Board Members present included Mr. Matthew Paugh, Board President; Mr. Tom Woods, Board Vice President, and Board Members: Mr. Rodney Glotfelty, Mrs. Monica Rinker, and Mrs. Charlotte Sebold. Also present for the meeting: Ms. Barbara Baker, Secretary -Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; Mrs. Alison Sweitzer, Director of Finance; Mrs. Penny Proudfoot, Director of Elementary Education; Mr. Richard Wesolowski, Director of Transportation; Ms. Heather Raybold, Director of Special Education; Mrs. Rebecca Alken, Nurse Manager; and Ms. Katherine Catulle, Student Board Member.

The meeting was held at Central Office in the Board Room.

1. Opening

   A. Opening of Meeting
   Mr. Matthew Paugh, Board President, called the meeting to order at 4:00 p.m.

   B. Public Comment
   Dr. Robert Phares, physician at Mountain Laurel Medical Center; Dr. Karl Schwam, retired physician; and Ms. Shelley Argabrite, Strategic Health Planner at the Garrett County Health Department, shared statistics/results from the 2016 Maryland Youth Risk Survey. They informed the Board that they are members of an Adolescent Work Group that focuses on adolescents and on addressing adolescent health issues within Garrett County.

   C. Oath of Office for Newly Elected Board Members
   Mr. Tim Miller, Clerk of the Court, administered the oath of office to newly elected Board of Education members: Matthew Paugh, Monica Rinker, and Rodney Glotfelty.

   D. Election of President – Action
   Mr. Matthew Paugh vacated the chair to Ms. Barbara Baker to preside over the election of president for 2019.

   Tom Woods made a motion to elect Matthew Paugh as Board President for 2019, and Monica Rinker seconded the motion.

   Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

   Mr. Paugh returned to chair to preside over the remainder of the meeting.

   E. Election of Vice President- Action
   Monica Rinker made a motion to elect Tom Woods as Vice President of the Board for 2019 and Charlotte Sebold seconded the motion.

   Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

   F. Move to Executive Session
   Tom Woods made a motion to recess the meeting to go into closed session, and this was seconded by Rodney Glotfelty.

   Thereafter, the Board unanimously voted to go into closed session with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

   G. Executive Session - Closed to the Public

   The Board of Education met in an Executive Session on Tuesday, January 8, 2019, at Central Office in the Board Room at 4:20 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: review of Executive Session minutes; personnel topics, pursuant to §3-305(b)(1); collective bargaining/negotiations topics, pursuant to §3-305(b)(9); procurement topics, pursuant to §3-305(b)(14); legal topics, pursuant to §3-305(b)(7); and administrative function topics, which are specifically excluded from the Open Meetings Act by virtue of §3-103(a)(1)(i) of the General Provisions Article of the Annotated Code of Maryland.

   Tom Woods made a motion to close the meeting, and this was seconded by Rodney Glotfelty. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods. The closed session began at 4:20 p.m. The topics discussed and actions taken include the following:

   I. Executive Session Minutes:
   The Board reviewed the Executive Session minutes from the December 11, 2018, meeting. The Board requested an addition to an administrative function topic summary. Monica Rinker made a motion to accept the amended minutes, and Tom Woods seconded the motion. The Board unanimously voted to approve the motion with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

   II. Personnel pursuant to §3-305(b)(1):
   Personnel Update
   Ms. Barbara Baker, Superintendent, provided the Board with an update on recently hired non-certificated employees as well as staff resignations.
## III. Negotiations pursuant to §3-305(b)(9):
### a. Parameters
Mrs. Alison Switzer, Director of Finance, discussed proposed parameters for negotiations with the GASA group. The Board considered these matters but took no action on this item.

### b. Healthcare Coalition
Mrs. Switzer shared information regarding the Garrett County Employee Health Coalition (GCEHC). She stated that the three entities (GCPS, Garrett College, and Garrett County) are reevaluating the structure of the benefits and employee contributions. GCEHC is recommending a move towards diversity for each of the entities.

Tom Woods made a motion to adopt a plan with diversity of the benefits, premium rates, and employee contribution while the other provisions of the coalition structure, including internal and third party administration and stop loss and experience would remain pooled. Charlotte Sebold seconded the motion. The Board unanimously voted to approve the motion with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

## IV. Procurement pursuant to §3-305(b)(14):
### a. Bus Contract
Mr. Richard Wesolowski, Director of Transportation, recommended a bus contractor for Route 40 Elementary School. The Board will take action on this item during the Public Session.

### b. Strategic Planning RFPs Update and Review
The Board discussed the responses to the request for proposal (RFP) for strategic planning work as well as potential negotiating strategies for such proposals. Paugh will provide the Board with dates to conduct interviews with potential firms/consultants.

## V. Legal Topic pursuant to §3-305(b)(7):
### a. Athletic Trainers
Mr. Brandon Hoover, Board Attorney, provided further legal advice from the school system’s attorney regarding the Maryland Board of Physicians and former athletic personnel. The Board took the legal guidance into consideration and will not pursue this matter any further.

### b. Potential Breach of Warranty Claims Regarding Repairs at Various Schools
Mr. Hoover discussed a potential breach of contract with two contractors who worked for the school system. The Board requested Mr. Hoover to look into the matters and send letters to the contractors regarding the breach of warranties.

## V. Administrative Function pursuant to §3-103(a)(1)(i):
The Board discussed various administrative function topics. The Board considered all the administrative function topics but no actions were taken by the Board.

## IV. Recess and Adjournment
The Board recessed the Executive Session to return to the Public Session at 6:08 p.m. The Board returned to Executive Session at 8:40 p.m.

Tom Woods made a motion to adjourn the Executive Session, and Rodney Glotfelty seconded the motion. The Board unanimously approved adjourning the Executive Session at 10:54 p.m., with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

Board Members present included Mr. Matthew Paugh, Board President; Mr. Tom Woods, Board Vice President; and Board Members: Mr. Rodney Glotfelty, Mrs. Monica Rinker, and Mrs. Charlotte Sebold.

### 2. Welcome

#### A. Re-Opening of Public Session
The Public Session reconvened at 6:10 PM.

#### B. Moment of Silence

#### C. Pledge of Allegiance - Student Board Member
Mr. Katherine Catulle, Student Member of the Board, lead the Board in the Pledge of Allegiance.

#### D. Approval of the Agenda - Action
The Board approved the agenda with the addition of new bus contract under New Business.

Tom Woods made a motion to approve the revised agenda and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

#### E. Approval of the December 11, 2018 Public Session Minutes - Action
The Board discussed a minor addition to the minutes. Monica Rinker made a motion to approve the amended minutes and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

#### F. Closed Session Summaries
Ms. Barbara Baker, Superintendent, read the Closed Session Summaries for the December Board Meeting.

December 11, 2018 Executive Session Summary:
The Board of Education met in an Executive Session on Tuesday, December 11, 2018, at Central Office in the Board Room at 4:08 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: review of Executive Session minutes; personnel topics, pursuant to §3-305(b)(1); collective bargaining/negotiations topics, pursuant to §3-305(b)(9); legal topic, pursuant to §3-305(b)(7); and administrative function topics, which are specifically excluded from the Open Meetings Act by virtue of §3-103(a)(1)(i) of the General Provisions Article of the Annotated Code of Maryland.

Monica Rinker made a motion to close the meeting, and this was seconded by Tom Woods. Thereafter, the Board unanimously voted to close the session, with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods. The closed session began at 4:08 p.m. The topics discussed and actions taken include the following:

I. Executive Session Minutes:

The Board reviewed the Executive Session minutes from the November 14, 2018, meeting. Tom Woods made a motion to accept the minutes, and Nathan Sorber seconded the motion. The Board unanimously voted to approve the minutes, with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods.

II. Negotiations pursuant to §3-305(b)(9):

Dr. Jane Wildesen, Director of Human Resources, and Mrs. Alison Sweitzer, Director of Finance, discussed various parameters for negotiations with the various unit groups. The Board set the parameters for the GASA group.

III. Legal Topic pursuant to §3-305(b)(7):

Mr. Brandon Hoover, Board Attorney, provided legal advice regarding the Maryland Board of Physicians and former athletic personnel. The Board directed the Superintendent to consult with the school system’s attorney and to provide the Board with additional information.

IV. Administrative Function pursuant to §3-103(a)(1)(i):

The Board discussed various administrative function topics. The Board considered all of the administrative function topics but no actions were taken by the Board.

IV. Recess and Adjournment:

The Board recessed the Executive Session to return to the Public Session at 6:06 p.m. The Board returned to Executive Session at 8:47 p.m.

Tom Woods made a motion to adjourn the meeting, and Nathan Sorber seconded the motion. The Board unanimously voted to approve the motion, with a yea vote from Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold.

The December 11, 2018 Executive Session adjourned at 9:30 p.m.

G. Announcements

Ms. Baker shared upcoming dates of school-related events and meetings with the Board and public.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Jan 9</td>
<td>Staff Development</td>
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<td></td>
<td>Students dismissed 3 hours early</td>
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<td>Jan 21</td>
<td>Martin Luther King Jr. Day</td>
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<td>Schools Closed</td>
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<td>Jan 22</td>
<td>End of second grading period</td>
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<tr>
<td>Jan 23</td>
<td>Professional Day</td>
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<td></td>
<td>Students dismissed 3 hours early</td>
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<tr>
<td>Jan 24 - 25</td>
<td>Mountain Maryland PACE Conference</td>
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<td>Lowes Hotel, Annapolis, MD</td>
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3. Recognitions

A. Christmas Card Artwork Recognition - Kaleb Montgomery

The Board recognized Kaleb Montgomery, a 10th grader at Northern Garrett High School, whose artwork was chosen for the 2018 Holiday Card. Mr. Paxton, Art Teacher at Northern Garrett High School, was also in attendance for the recognition.

4. Curriculum, Instruction, and Administration (CIA) Report

A. Yough Glades Presentation

Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, and Mrs. Janet Gregory, Principal, presented an update on programs at Yough Glades Elementary School including Response to Intervention, Orton Gillingham, and Positive Behavioral Interventions and Supports (PBIS). They also spoke about the gifted and enrichment programs.
B. Striving Readers Comprehensive Literacy Grant
Mrs. Stephanie Wesolowski, Supervisor of College and Career Readiness, spoke to the Board about the Striving Readers Comprehensive Literacy Grant which provided funding for the school system’s literacy programs. Mrs. Melanie Collins and Mrs. Jill Bosley, teachers at Southern Middle School, also spoke to the Board about how the grant funding was utilized to improve literacy in their classrooms with the READ 180 Program. READ 180 is a reading intervention program for students in Grades 4–12.

C. STARS Program Update
Ms. Heather Raybold, Director of Special Education, and Mrs. Penny Proudfoot, Director of Elementary Education, presented an update to the Board regarding the Students Taking Active Responsibility for Success (STARS) Program. The STARS Program is at Broad Ford Elementary School this school year. They provided the history of the program, current information including data to support the program, and next year’s goals.

5. Policies and Procedures
A. JLCE First Aid and Emergency Medical Care Policy - Action
Mrs. Rebecca Aiken, Nurse Manager, presented the revised JLCE First Aid and Emergency Medical Care Policy to the Board for their approval. A motion was made by Tom Woods to approve the revised JLCE policy and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

B. IHCH Robotics Program Policy - Action
Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, requested the Board adopt the new IHCH Robotics Program Policy. A motion was made by Tom Woods to approve the IHCH Robotics Program Policy and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

C. DFA Operating Fund Policy and Procedure – Revised
Mrs. Alison Sweitzer, Director of Finance, presented revisions to the DFA Operating Fund Policy and Procedure for their first review. Updates were made to the policy and procedure to exclude the investments of funds in the Garrett County Board of Educations’ Other Post Employment Benefit (OPEB) Trust Fund.

D. DFAA OPEB Investment Policy – New
Mrs. Sweitzer presented the new DFAA OPEB Investment Policy to the Board for their first review. The policy was developed to address the investments of funds in the Garrett County Board of Educations’ Other Post Employment Benefit (OPEB) Trust Fund.

6. Public Comments
Mr. Thomas Vose, Ruth Enlow Library, discussed with the Board a new program initiated by the public library entitled “Choose Civility.” He also provided the Board with books regarding the subject matter.

7. Continuing Business
A. Elementary Band Textbook Series - Action
Mrs. Penny Proudfoot, Director of Elementary Education, requested the Board approve the new elementary level band textbooks called "Do It! - Play in Band". The textbooks include the teacher curriculum and were placed at central office and Accident Elementary School for a month for parents and staff to review. No comments or feedback was received.

Rodney Glotfelty made a motion to approve the textbook series and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

Monica Rinker made a motion for the Board to pay for the student books in addition to the teacher curriculum. Charlotte Sebold seconded the motion. After discussion, the motion failed in a 1:3 vote: Motion Fails; Yea: Monica Rinker; Nay: Tom Woods, Rodney Glotfelty, Charlotte Sebold

Mrs. Proudfoot was asked to find out more information regarding the music books purchased by the students.

B. Strategic Planning Request for Proposals Update
Mr. Matthew Paugh, Board President, provided an update on the Board’s request for proposals (RFP) for strategic planning. Seven (7) proposals were received by interested consultants and/or firms. The Board is currently reviewing each of the proposals and will follow-up with prospective consultants.

8. New Business
A. 2019 IRS Mileage Rate
Mrs. Sweitzer indicated that the 2019 federal mileage rate is $0.58 per mile. Garrett County Public Schools will update their 2019 mileage reimbursement forms to reflect this change.

B. New Bus Contract
Mr. Richard Wesolowski, Director of Transportation, requested the Board approve a school bus contract to Mr. Gerald Harman for transporting Route 40 Elementary School students. A motion was made by Tom Woods to approve the new bus contract and seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

9. Board Business
A. Student Board Member Report
Ms. Katherine Catulle, Student Member of the Board, provided an update on school activities at the middle and high schools as well as student activities of the Garrett County Association of School Council (GCASC).

**B. Board Member Updates**
Board members discussed various school related activities they attended including Hickory Open House and holiday music programs. Mr. Rodney Glotfelty stated that the MABE New Board Member Orientation he attended was a very worthwhile training.

**10. Board Annual Selection**

**A. Meeting Date, Time, and Place - Action**
The Board discussed setting the second Tuesday of every month as the Board meeting date and 4:00 pm as the start time for Executive Session.

A motion was made by Monica Rinker to approve the day and time of the meetings and seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

**B. Legal Counsel - Action**
The Board discussed retaining Mr. Brandon Hoover as the Board’s Attorney for 2019.

A motion was made by Tom Woods to retain Mr. Hoover as the Board’s attorney, and Monica Rinker seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

**11. Informational Items**

**A. January 2019 School Activities**

**B. January 2019 Home and School Connection**

**12. Recess and Adjournment**
The Board recessed the Public Session at 8:29 p.m. The Board returned to the Public Session at 10:54 p.m.

A motion was made by Monica Rinker to adjourn the meeting, and Charlotte Sebold seconded the motion. Final Resolution: Motion carries with a unanimous vote from the Board; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

The Board meeting adjourned at 10:55 p.m.