

**Garrett County Board of Education
40 S Second Street
Oakland, MD 21550**

**PUBLIC SESSION MINUTES
Tuesday, December 12, 2017**

Board Members present included Mrs. Monica Rinker, President, Board Members: Mr. Matthew Paugh, Vice President, Mrs. Charlotte Sebold, Dr. Nathan Sorber, and Mr. Tom Woods. Also present for the meeting: Ms. Barbara Baker, Secretary -Treasurer / Superintendent of Schools, Mrs. Karen DeVore, Executive Director of Curriculum, Instruction and Administration, Mrs. Alison Sweitzer, Director of Finance, Dr. Jane Wildesen, Director of Human Resources, Mr. Jeff Gank, Director of Information Technology, Mrs. Stephanie Wesolowski, Supervisor of College and Career Readiness, Dr. Phil Lauver, Supervisor of Pupil Services, Mr. Brandon Hoover, Board Attorney, and Sheyenne Tichnell, Student Board Member.

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

1. Opening

A. Opening of Meeting

Mrs. Monica Rinker, Board President, called the meeting to order at 4:01 p.m.

B. Public Comment

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

C. Move to Executive Session

A motion was made by Tom Woods to go into Executive Session and seconded by Nathan Sorber. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

D. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Tuesday, December 12, 2017 at Central Office in the Board Room at 4:02 p.m. under authority §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Personnel topics: field trips, professional leave requests, retirement notification and stipend, substitute teachers; negotiations update; legal opinion; and administrative function topics.

Tom Woods made a motion to adjourn the Executive Session and Matthew Paugh seconded the motion. The Board unanimously approved adjourning the Executive Session at 5:51 p.m.

Board Members present included Mrs. Monica Rinker, President; Mr. Matthew Paugh, Vice President; Board Members: Mrs. Charlotte Sebold, Dr. Nathan Sorber, and Mr. Tom Woods. Mrs. Barbara Baker, Secretary -Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; and Ms. Karen DeVore, Executive Director of Curriculum, Instruction and Administration; were also present for the meeting. Dr. Jane Wildesen, Director of Human Resources, was present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at the meeting for the purpose of taking minutes.

2. Welcome

A. Re-Opening of Public Session

The Board re-opened the Public Session at 5:52 p.m.

B. Consent Agenda - Action

The consent agenda included the following items: agenda, minutes from the November 14, 2017 Board meetings, field trips, professional leave request, retirement notification and stipend as amended, and composition of negotiation teams.

The field trips and professional leave requests are listed below:

| No. | School Group or Class or Staff and Event | Field Trip or Professional Leave Request | Date |
|-----|---|--|------------------------|
| a. | JROTC Best Air Rifle Match in Lexington, NC (SH students) | Field Trip Request | December 1 – 2, 2017 |
| b. | Winters Mill High School Wrestling Competition (SH & NH students) | Field Trip Request | December 8 – 9, 2017 |
| c. | Musselman High School Wrestling Competition (SH students) | Field Trip Request | December 15 – 16, 2017 |
| d. | Husky JROTC Leader Camp (NH students) | Field Trip Request | March 15 – 18, 2018 |
| e. | Business Department New York City Trip (SH students) | Field Trip Request | April 19 – 21, 2018 |
| f. | Chief, Fourth JROTC Brigade and ROO Meetings (NH staff) | Professional Leave Request | December 11 – 13, 2017 |
| g. | Assistive Technology Industry | Professional Leave Request | January 30, 2018 – |

| | | | |
|-----------|--|--------------------|------------------------|
| | Association Conference (AC, BR, CO and YG staff members) | | February 3, 2018 |
| h. | Westminster High School Wrestling Tournament (NH) | Field Trip Request | December 27 – 28, 2017 |

A motion was made by Tom Woods to approve the Consent Agenda and seconded by Nathan Sorber. Final Resolution: Motion Carries: Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber.

C. Moment of Silence

D. Pledge of Allegiance

Mr. Matthew Paugh, Board Vice President, led the Board and the public in the Pledge of Allegiance.

E. Closed Session Summaries

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

The Board of Education met in an Executive Session on Tuesday, November 14, 2017 at Central Office in the Board Room at 3:03 p.m. under authority §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Negotiations topics: Healthcare Options and Coalition Update; Board meeting minutes; Personnel topic: field trips, Legal Opinion; and administrative function topics.

The Board recessed the Executive Session at 4:04 p.m. to go into the Public Session to see if there was any public comment. As no public comment, the Board reconvened at 4:05 p.m. to continue the Executive Session and following topics: discuss the Negotiations topics: Healthcare Options and Coalition Update; Board meeting minutes; Personnel topic: field trips; legal opinion; and administrative function topics.

Matthew Paugh made a motion to adjourn the Executive Session and Charlotte Sebold seconded the motion. The Board unanimously approved adjourning the Executive Session at 5:40 p.m. Board Members present included Mrs. Monica Rinker, President; Mr. Matthew Paugh, Vice President; Board Members: Mrs. Charlotte Sebold, and Mr. Tom Woods. Dr. Nathan Sorber joined the beginning of the meeting via conference phone until he was able to attend the meeting in person at 4:03 p.m. Mrs. Barbara Baker, Secretary -Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; Ms. Karen DeVore, Executive Director of Curriculum, Instruction and Administration; Mrs. Alison Sweitzer, Director of Finance; Dr. Jane Wildesen, Director of Human Resources; and Mr. Jeff Gank, Director of Information Technology; were present for part of the meeting. Mr. Mike Marchini, CBIZ Business Unit President of the Benefits & Retirement Division was also present for part of the meeting to present healthcare options to the Board. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

F. Announcements

Ms. Barbara Baker, Superintendent, discussed upcoming events and dates with the Board members.

| Date | Event |
|-----------------|-------------------------------------|
| Dec. 22 | 3 Hour Early Dismissal for Students |
| Dec 25 - Jan. 1 | Winter Break (Schools Closed) |
| Jan. 2 | Schools Reopen |

Ms. Baker encouraged Board members and the public to see the December calendar of activities on the GCPS website for various events including holiday programs and concerts at the schools throughout the month.

3. Policies and Procedures

A. EEBA Vehicle Use Procedure - Revised

Mr. Richard Wesolowski, Director of Transportation, presented revisions to EEBA Vehicle Use Procedure. The procedure was revised to reflect the addition of a vehicle at each of the high schools.

B. JLCCB Administration of Health Care Services to Students with Diabetes Policy and Procedure - New

Dr. Phil Lauver, Supervisor of Pupil Services, presented the new JLCCB Administration of Health Care Services to Students with Diabetes Policy and Procedure to the Board. The policy and procedure were developed based on COMAR requirements regarding the proper care of students with diabetes.

C. JLF Reporting Child Abuse and/or Neglect Policy and Procedure - Revised

Dr. Phil Lauver, Supervisor of Pupil Services, presented revisions to JLF Reporting Child Abuse and/or Neglect Policy and Procedure to the Board.

D. ILAB Mandated Assessments Policy - Action

Mrs. Stephanie Wesolowski, Supervisor of College and Career Readiness, presented the revised ILAB Mandated Assessments Policy to the Board for their approval.

A motion was made by Nathan Sorber to approve the revised policy and seconded by Matthew Paugh. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

E. IIE Classroom Assessment Policy - Action

Mrs. Stephanie Wesolowski, presented the revised IIE Classroom Assessment Policy to the Board for their approval. This policy was developed to address the management of the final assessments.

A motion was made by Matthew Paugh to approve the policy and seconded by Nathan Sorber.

Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

4. New Business

A. IRS Mileage Rate Update

Mrs. Alison Sweitzer, stated the revised 2018 IRS mileage rate has not yet been released however, it is expected to be announced soon. She requested permission to email the Board upon receipt so that notifications and mileage forms can be revised and released to staff before January 1, 2018.

5. Continuing Business

A. RISE Strategic Plan Update and Findings - Action

Ms. Barbara Baker, Superintendent, presented an in-depth data analysis for the RISE Strategic Plan to the Board and the public. Ms. Baker shared data from the past several years in various categories and results of the SWOT (Strengths, Weakness, Opportunities, and Threats) Analysis survey. Ms. Baker proposed Board meeting dates and details:

January 9, 2018 Regular Board Meeting – Board will provide further data requests

January 30, 2017 Special Budget Work Session – Budget will be discussed and the Board data requests will be presented by Ms. Baker and staff.

A motion was made by Tom Woods to approve the proposed meeting dates and seconded by Nathan Sorber. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

6. Public Comments

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

7. Board Business

A. Student Board Member Report

Due to the inclement weather Ms. Sheyenne Tichnell, Student Member of the Board, was not able to attend the meeting.

Mrs. Monica Rinker read her update for the Board meeting. Updates included activities that the schools and student councils were participating in at this time.

B. Board Member Updates

Mrs. Charlotte Sebold, Board Member, stated she would be attending various holiday programs at schools, and Mrs. Rinker attended the Festival of Trees event in which several school groups participated.

8. Informational Items

A. December 2017 School Activities

B. December 2017 Home and School Connection

9. Adjournment

A motion was made by Tom Woods to adjourn the meeting and seconded by Charlotte Sebold.

Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

The meeting adjourned at 8:30 p.m.