

WORK SESSION MINUTES

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

Tuesday, December 10, 2013

Part I – Call to Order

Mrs. Cynthia Downton, President, called the work session of the Board of Education to order at 5:25 p.m. Also in attendance were Mr. Thomas Carr, Vice President; Mr. Rodney Reckart, 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; Commissioner Bob Gatto, Ex-Officio Member; and John Major, III, Student Member of the Board, were also present. The meeting was held in the cafeteria at Southern High School.

Part II – Read Closed Session Summary for Executive Session

Dr. Wilson read the closed session summary for November 12, 2013.

Part III – Recognition

The Southern High School JROTC was recognized for receiving the Honor Unit Award by order of the Secretary of the Army Cadet Command. The Army Cadet Command evaluates the 1,731 Army JROTC programs in the United States. The four categories from which a JROTC program can receive recognition are “satisfactory”, “merit unit”, “honor unit”, and “honor unit with distinction”. Southern High was awarded “honor unit” for maintaining an exceptionally high standard of JROTC training and discipline during school year 2013-14. The cadets in the program will now wear a blue star on the uniform to indicate an honor unit. The following individuals attended the board meeting: First Sergeant (ret) Verle Wright; Mikaiy McCroskey, cadet; Carl Cosner, cadet; Casi Hughes, cadet; Nathan Langford, cadet; Mark Kisamore, cadet; AJ Langord, cadet; and Lieutenant Colonel (ret) Ralph Sheaffer, Senior Army Instructor.

Part IV – Old Business

Dr. Janet Wilson, Superintendent provided the updates on the old business items: Advisory / School Consolidation Committees and Open Meetings Act Required Training.

Advisory / School Consolidation Committee Update

The Advisory / School Consolidation Committee Orientation meeting had to be postponed due to the snow day on December 9th. The orientation meeting is now December 16, 2013. There are 88 individuals who are on the School Advisory Committees. The meetings are open to the public and will be announced on the website. The first part of the meetings will focus on the facility studies conducted by Facility Engineering Associates and Bushey Feight Morin Architects. The Advisory / School Consolidation Committee members will prepare questions for the facility consultants and will meet them on January

13, 2014. The facility consultants will meet with the Board of County Commissioners on January 14th in the afternoon and then with the Garrett County Board of Education that evening.

Open Meetings Act Training

According to the Maryland Attorney General, each public entity subject to the Open Meetings Act must designate a member, officer, or employee to receive training on the requirements of the Act. The designated person(s) must receive the training within 90 days of the designation. Because the legislation also specifies that the training must be completed “within 6 months after the effective date,” training received before October 1 will not satisfy the requirement.

The legislation requires each public body to send a list of its designees to the Open Meetings Compliance Board. That can be done by an e-mail to OpenGov@oag.state.md.us, with a subject line specifying “Open Meetings training designee(s) of [name of public body].”

The designee can receive the training either through (1) the online class “offered by the Office of the Attorney General and the University of Maryland’s Institute for Governmental Service and Research,” or (2) “a class on the requirements of the Open Meetings law offered by the Maryland Association of Counties or the Maryland Municipal League through the Academy for Excellence in Local Governance.”

To meet the Open Meeting Act Requirements, Attorney Sincell will be the designee on behalf of Garrett County Board of Education. Other members stated they will also take the Open Meeting Act Requirements training.

Part V – Policy & Administrative Procedure

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented proposed revisions to Board Policy 345.3, *Gifted and Talented Policy*, and 345.31, *Gifted and Talented Administrative Procedure*. Mrs. Baker shared revised wording of the current policy and procedure which changes the program name to “Gifted and Talented” rather than “Enrichment”. Also certain items in the policy were removed that included procedure- like verbiage and should not have been included in the policy. The administrative procedure was updated to provide more details including a timeline. It also includes the selection process for students and committees.

Mr. Larry McKenzie, Director of Finance introduced revisions to the Board Policy, 725.4 *Procurement Policy* and 725.41 *Procurement Administrative Procedure*. The updates to the purchasing policy were written to ensure that uniform state and federal mandated guidelines were being followed during the purchasing process. All purchases must be in compliance with the Section 5-112 of the Annotated Code. The policy also states Garrett County Public Schools will try to buy locally, when competitive pricing permits and will comply whenever possible with the Maryland Green Clean Schools Act. Updates to the administrative procedure included any transfers over \$25K would require superintendent approval within 3 work days with the exception of emergencies which would require immediate approval.

Mr. Tim Thornburg, Director of Human Resources presented updates to the Board Policy 532.5 *Personnel Files – Certificated and Other Personnel* and 532.51 *Personnel Files – Certificated and Other*

Personnel Administrative Procedure. The current board policy is more of an administrative procedure therefore it is going to be renamed as the new administrative procedure with a few further updates and changes. Mr. Thornburg is recommending these updates as there have been many state and federal legal updates since this procedure was last revised. Mr. Thornburg, also presented similar updates to the Board Policy 635 *Personnel Files – Supporting Services Personnel* and *Personnel File – Supported Services Personnel Administrative Procedure*.

Mr. Thornburg introduced changes to Board Policy 563.121 *Use of Sick Leave by Certificated Employees* and 563.13 *Use of Sick Leave by Certificated Employees Administrative Procedure*. Mr. Thornburg is requesting a reference to COMAR Section 13-0702 be added which mandates the employer maintain an attendance record of a certificated employee. It also requires satisfactory documentation be provided to the employer when certificated employees are absent. If employees are absent/sick for 3 or more consecutive work days, a physician's note must be provided. Mr. Thornburg introduced similar changes to Board Policy 563.121 *Use of Sick Leave by Supportive Employees* and 563.13 *Use of Sick Leave by Supportive Employees Administrative Procedure*. References to COMAR, however, were not included.

Part VI – Pre-Kindergarten Report Card

Mrs. Jane Wildesen, Directory of Elementary and Middle School Education presented this informational item. Mrs. Wildesen is sharing updates to the report card which will reflect the Common Core Standards. Updates included additional items for the personal development, language and literacy development and math categories.

Part VII – Common Core Updates for Elementary and Middle School Education

Mrs. Jane Wildesen presented how the Common Core Standards have been implemented in the elementary and middle schools regarding language arts, mathematics, science, social studies, and college and career readiness. These Standards and practices are for grades Pre-Kindergarten through grade 12. The Standards increase skills in communication, problem solving, critical and analytical thinking, basic skills and teamwork.

Mrs. Wildesen shared the scope and sequence in reading/language arts, writing, and mathematics. Mrs. Wildesen compared the rigor in math and English / language arts to the previous state curriculum. The county's new reading textbook series, Journeys PreK-6, aligns well with Common Core. The middle school textbook series published by Holt, is aligned with the Common Core as well. Both series incorporate the Writing 6+1 traits.

She also shared information regarding the new PARCC (Partnership for Assessment of Readiness for College and Careers) assessments that will be field tested in every school this spring with full implementation in Language Arts and Mathematics in 2014-15.

Mrs. Wildesen provided an update on MSDE site visits to see how Common Core standards are being implemented into lessons in Garrett County Public Schools. She also provided updates on how Allegany

County and Garrett County Public Schools have provided updates to the community on the Common Core curriculum.

Dr. Wilson is one of 5 representatives for the State of Maryland, who are part of the Common Core State Standards Initiative which is sponsored by the Bill Gates Foundation. Dr. Wilson commented that our teachers and administrators have done a tremendous job in getting the Common Core implemented.

Part VIII – Outstanding Debt

Dr. Janet Wilson, Superintendent of Schools, presented this informational item. Dr. Wilson indicated that the analysis of the outstanding debt that has been incurred at the individual schools in Garrett County as of June 30, 2013, came from the State Treasurer's Office. The outstanding debt can be viewed on the school system's website in the Frequently Asked Questions section.

Dr. Wilson indicated that when a building has debt, said building can still be transferred to the county government, but there must be concurrence between the two agencies that the county is willing to take the building. The debt goes with the building. If a school is closed but retained by the Board of the Education, then there must be a plan to use the building for educational support of the school system.

Dr. Wilson shared that Dennett Road building is being utilized by the Maintenance Department, Head Start, Food Services, IT services, local groups (gymnasium usage) and therefore was maintained by the school system.

Part IX – Graduation Date

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented this information item. Mrs. Baker proposed that both high school graduations be held on Saturday, May 31, 2014 at the CARC on the Garrett College campus. Both high school principals are in agreement with this date. Garrett College also has this date available.

The Board will post the graduation date on the website for public comment and address it at next month's meeting.

Part X – Hearing of Constituents

There were no comments at this meeting

Part XII – Adjourn

Mr. Carr made a motion to adjourn the meeting at 6:42 p.m. Mr. Reckart seconded that motion. Mrs. Downton called for a twenty (20) minute break before beginning the Business Meeting.

Mrs. Cynthia Downton
President
Approved:

Dr. Janet S. Wilson
Secretary/Treasurer