the Board of Education at 5:10 p.m. Also in attendance were Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, Associate Member; Mrs. Charlotte Sebold, Associate Member; Mr. Matthew Paugh, Associate Member; and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Ms. Miriam Sincell, Board Attorney, and Commissioner Bob Gatto, Ex-Officio Member were also present. The meeting was held at Central Office.

##### **Part II Opening Ceremonies**

Mr. Thomas Carr, President led a moment of silence after which Ms. Adrianna Fratz, Northern High School student, led the assembly in the Pledge of Allegiance.

##### **Part III New Business**

###### **Southern Middle School Renovation Committee**

Mrs. Jane Wildesen, Director of Elementary and Middle School Education, introduced Ms. Paige Smith, an 8<sup>th</sup> grade student at Southern Middle School, who is a member of the Southern Middle School Renovation Committee. Ms. Smith read a letter she was giving to the Garrett County Board of Education to request to be on the April 8, 2014 Board of Education public agenda. Ms. Smith stated that their renovation committee is made up of a history committee, a letter writing committee, and a surveying committee. They are interviewing individuals and conducting research to support the need for the school renovation. The goal of the committees is to assist with the renovation project for the school. The committee will not only go to Northern Middle School but will also go to a school within the state of Maryland that has been recently renovated. Paige also shared a letter they are sending to the County Commissioners requesting a public meeting on Tuesday, April 15, 2014.

Education Specifications of the Southern Middle School Renovation Project

Mr. William Swift, Director of Maintenance, Facilities and Operations, provided an update on this project. Mr. Swift stated that Garrett County Public Schools are currently working with a private consultant, Mr. Ronald Kauffman to complete the Education Specifications (Ed Specs) of Southern Middle School Renovation. Mr. Swift first spoke about Mr. Kauffman's expertise and experience ranging from working with other Maryland public school systems to well-known private companies. He then provided the timeline for meetings and deliverables. The timeline included the Ed Spec revisions, sub-committee meeting dates, draft version deadlines, and final document dates. The Ed Specs will be completed on April 23rd for Superintendent review and feedback; and April 30th for Board of Education review and possible approval on May 13, 2014. The Ed Specs included the following sections:

- Section 1 – Project Rationale
- Section 2 – Project Design Factors
- Section 3 – Specifications (Curriculum)
- Section 4 – Spatial Requirements

After the Ed Specs are approved, the architect will develop the design. The design will be submitted with the Ed Specs to the Maryland Public School Construction Program for feedback and approval. Mr. Kauffman had stated we could possibly start construction next Spring with this aggressive schedule.

#### **Part IV - Policy**

Mrs. Miriam Sincell, Board Attorney, presented Policy 103, *Board Meeting Procedures Policy* for initial review. She made adjustments to the policy based on feedback at recent policy meetings. She added further details to the public attendance section of the policy. She provided updates based on other Maryland counties and their public portion of the meeting guidelines. Mr. Paugh requested copies of those policies be sent to the board members for review.

#### **Part V – Closed Session Summary**

Dr. Wilson presented the Closed Session Summaries for the February 18, 2014 Executive Session Meeting.

Dr. Wilson presented the Closed Session Summaries for the February 25, 2014 Executive Session Meeting.

#### **Part VI – Policy and Administrative Procedure**

Dr. Wilson, Superintendent, presented the Policy 410 and Administrative Procedure 410.1, *School Attendance Area* for the Board review. Dr. Wilson read both the policy and procedure to the Board as this had been recently drafted for review.

#### **Part VII – Administrative Procedure**

Mrs. Baker provided the following Administrative Procedures: 498.11, *Honor Roll* Administrative Procedure, 499.1 *Cumulative Grade Averages; Graduation Status; Class Rank; and College Admissions/Scholarships* Administrative Procedure and 344.521 *Modifying the Regular Program toward High School Graduation* Administrative Procedure which all included updates based on the 4.0 GPA grading scale. These procedures were also updated to reflect the changes that were recommended by board members at the last meeting. Those changes included adding dual enrollment and clarifying whether the GPA was weighed or un-weighted.

## **Part VIII – Continuing Business**

### **NSBA Policy Coding System**

Dr. Wilson presented a sample report which detailed what the NSBA policy coding would be and what the current Garrett County Board of Education policy numbering and title are. The report also notes when the policy was last updated. Mr. Carr mentioned that we would be adding a column to the report which would list the person responsible for the procedure.

### **Minimum Wage**

Mr. Thornburg, Director of Human Resources and Mr. McKenzie, Director of Finance presented this information item. Mr. Thornburg discussed the challenges in finding substitutes for Food Services and Maintenance at the current rate we are offering (\$7.25 / hour). They are requesting \$8.50/hour which would be more than Garrett Memorial Hospital currently offers. Mr. Carr asked that we add this item to the Business Session for the Board to vote on.

### **Draft FY 2015 Budget Presentation**

The budget shows a significant change in the format to better reflect MSDE requirements and the other Maryland counties' budget reporting. The FY2015 Operation Budget begins with Estimated Receipts summary reporting, and Unrestricted and Restricted Budget summary reporting. The FY2015 Proposed Budget Report also provides detailed department/category budget information.

In regards to Instructional supplies and materials, Dr. Wilson mentioned the text books will be reviewed in further detail in response to the Partnership for Assessment of Readiness for College and Careers (PARCC) testing this school year.

## **Part IX - Hearing of Constituents**

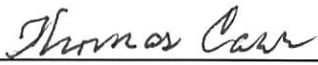
There was no public comment in this session.

**Part X - Other Business**

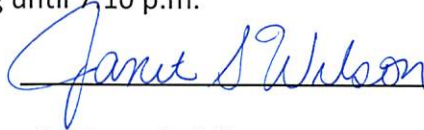
There was no Other Business items in this session.

**Part XII – Adjournment**

Mr. Reckart made a motion to adjourn the meeting at 6:25 p.m. Mr. Carr requested that the Board delay the start of the business meeting until 7:10 p.m.

  
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Mr. Thomas Carr  
President

  
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Dr. Janet S. Wilson  
Secretary/Treasurer

Approved: