Board Members present included Dr. 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; Dr. Jane Wildesen, Director of Human Resources and Employee Relations; Mrs. Alison Sweitzer, Director of Finance; Mr. Richard Wesolowski, Director of Facilities, Maintenance Operations, Facilities, and Transportation; Mrs. Penny Proudfoot, Director of Elementary Education; Dr. Phil Lauver, Supervisor of Pupil Services.

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

1. Opening
   
   A. Call to Order
   Dr. Matthew Paugh, Board President, called the meeting to order at 4:00 p.m.

   B. Public Comment
   There was no public comment at this part of the meeting.

   C. Move to Executive Session - Action
   The Board of Education met in an Executive Session on Tuesday, November 12, 2019, at Central Office in the Board Room at 4:02 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); negotiations topics, pursuant to §3-305(b)(9); legal topic pursuant to §3-305(b)(7); and administrative function topics.

   Tom Woods made a motion to close the meeting, and Charlotte Sebold seconded the motion. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods. The topics discussed in the closed session included the following:

   I. Executive Session Minutes:
   The Board reviewed the Executive Session minutes from the October 8, 2019, meeting. Tom Woods made a motion to approve the minutes, and Monica Rinker seconded the motion. The Board approved the minutes: Yea vote: Rodney Glotfelty, Tom Woods, Monica Rinker, Charlotte Sebold.

   II. Personnel pursuant to §3-305(b)(1):
   a. Non-Certificated Personnel
   Dr. Jane Wildesen, Director of Human Resources, shared with the Board non-certificated employees that were recently hired.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destiny Chapman</td>
<td>Cafeteria Assistant</td>
<td>CR</td>
<td>11/11/2019</td>
</tr>
<tr>
<td>Nicole Carr</td>
<td>Cafeteria Assistant</td>
<td>SX</td>
<td>11/11/2019</td>
</tr>
<tr>
<td>Sharon Snyder</td>
<td>Cafeteria Assistant</td>
<td>BR</td>
<td>11/11/2019</td>
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</tbody>
</table>

   b. Employee Investigation
   Dr. Wildesen provided an update on an employee investigation.

   c. Employee Appeal
   Ms. Baker provided an update on an employee appeal. The Board considered these matters but did not take any action on these topics.

   III. Negotiations
   a. Composition of Negotiation Teams
   Dr. Jane Wildesen, Director of Finance, and Mrs. Alison Sweitzer, Director of Finance, presented the recommended composition of the 2019-2020 Garrett County Board of Education Negotiation Teams to the Board for approval. Tom Woods made a motion to accept the proposed composition of the negotiation teams. Monica Rinker seconded the motion. The Board unanimously approved the motion with a yea vote from Monica Rinker, Charlotte Sebold, Rodney Glotfelty, and Tom Woods.

   b. Healthcare Coalition
   Mrs. Sweitzer, Director of Finance, provided an update on the Healthcare Coalition. The Board considered this information but took no action on this matter.

   IV. Legal
   The Board sought legal guidance on capital funding and spending requests. The Board took this matter into consideration but did not take any action on this item.

   V. Administrative Function
   Ms. Barbara Baker, Superintendent, discussed administrative function topics with the Board. The Board took these matters into consideration but took no action.

   VI. Recess and Adjournment
   The Board recessed the Executive Session at 5:35 p.m. The Board returned to Executive Session at 9:40 p.m. to continue Administrative Function topic discussions. 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 10:51 p.m. with a yea vote from Rodney Glotfelty, Charlotte Sebold, Monica Rinker, and Tom Woods.

   D. Re-Opening of Public Session
   Dr. Matthew Paugh, Board President, called the meeting to order at 5:40 p.m.
2. Welcome

A. Moment of Silence

Ms. Katherine Catulle, Student Member of the Board, led the Board and public in the Pledge of Allegiance.

B. Pledge of Allegiance - Student Board Member

C. Approval of the Agenda – Action

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

D. Approval of the October 8, 2019 Public Session Minutes - Action

Rodney Glotfelty made a motion to approve the October 8, 2019 Public Session minutes, and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

E. Closed Session Summaries

Ms. Barbara Baker, Superintendent, read the Closed Session Summaries for the October Board Meeting:

The Board of Education met in an Executive Session on Tuesday, October 8, 2019, at Central Office in the Board Room at 4:01 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); and administrative function topics.

Rodney Glotfelty made a motion to close the meeting, and Tom Woods seconded the motion. Thereafter, the Board unanimously voted to close the session with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods. The topics discussed in the closed session included the following:

I. Executive Session Minutes:
The Board reviewed the Executive Session minutes from the September 10, 2019, meeting. The Board discussed revisions and content included under Administrative Function. Tom Woods made a motion to approve the amended minutes, and Rodney Glotfelty seconded the motion. The Board approved the amended minutes in a 3:2 vote; Yea vote: Rodney Glotfelty, Tom Woods, and Matthew Paugh; Nay: Monica Rinker, Charlotte Sebold.

II. Personnel pursuant to §3-305(b)(1):

a. Superintendent Goal Progress Update

Ms. Baker provided the Board with an update on her goals as Superintendent.

b. Employee Concern

The Board expressed concerns regarding an employee.

The Board considered these matters but did not take any action on these topics.

III. Administrative Function

Ms. Barbara Baker, Superintendent, discussed administrative function topics with the Board. The Board took these matters into consideration but took no action.

IV. Recess and Adjournment

The Board recessed the Executive Session at 5:45 p.m. The Board returned to Executive Session at 8:50 p.m. to continue Administrative Function topic discussions. Tom Woods made a motion to adjourn the Executive Session, and Monica Rinker seconded the motion. The Board unanimously approved adjourning the Executive Session at 9:30 p.m. with a yea vote from Rodney Glotfelty, Charlotte Sebold, Monica Rinker, and Tom Woods.

F. Announcements

Ms. Barbara Baker, Superintendent, shared upcoming school-based events and meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Nov 11-15</td>
<td>School Psychology Awareness Week</td>
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<tr>
<td>Nov 13</td>
<td>Strategic Facilities Committee Meeting</td>
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<td></td>
<td>Central Office Board Room</td>
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<td>5:00 - 7:00 p.m.</td>
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<td>Nov 14</td>
<td>Legislative Day in Annapolis</td>
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<td>Miller Senate Building in Annapolis</td>
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<td>10:00 - 2:00 p.m.</td>
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<td>Nov 18-22</td>
<td>American Education Week</td>
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<td>Nov 27</td>
<td>Students Dismissed 3 hours early</td>
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<tr>
<td>Nov 28-29</td>
<td>Thanksgiving Holiday</td>
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<td>Schools Closed</td>
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<tr>
<td>Dec 3</td>
<td>Board Retreat / Self Evaluation</td>
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<td>Garrett Information Enterprise Center</td>
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<td>Room 103</td>
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<td>4:00 – 7:00 p.m.</td>
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<td>Dec 4</td>
<td>Progress Reports for Second Grading</td>
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<td>Period</td>
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<td>Dec 5</td>
<td>Allegany and Garrett County Public</td>
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<td></td>
<td>Schools Pre-Legislative Breakfast</td>
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<td>Northern Middle School – Community</td>
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<td>Room 830 – 11:00 a.m.</td>
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3. Recognitions

A. Southern Garrett High School Marching Band - Atlantic Coast IA Champions

Dr. Matthew Paugh, Board President, recognized the Southern Garrett High School Marching Band for winning the Atlantic Coast IA Championship.

B. Veterans Day Proclamation - November 11, 2019
C. School Psychology Awareness Week - November 11–15, 2019
Mrs. Charlotte Sebold, Board Member, recognized School Psychology Awareness Week, November 11–15, 2019, by presenting a proclamation to Dr. Patrick Damon, President of Garrett County Education Association (GCEA) and teacher at Yough Glades Elementary, and Ms. Stephanie Lewis, Vice President of GCEA and teacher at Southern Garrett High School, on behalf of all of the teachers and support staff.

D. American Education Week - November 18–22, 2019
Mrs. Monica Rinker, Board Member, recognized American Education Week, November 18–22, 2019, by reading a proclamation and presenting it to Mr. Bob Bonser, veteran, and teacher at Southern Garrett High School, on behalf of all veterans.

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

A. Southern Middle School Presentation
Mr. John Hummel, Principal of Southern Middle School, presented highlights of Southern Middle School’s Positive Behavioral Intervention and Support (PBIS) program and how the school focuses on improving student behaviors.

B. 2018-19 Assessment Data Review
Mr. Jim Morris, Supervisor of Research, Evaluation, and Information, presented the 2018-19 school system assessment results with the Board and public.

Elementary/Middle School Assessments 2018-19
The elementary grades (3-5) had 37.4% (State: 42.9%) of the students scoring at the 4th-5th performance levels (met and/or exceeded expectations and college and career ready) on the PARCC English/Language Arts in 2018-19. In middle schools (grades 6-8), 41.7% (State: 44.5%) of the students scored at the 4th-5th performance levels on PARCC English/Language Arts in 2018-19.

The elementary grades (3-5) had 27.6% (State: 39.5%) of the students scoring at the 4th-5th performance levels on the PARCC Mathematics in 2018-19. In the middle schools, 28.9% (State: 23.1%) of the students scored at the 4th-5th performance levels on PARCC Mathematics in 2018-19.

High School Assessments 2018-19
On the high school assessments, the graduating class of 2019 had 77.3% of the students passing Algebra 1/Data Analysis, 98.0% in Biology, 81.3% in English, and 90.4% in Government.

For PARCC Assessments in the high school subjects, Garrett County had 31.6% of the students scoring at the 4th-5th performance levels in Algebra 1, 19.8% in Algebra 2, 40.1% in English 10, and 39.4% in English 11.

ACT results show that Garrett County students scored higher than the state of Maryland and the nation in English, Reading, Mathematics, Science, and the Composite score. On the AP assessments, in 12 subject areas, 57.0% of Garrett County students scored a 3 or higher (scale of 1-5). There were 250 exams administered - the second highest participation level of Garrett County students in the last 16 years. The 57.0% passing rate was the third highest percent in the last 16 years.

5. Public Comments
There was no public comment at this part of the meeting.

6. Continuing Business

A. Strategic Facilities Committee Update
Dr. Paugh provided an update on the Strategic Facilities Committee (SFC) on behalf of Dr. David Lever, facilitator of the committee. The update included information from the October 7, 2019, meeting and the recommendations acted upon by the committee. The Committee deferred action on the Southern Middle/Broad Ford Elementary Project and on the actions and projects that follow from the scope of this project pending feedback from the County Commissioners on the feasibility of financing the project. The update also states that it is the SFC’s understanding that the Commissioners wish for the Board to contribute toward annual debt service from the Board fund balance and that the total amount of capital debt to which the Commissioners will commit to this project will depend on the amount proffered by the Board. The next SFC meeting is November 13, 2019. The committee will make final revisions to the recommendations at this meeting. The final Strategic Planning report will be taken up for discussion and possible action by the Board at the Meeting of December 10, 2019 meeting.

B. Budget Amendment – Action
Mrs. Alison Sweitzer, Director of Finance, presented the FY2020 first quarter financial report to the Board. She presented the unrestricted budget amounts compared to actual expenditures for first quarter as compared to first quarter in FY2019. She presented various department categories including, but not limited to, administration, mid-level administration, instructional salaries, instructional supplies, and special education.

Mrs. Sweitzer requested the Board approve a budget amendment. The FY19 excess revenue to expenditures (carryover) was $325,031. Mrs. Sweitzer stated that the Superintendent compiled a plan through collaboration among Principals, LEAD Team, and Cabinet Team to utilize the funds to meet the needs of the school system. The funds would be allocated as listed below:
- $94,541 Instruction Needs
- $53,000 Capital Outlay: Northern High School Sewer Project
- $113,232 Operations: IT Hardware Infrastructure Upgrades
- $49,918 Operations: Safety, Security and Health
- $14,340 Food & Nutrition Services: Equipment Replacement

Rodney Glotfelty made a motion to accept the carryover budget amendment request, and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

C. Comprehensive Maintenance Plan for Educational Facilities of Garrett County – Action
Mr. Richard Wesolowski, Director of Facilities, Maintenance Operations, Facilities, and Transportation, presented the Comprehensive Maintenance Plan (CMP) for Educational Facilities to the Board for approval. Mr. Wesolowski stated that the CMP is established to develop, maintain, and/or improve the maintenance program of the school system. He highlighted any changes from the prior year’s report and discussed the changes with the Board.

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

8. Policies and Procedures

A. JLDBD Team Threat Assessment Policy and Procedure - Action

Dr. Phil Lauver, Supervisor of Pupil Services, presented the JLDBD Team Threat Assessment Policy and Procedure to the Board for their adoption. The policy and procedure were created to establish guidelines by which school safety will be provided for the school system and the school community by implementing behavioral team threat assessment procedures. The Board requested minor revisions to the procedure.

Rodney Glotfelty made a motion to adopt the new policy. Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

B. IKABB Reporting Student Progress in Garrett County Secondary Schools Policy and Procedure – Revised

Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented revisions to IKABB policy and the new IKABB procedure to the Board for their first review. The purpose of the revisions to the policy and procedure were to ensure that the required grading elements are properly reported as specified in COMAR 13A.03.02.08B. The policy will be presented for adoption at the December 2019 meeting.

9. Board Business

A. Student Member of the Board Report

Ms. Katie Catulle, Student Member of the Board, provided an update to the Board regarding student activities and Garrett County Association of Student Council (GCASC) events.

B. Board Member Updates

Mrs. Sebold reported on Veteran’s Day activities at the schools; Mr. Glotfelty discussed the MABE Legislative Committee on which he serves; Mrs. Rinker discussed school visits; and Dr. Paugh discussed a school visit as well.

10. Informational Items

A. November 2019 School Activities

B. November 2019 Home and School Connection

11. Recess and Adjournment

Monica Rinker made a motion to return to Executive Session to continue Administrative Function topic discussions, and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold. The Board returned to executive session at 9:40 p.m.

The Board returned to the Public Session at 10:51 p.m. Rodney Glotfelty made a motion to adjourn the Public Session, and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold.

The Board adjourned the Public Session at 10:52 p.m.