

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

**WORK SESSION
Tuesday, October 21, 2014**

Board Members present included Mr. Thomas Carr, President; Mr. Rodney Reckart, Vice President, Board Members: Mr. Matthew Paugh, Mrs. Cynthia Downton and Mrs. Charlotte Sebold. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Ms. Adriana Fratz, Student Board Member; Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; Mr. Larry McKenzie, Director of Finance; and Ms. Miriam Sincell, Attorney for the Board.

The meeting was held at the Central Office in the Board room. The meeting was called to order at 4:02 p.m.

1. Opening

A. Move to Executive Session

Mr. Rodney Reckart made a motion to move into executive Session. Mrs. Downton seconded the motion. The Board unanimously approved the motion to go into executive session.

B. Executive Session - Closed to the Public

The Board of Education met in an executive session on Tuesday, October 21, 2014 at central office at 4:05 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss personnel items including attorney representation, field trip requests, Teacher Effectiveness Report and Employee Assistance Program (EAP) Recommendation. They also discussed Maintenance Department updates including the Maintenance Facility Building, BFM Contract and Capital Improvement Project (CIP) FY2016 which includes the Southern Middle School renovation. They also discussed negotiation updates and administrative function items.

The Board recessed the Executive Session at 5:46 p.m. to begin their public work session meeting. They reconvened the executive session at 9:47 p.m. to discuss the Superintendent's evaluation, and the Board adjourned the meeting at 11:05 p.m. upon a motion by Rodney Reckart. Present were Mr. Thomas Carr, President; Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, Mrs. Charlotte Sebold, Mr. Matthew Paugh, Associate Members and Dr. Janet Wilson, Secretary. Present for all or part of the executive session were Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources; Mr. Larry McKenzie, Director of Finance; and Ms. Miriam Sincell, Attorney for the Board.

2. Re-Open Work Session

A. Call to Order - Mr. Thomas Carr, President

Mr. Carr welcomed the Board and the public to the work session.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

The Pledge of Allegiance was led by Adriana Fratz, the Student Board Member.

3. Recognitions

A. Northern Middle School - Maryland Character Education School of the Year and PBIS Award

Mr. Carr recognized Northern Middle School for receiving the Maryland Character Education School (MCEE) of the Year Award for 2013-14. The award recognizes the school for its efforts and accomplishments in helping students develop into their full potential as citizens and adults.

B. Mr. Carr also recognized Northern Middle School for receiving the PBIS (Positive Behavioral Interventions and Supports) Maryland GOLD Recognition Award for the 2013-14 school year.

This is the highest level of recognition available in the PBIS Maryland program. This level of recognition is reserved for those schools that have demonstrated sustainability for the systems, practices, and data utilization for school-wide positive behavior interventions and supports as well as positive effects on both school discipline and achievement data for at least two years. Northern Middle School's PBIS has won this award for 3 consecutive years.

C. National School Bus Safety Week - Week of October 20, 2014

Mr. Matthew Paugh recognized National School Bus Safety Week by presenting a proclamation from the Garrett County Board of Education to Mr. Ed Wildesen, Director of Transportation. National School Bus Safety Week is an active and evolving public education program that promotes school bus safety.

4. Policies and Procedures

A. BEEC, Appeals and Hearings to the Board Procedure

Mr. Thornburg presented Procedure BEEC, Appeals and hearings to the Board. The procedure was updated to include non-certificated employees.

B. GBCB, Overtime Policy and Procedure - New

Mr. Thornburg revised the policy and procedure to include recent terminology.

C. 641.2 Provisions for Overtime Procedure - Retire

Mr. Thornburg is recommending that the Board retire Procedure 641.2.

D. IKE, Promotion and Retention of Students Policy and Procedure - Revised

Dr. Lauver recommended changes to the policy and procedure based on the Response to Intervention (RTI) guidelines. Dr. Lauver discussed Response to Intervention (RTI) and the promotion/retention procedure for each level: elementary, middle, and high school.

E. JK, Discipline Policy and Procedure - New

Dr. Lauver recommended this new policy and procedure to establish the principles and objectives of student discipline for Garrett County Public Schools.

F. 450.0 Discipline and Personal Conduct (School Personnel) Policy - Retire

Dr. Lauver recommended this policy be retired as this is addressed in new Policy JK.

G. Corporal Punishment Policy – Retire

Dr. Lauver recommended this policy be retired as this is addressed in the Garrett County Student Handbook: Rights, Responsibilities and Discipline.

H. 474.22 Student Arrests, Student Questioning on School Premises, Search and Seizure, and Reporting Crimes Procedure – Retire

Dr. Lauver recommended this procedure be retired as this is covered in the Garrett County Student Handbook: Rights, Responsibilities and Discipline.

I. 496.02 Administrative Procedures for Incidents Involving Drugs, Alcohol, and Tobacco – Retire

Dr. Lauver recommended this procedure be retired as this is covered in the Garrett County Student Handbook.

J. DKCA, Staff Travel Procedure – Revised

Mr. McKenzie presented procedure DKCA, Staff Travel with one revision. A change was made for an administrator or instructional designee to approve travel when Superintendent is not available.

K. JEBA, Student Selection Criteria and Procedural Guidelines for Determining Eligibility and Selection of Pre-Kindergarten Students Procedure – Revised

Mrs. Baker presented Procedure JEBA with revisions to reflect recent updates in COMAR regulations.

5. Continuing Business

A. Food and Nutrition Services Update

Mr. Germain reported on the Food & Services summer feeding numbers. Mr. Germain mentioned that we were able rent a van to open a few more sites however transportation overall was a challenge for the team. Some sites were more successful than others.

B. September 30th Enrollment / Class Size Update

Mr. McKenzie presented the enrollment report which includes the current enrollment as of September 30, 2014. This is what is reported to the state for current enrollment. We've had a reduction of 75 students (2% loss which is possibly the largest decrease in the state).

Mr. McKenzie also reported that the average elementary class size within the district is 21.47 this year. This is a reasonable number compared to other districts across the state. Last year's average elementary school teacher to student ratio was 1 : 20.92

C. Southern Middle School Renovation Design

Mr. Mike Gehr from the Bushey Feight Morin (BFM) presented the schematic plans for the Southern Middle School renovation. The plans included a performing arts center.

D. Southern Middle School Instruction Logistics

Mrs. Barbara Baker stated that several staff members met to discuss the plans for placement of the Southern Middle School students during the renovation of Southern Middle School. These plans are

contingent on the approval of the Capital Improvement Plan (CIP) for FY2016 which includes the Southern Middle School renovation project. Approval must come from local government and the Interagency Committee on School Construction (IAC) at the state government level. Core curriculum and related arts classes plans were included.

Mrs. Brooks Elliott, Southern Middle School principal and Mr. Jim Maddy, Southern High School Principal, presented the plans. 6th grade students will attend school at the Dennett Road Educational Support Complex. The 7th and 8th grade students will be located within a designated area at Southern Garrett High School. Mr. Maddy stated that due to the decline in enrollment, Southern High School staff would be able to adjust their space/rooms to accommodate the additional students and staff during the renovation.

E. Broad Ford Elementary Modular Units

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, and Mr. Mike Gehr, BFM, provided an update on the Broad Ford Elementary modular units. The modular classroom addition to the existing school is to relieve overcrowding of the elementary school. The occupancy date for use of the modular classrooms for instruction by the elementary school is January 2, 2015. Final completion of the project is scheduled for January 5, 2015

6. New Business

A. Capital Improvement Plan (CIP) FY2016

Mr. William Swift presented the CIP for FY2016. The CIP includes the Energy Efficiency Initiative for five of the elementary schools. It includes details of the Southern Middle School Renovation costs including local and state costs. The CIP also included other items including Southern High and Northern High School HVAC upgrades and Northern High School parking lot and bus loop renovations.

B. Transportation Update

Mr. Wildesen provided an update on the Transportation Department. Mr. Wildesen provided the Board with the total bus runs, the number of Garrett County school buses, the number of bus stops, the number of current bus passes, miles traveled per day and per year. Mr. Wildesen also provided the Board with an analysis of FY2015 transportation funding.

C. Grievance Form

Dr. Lauver, Supervisor of Pupil Services, presented the Grievance Form. This form was created for the student and/or parent to complete if they want to file a grievance against a school / principal based decision. Reference to the grievance process is noted in the Garrett County Student Handbook: Rights, Responsibilities and Discipline on page 55.

D. FY2016 Budget Calendar

Mr. McKenzie reviewed the proposed FY2016 budget calendar with members of the Board. Mr. McKenzie outline various dates for public review and comment within the proposed calendar.

E. Quarterly Finance Update

Based upon a request from the Board, Mr. McKenzie shared the initial quarterly financial update. This report summarizes 2014-15 quarter-to-date expenditures compared to the entire 2014-15 budget. It also shows data for 2013-14 compared to the ending actual expenses for 2014 for the chosen line items.

7. Public Comments

Guidelines for Public Comment

There was no public comment at the meeting.

8. Adjourn Work Session

Mr. Carr adjourned the work session at 8: 45 p.m. to go in business session.