

WORK SESSION MINUTES

MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION

Oakland, MD 21550

Tuesday, February 18, 2014

Part I – Call to Order

Mr. Thomas Carr, President, called the meeting to order at 4:04 pm. The Board moved to Executive Session at 4:05 pm.

Mr. Carr, President, reconvened the work session of the Board of Education to order at 5:07 p.m. Also in attendance were Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, 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 at Central Office.

Part II Opening Ceremonies

Mr. Thomas Carr, President led a moment of silence after which Mr. Major led the assembly in the Pledge of Allegiance.

Part III – Closed Session Summary for Executive Session

Dr. Janet Wilson read the Closed Session Summary for Executive Session for January 14, 2014

Dr. Janet Wilson read the Closed Session Summary for Special Executive Session for February 5, 2014

Part IV – Recognition

Mr. Thomas Carr, Board President, recognized Northern High School for being one of Maryland's Blue Ribbon Schools. Maryland's Blue Ribbon Schools Program recognizes schools that exhibit sustained high performance and/or significant improvement in student achievement in mathematics and reading as measured by Maryland State Assessments. The program is administered by the Maryland State Department of Education. A total of six Maryland schools from Allegany, Anne Arundel, Baltimore, Garrett, Montgomery, and Prince George's Counties were recipients of this prestigious award. Northern High School is also nominated to become a National Blue Ribbon School, an awards program of the U.S. Department of Education.

The following individuals were at the Board Meeting to receive the recognition and certificate from the Board of Education: Gary Reichenbecher, Principal; Matt Eggleston, Vice-Principal; Derek Berger, teacher; Betsy Deem, teacher; April Fleming, teacher; Adriana Fratz, student; Morgan Marple, student; and John Major, student, as well as Board of Education Student Member.

Mr. Rodney Reckart, Vice President of Board, recognized Dr. Dana McCauley for receiving the Konrad Lindenberg Memorial Individual Award. The award is given in recognition of a demonstrated leadership role in initiating, developing, and promoting effective family/parent involvement programs, practices, and partnerships. The award was presented to Dr. McCauley at the Family Involvement Conference in Lancaster, PA, on Sunday, October 27th. In addition to Dr. McCauley, the following individuals were present for this recognition: Karen Gilpin, teacher; Teresa Durst, secretary; Michael Lantz, parent; and Monica Rinker, parent.

Mrs. Cynthia Downton, Associate Member, recognized Mrs. Karen DeVore, Principal of Northern Middle School. Mrs. DeVore was recognized by the Maryland State Advisory Council on Gifted and Talented Education. She is recognized in the category of Outstanding Educator - School Administrator.

Part V - Policy

Mrs. Miriam Sincell, Board Attorney, presented the School Board Communication policy for initial Board review. Mrs. Downton expressed concerns regarding some of the content of this policy. Mr. Tom Carr, Board President, requested the Board Members send their individual concerns to Dr. Wilson for discussion at the next Policy Meeting.

Mrs. Barbara Baker, Assistant Superintendent of Education Services, presented the *Maryland and Garrett County Graduation Requirements Policy 331*, for initial review. This was the first of several policies and procedures that evening that were updated to reflect the 4.0 GPA grading scale.

Mrs. Baker introduced *Reporting Student Progress in Garrett County Secondary Schools Policy 344.2a* for initial review. This policy was updated with the 4.0 GPA references.

Mrs. Baker presented *Programs Leading to High School Completion Policy 344.52* with changes to the 4.0 GPA scale. In addition reference to Waiver of Senior Year items were removed as this is no longer applicable.

Part VI – Policy and Administrative Procedure

Mr. Tim Thornburg, Director of Human Resources, presented the Probationary Period for Supporting Services Personnel Policy and Administrative Procedure. This is a new policy that was established to address the probationary period for supporting services personnel. The Administrative Procedure was drafted to become effective July 1, 2014. After this date all newly appointed supporting services personnel, volunteer or involuntary transfers, shall serve a probationary period of one year from date of hire or transfer.

Part VII – Administrative Procedure

Mrs. Baker provided the following Administrative Procedures: 498.11 *Honor Roll* Administrative Procedure, 499.1 *Cumulative Grade Averages; Graduation Status; Class Rank; and College Admissions/Scholarships* Administrative Procedure and 344.521 *Modifying the Regular Program toward High School Graduation* Administrative Procedure which also included the 4.0 GPA grading scale. Mrs. Charlotte Sebold, Associate Member and some other members questioned some of the wording in the older procedures. Dr. Wilson, Superintendent, recommended that Mrs. Baker provide those questions to the committee members who were instrumental in getting the student database updated to meet the state requirements of the 4.0 GPA grading scale and made revision recommendations for the Administrative Procedures. Dr. Wilson also recommended members of that committee attend the next Policy Meeting to answer the Board members questions.

Part VIII – Continuing Business

Advocacy Committee Update

Dr. Wilson provided an update on the Garrett County Public Schools Advocacy Committees. Mrs. Baker will be the chair of the Enrollment Trends Committee and Mrs. Jane Wildesen will be the chair of the Southern Middle School Committee. Dr. Wilson provided an Advocacy Committee report with updates on the status of those individuals who confirmed their commitment to their respective committee. She also spoke about the Advocacy Committee Meeting dates. The first meeting is Monday February 24, 2014 at Northern Middle School in the Community Room. Mr. Thornburg, Director of Human Resources and Mr. Larry McKenzie, Director of Finance, will be presenting Human Resources and Finance. Dr. Wilson stated she will not be participating in the Advocacy Committee meetings.

Fiscal Year 2015 Budget

Mr. McKenzie presented the Fiscal 2015 Budget Calendar for review by the Board. Mr. McKenzie then presented the Fiscal 2015 Proposed Budget Draft with estimated revenues

and expenditures by object. One key point Mr. McKenzie presented was that Garrett County Public Schools is down 132 students (enrollment) and this greatly impacted the overall budget. New items included in the Fiscal 2015 included Alternative Education / Discipline Regulation Adjustments, document scanning for several departments, textbook purchase increases, school based equipment increase, and computer based testing needs.

A special Draft Budget will be detailed and presented at the February 25, 2014 Board meeting.

Substitute Pay Rate

Mr. Thornburg discussed the current substitute pay rate and the challenges they are having finding substitutes, in particular for Food Services and Maintenance. He stated the current rate they are offering is \$7.25 / hour for substitutes, and, because this is so low, they're not reaching the quality employees that are needed for these positions.

Part IX - Hearing of Constituents

Mrs. Monica Rinker, parent, presented a slide show promoting the Future Farmers of America in Garrett County. The Board Members thanked Mrs. Rinker for sharing this presentation which features the work of the FFA. The slide show featured Southern High School. Dr. Wilson asked Mrs. Rinker to work with Central Office personnel to get this posted on the GCPS website.

Part X - Other Business

Dr. Wilson presented information regarding the National School Board uniform policy coding system, BoardDocs, and the school calendar.

Dr. Wilson stated that we currently do not use the National School Board Association (NSBA)'s coding system which includes an alpha and numeric system. Dr. Wilson had previously presented the NSBA policy coding system to the Board Members at an earlier Policy Meeting for review. While it will take a lot of work and time to get this implemented, Dr. Wilson would like the Board to consider implementing this coding system as it is a universal school board policy system. She would also like the Board to consider utilizing BoardDocs, an online tool which would allow the Board to significantly improve the way they manage board packets, policies and procedures and conduct meetings. She was not able to meet with BoardDocs representatives at the recent AASA conference however will still do further researching regarding the costs to implement.

Calendar

Dr. Wilson and other administrators are receiving many questions from school staff and parents asking if we are going to apply for waiver day(s). As of Tuesday, February 18, 2014 we have had 16 inclement weather school closings and the last day of school would be June 18, 2014. Dr. Wilson recommended that we get through February and March prior to discussing the merits of requesting waiver days from the MSDE.

Part XII – Adjournment

Mr. Reckart made a motion to adjourn the meeting at 6:47 p.m. Mr. Carr requested that the Board delay the start of the business meeting until 7:10 p.m.



Mr. Thomas Carr
President



Dr. Janet S. Wilson
Secretary/Treasurer

Approved: