

WORK SESSION MINUTES
MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION
Oakland, Maryland 21550

Tuesday, September 10, 2013

Part I - Call to Order

Mrs. Cynthia Downton, President, called the work session of the Board of Education to order at 5:40 p.m. Also in attendance were Mr. Thomas Carr, Vice President; Dr. Donald Forrester Mr. Rodney Reckart, Mrs. Charlotte Sebold, associate members; and Dr. Janet Wilson, Superintendent of Schools. Ms. Miriam Sincell, Board Attorney; Commissioner Bob Gatto, Ex-Officio Member; and John Major, III, Student Member of the Board, were also present. The meeting was held at central office.

An amendment to the agenda was approved. Recognition for the PBIS Gold Award to Northern Middle was moved to the October 2013 Board of Education meeting.

Part II – Read Closed Session Summary for Executive Session – August 13, 2013

Dr. Wilson read the closed session summary for August 13, 2013.

Part III – Hearing of Constituents

There were no constituents signed up to speak at this time.

Part IV –Memorandum of Understanding

The Memorandum of Understanding (MOU) for the School Resource Officers (SRO) was discussed. The Board thanked Ms. Sincell for the preparation of the MOU. Discussion clarified that the SRO are not employees of the Board of Education. Mr. William Swift, Director of Facilities, Maintenance, and Operations noted changes requested by the Board. Mr. Swift will make the requested changes and Dr. Wilson will sign the MOU.

Part V – Policy

Mr. Tim Thornburg, Director of Human Resources, introduced new Board policy 177, *School Board Communication*. The Board suggested a few minor changes. The policy will be an action item on the October 2013 board agenda.

Mr. Edward Wildesen, Director of Transportation, introduced new policy 855, *Transportation Reimbursement*. The policy will be an action item on the October 2013 board agenda.

Part VI – Administrative Procedure

Mr. Wildesen reviewed Administrative Procedure 900.1, *Video Surveillance*. Minor changes were

made to the procedure. Discussion ensued on who will be taking care of the surveillance equipment and the tracking of the time it is being used to investigate incidents.

Mr. Wildesen reviewed revisions to the Administrative Procedure 855.222, *Transportation Reimbursement for Co-Curricular, Curricular, and Extra Curricular & Hickory Environmental Education Center Trips*.

Mr. Paul Edwards, Director of Secondary Education, reviewed revisions to Administrative Procedure 499.1, *Cumulative Grade Averages; Graduation Status; Class Rank; and college Admissions/Scholarships* specifically relating to the eligibility of valedictorian and salutatorian.

Mr. Tim Thornburg, Director of Human Resources, reviewed revisions to Administrative Procedure 532.21, *Employment of Non-Administrative Professional Employees*. Mr. Thornburg discussed revisions to the procedure and shared the new rubric for interviews.

Mr. Tim Thornburg reviewed revisions to Administrative Procedure 636.1, *Employment of Supportive Services Employees*. He discussed revisions to the procedure and shared the new rubric for interviews.

Board members expressed their concern in regards to Board Policy 177, School Board Communication Policy. Mr. Reckart's concern is that people will feel as though they cannot communicate with the Board members.

Part VII – Policy & Administrative Procedure

Mr. Paul Edwards reviewed revisions for Board Policy 344.52, *Programs Leading to High School Completion* and Administrative Procedure 344.521, *Modifying the Regular Program Toward High School Graduation*. Action on Board Policy 344.52, *Programs Leading to High School Completion*, will be taken during the business session.

Part VIII – Enrollment Status Report

Mr. Larry McKenzie reviewed the current enrollment status. He reported that as of today, there are 3,887 students enrolled. The total student population for last year was 4,004, equating to a difference of 117 including Pre-K. He reminded the Board that Pre-K is an unfunded mandate. If Pre-K is removed, the variance is 130 students or a 3.3% reduction. Mr. McKenzie stated that he will not be surprised if Garrett County has the largest reduction in the State. If so, it means that Garrett County has assumed the largest reduction in the state in the last 4 out of 5 years. He reported that Southern High is now under 700 students and Northern High is under 500 students. Mr. McKenzie explained that this continues to impact the wealth formula. The current student population is at its lowest since 1998 and probably the lowest ever. Mr. McKenzie informed the Board that enrollment is down more than anticipated stating that there was a lot of movement throughout the summer. He informed the Board that 43% of the loss is contributed to students going to other schools out of state, 22% is due to students going to other schools in state, and 16% to home school. 23 students moved to homeschooling this year and 24 students were brought into schools from homeschooling. The initial estimation of the loss of 65 students equated to a \$1.7 million loss; the impact of losing 130 equates to a \$2.2 million loss inclusive of the \$700,000 carryover. Mr. McKenzie stated that alternatives need to

be considered for closing the gap should local government funding not come through. Other things he mentioned which can impact the budget was the decision on the Riverside Academy Charter School.

Part IX – Adjourn

The board adjourned the work session at 6:48 p.m.

Mrs. Cynthia Downton
President

Dr. Janet S. Wilson
Secretary/Treasurer

Approved: October 8, 2013