

WORK SESSION MINUTES

MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION

Oakland, MD 21550

Tuesday, August 18, 2014

Opening of the Meeting

Part I – Call to Order and Opening

Mr. Thomas Carr, Board President, called the meeting to order at 4:00 pm. Also in attendance were Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, Associate Member; Mrs. Charlotte Sebold, Associate Member; Mr. Matthew Paugh, Associate Member; Dr. Janet Wilson, Secretary - Treasurer / Superintendent of Schools and Ms. Adriana Fratz, Student Board Member. Also present at the meeting were Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Larry McKenzie, Director of Finance; Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Ms. Miriam Sincell, Attorney for the Board. The motion to go into executive session was made by Mr. Rodney Reckart, and seconded by Mrs. Cynthia Downton. The Board voted unanimously to go into executive session. The Board moved to Executive Session at 4:02 pm to discuss personnel items including worker's compensation, health insurance, transfer process and professional leave request. Other executive items included legal updates on the Foundation and Administrative Function items including Judy Center, Evaluation Process for Support Personnel and Status of Hold Harmless Funds.

Mr. Carr reconvened the work session of the Board of Education at 5:47 p.m.

Part II - Opening Ceremonies

Mr. Thomas Carr, President, led a moment of silence after which Ms. Adriana Fratz, Student Board Member, led the assembly in the Pledge of Allegiance.

Rodney Reckart made a motion to approve the agenda, and Matthew Paugh seconded the motion. The Board unanimously approved the agenda.

Part III - Closed Session Summary

Dr. Wilson presented the closed session summary for the July 15, 2014 Executive Session Meeting:

The Board of Education met in an executive session on Tuesday, July 15, 2014 at central office at 4:05 p.m. under authority of 10-503 and 10-508 of the State Government Article of the Annotated Code of Maryland to discuss personnel recommendations and instructional team duties, legal matters including updates on the Foundation and information regarding the appeals process. Additional executive items included membership and annual dues, vehicle insurance and workmen's compensation bids, and MSDE Initiated School Improvement Grant stipends for qualifying teachers at schools receiving a strand four or five status based on the Maryland School Progress Index (SPI). The Board adjourned at 6:06 p.m. to begin their public work session meeting.

Part IV - Policy

Ms. Miriam Sincell presented Policy BEE, Appeals and Hearings, to the Board for review. Ms. Sincell stated updates were made to the policy to include non-certificated staff.

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, presented two (2) policies to the Board for review. Policy GEA, Employment Policy – Non-Certificated Personnel Policy was updated to reflect the current non-discrimination practices.

Mr. Thornburg recommended the Board sunset Policy 563.12, Illness in Immediate Family and Extreme Emergencies as Determined by the Employer. This policy is no longer applicable.

Policy and Procedure

Mr. Thornburg presented the Policy and Procedure GCLA, Attendance at Professional Development for Board review. The policy was developed and the corresponding procedure was updated to include guidelines for acceptable waiver and sick leave taken on professional development half days or full days.

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security presented Policy and Procedure ECG, Green Product Cleaning Program, to the Board for initial review. The policy and procedure was created to follow the Maryland Law Education Article 5-112 and the Maryland Green Cleaning Schools Act.

Part V Procedures

Ms. Sincell presented three (3) administrative procedures to the Board for review. Both Procedure BEEA, Rules of Procedures in Appeals and Hearings and Procedure BEEB, Appeals and Hearings to the Board: Student Suspension and Expulsion, were updated to include reference to the applicable forms that the appellants must complete when filing an appeal, entitled "Notice of Appeal".

Procedure KHC, Distribution of Materials, was revised to include references to circumstances where a

student may be requesting to distribute materials. The corresponding form was also updated to reflect these changes.

Mr. Thornburg presented four (4) Human Resources administrative procedures to the Board for review.

Procedure GBAA, Preventing Sexual Harassment, was revised to include circumstances where an administrator or supervisor is the individual who is the alleged harasser or victim.

Procedure GDA, Classification of Employees for Salary Purposes, was updated to encompass both certificated and non-certificated employees and includes the number of workdays.

Procedure GCBA, Incentive Salary Payment was updated to reflect both certificated and non-certificated employees.

Mr. Thornburg recommended Procedure 650.11, Supporting Services Maternity Leave, be sunset as this procedure was no longer applicable. The Family Medical Leave policies and administrative procedures currently cover this type of leave.

Part VI - New Business

Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented the bid orders for the Food and Nutrition Services Department for FY 2014-15.

Mr. Ed Wildesen, Director of Transportation, presented an update on the Transportation Department for FY 2013-14. Mr. Wildesen provided three (3) items of information with the Board: success of the bus camera systems, Transportation Department safety advertisement and the safety record of the school buses.

Part VII - Hearing of Constituents

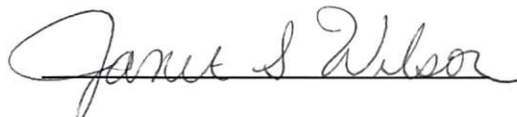
Mrs. Barbara Beelar, Friends of Deep Creek Lake, spoke at the Board meeting regarding the District 8 and the economic importance of the lake.

Part VIII - Adjournment

Mr. Rodney Reckart made a motion to adjourn the meeting at 6:52 p.m., and Mrs. Sebold seconded the motion. Mr. Carr requested that the Board reconvene at 7:10 p.m. to meet in the Business Session.



Mr. Thomas Carr
President



Dr. Janet S. Wilson
Secretary/Treasurer

Approved: 9/9/2014