

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

WORK SESSION
Monday, November 17, 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, and Mr. Larry McKenzie, Director of Finance.

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 Monday, November 17, 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 a professional leave request and two field trip requests. Board Members present included Mr. Thomas Carr, President; Mr. Rodney Reckart, Vice President, Board Members: Mr. Matthew Paugh, Mrs. Cynthia Downton, Mrs. Charlotte Sebold and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part or all of the meeting: Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; and Mr. Larry McKenzie, Director of Finance. They also discussed administrative function topics including calendar committee composition, negotiations committee, MOU for early retirement, substitute shortage issues, new Board member invitations and superintendent contract.

The Board adjourned the Executive Session at 5:46 p.m. to begin their public work session meeting.

2. Welcome

A. Welcome - Mr. Thomas Carr, President

Mr. Carr reopened the Work Session at 5:57 p.m. and welcomed the public to the meeting.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

Ms. Adriana Fratz, Student Board Member, led the Pledge of Allegiance.

D. Approval of Agenda

Motion was made by Matthew Paugh and seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Matthew Paugh, Cynthia Downton, Charlotte Sebold, and Rodney Reckart

E. Closed Session Summary

Dr. Wilson read the Closed Session Summary from the October 21, 2014 Board Meeting.

3. Recognitions

A. American Education Week - Week of November 16, 2014

Mrs. Sebold read the proclamation for American Education Week and presented this to Ms. Lois Lipscomb and Ms. Lynne Elminger, Garrett County Education Association members.

B. School Psychologist Week - November 10 - 14, 2014

Mr. Matthew Paugh read the School Psychologist Week Proclamation and presented this to Ms. Jennifer Kiselica, School Psychologist, and Dr. Lauver, Supervisor of Pupil Services.

C. Education Support Professionals Day Proclamation - November 19, 2014

Mrs. Downton read the Proclamation for Educational Support Professionals Day which is Wednesday, November 19, 2014. She presented this to Ms. Lois Lipscomb and Ms. Lynne Elminger who received the proclamation on behalf of the GCEA.

D. Northern Garrett High School - National Blue Ribbon School Recognition

Mr. Thomas Carr recognized Northern Garrett High School. Northern Garrett High School was named a 2014 National Blue Ribbon School by the U.S. Department of Education.

E. Northern Garrett High School Unified Tennis Team - State Silver Medal Winner

Mrs. Downton recognized the Unified Tennis Team for winning silver at the state level and winning the local district championship. She presented certificates to the coaches and team members.

F. Northern High School - National Athletic Trainers' Association Safe Sports School Award

Mr. Carr presented Ms. Terry Stough, certified athletic trainer for Northern High School, with a certificate for Northern Garrett High as it had received the Safe Sports School Award for 2014.

4. Policies and Procedures

A. GBGC Recognition of Employee Service Procedure - Revised

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, presented GBGC, Recognition of Employee Service with revisions. The policy was revised to include current employees and retired employees. It also was recommended to remove specific recognition dinners. The Board asked Mr. Thornburg to bring the policy to the November Policy meeting for further discussion.

B. AC Equal Opportunity in Employment Policy - Revised

Mr. Thornburg, presented Policy AC, Equal Opportunity in Employment to the Board with revisions. Changes were made to reflect article §20-602 of the State Government Article to the Annotated Code of Maryland.

C. IKC Cumulative Grade Averages; Graduation Status; Class Rank; and College Admissions/Scholarship Procedure - Revised

Ms. Harman, Supervisor of College and Career Readiness, presented Procedure IKC, Cumulative Grade Averages; Graduation Status; Class Rank; and College Admissions / Scholarship, with recommended revisions to the Board. The procedure was updated so that cumulative grade averages and cumulative un-weighted grade averages be calculated in the junior year in addition to the senior year. Also grades which reflect no credit will not be included in the calculations.

D. IKFC Modifying the Regular Program toward High School Graduation Procedure - Revised

Ms. Harman stated the minor changes were updated to reflect the correct deadline date, to remove specific requirements and to add GPA.

E. IHOA Leaving School for Curricular, Co-Curricular or Extra Curricular Events Procedure - Revised

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented

Procedure IHOA with revisions to include the banning of passenger vans and usage of SUVs.

F. EEAEFA Transporting Students to Extra Curricular Activities Procedure – Revised

Mrs. Baker presented Procedure EEAEFA with revisions to include the banning of passenger vans and usage of SUVs.

G. 350 Procedures for the Admission of Non-Public School Students to Driver Education Programs Procedure – Retire

Mrs. Baker recommended this procedure be retired as there is no longer a driver education program in the schools.

5. Continuing Business

A. TPE - Update

Mrs. Baker provided an update on the Teacher-Principal Evaluation process. The Committee was tasked to update the Observation Tool, Evaluation Tool and the SLO Template. Mrs. Baker discussed the observation and evaluation tools for all domains and the development of Student Learning Objectives (SLO) as part of the teacher evaluation.

B. Foundation - Update

Mr. Larry McKenzie, Director of Finance, provided an update on the Foundation. Mr. McKenzie indicated that Ms. Sincell, attorney, has been working on the submission of Form 1023. A few amendments to the Articles of Organization were made and the paperwork has been filed according to the 501(c)3 status requirements for a foundation.

C. Broad Ford Modular Units - Update

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, provided an update on the Broad Ford modular units. Mr. Swift discussed the timeline of the modular units, the building permits, trade packages, and the delivery of the modulars.

D. CIP 2015 and 2016 Comparison

Mr. Swift presented the CIP total construction cost comparison for FY2015 and FY2016.

6. New Business

A. Substitute Rates for Teacher and Instructional Assistant

Mr. Thornburg presented the current substitute rates for teacher and instructional assistants for Garrett County Public Schools and other nearby school systems. Mr. Thornburg suggested various rate increases for substitutes beginning January 1, 2015. He also recommended the increase of pay rate to \$8.50/hour for substitute instructional assistants. He will be recommending a pay rate increase at the December Board meeting.

B. Graduation Requirements

Ms. Harman presented graduation requirements. The graduation requirement framework was proposed because of the transition into the new PARCC assessments. Ms. Harman also discussed high school credit requirements, initiatives impacting graduation requirements, and college and career readiness.

C. Legislative Agenda

Mr. McKenzie shared and discussed the draft of the Legislative Agenda for the Western Maryland Educational Legislative Committee.

D. Polling Place Committee

Mr. Carr is requesting that a committee look at possible alternative locations for polling places other

than schools. Currently we have five (5) schools that are polling places but all schools are closed on election days.

E. Economic Impact Study

Mr. McKenzie presented sample economic impact studies conducted for other Maryland counties and regions. These studies are critical for school systems to show not only the costs incurred but also the investments they produce.

School systems are often thought of "costing" local and state governments, when in actuality, they should be looked at as investments in the district and local economies. The school system has requested pricing from the BEACON group to consider not only the cost to Garrett County Public Schools, but also the cost of a regional approach. By having the study performed by an objective third party, the perception of the results becomes more credible as opposed to undertaking a study of this nature internally.

7. Public Comments

There was no public comment at this meeting.

8. Adjourn Work Session

A. Adjourn the Meeting

Motion to Adjourn the Meeting

Motion was made by Rodney Reckart and seconded by Matthew Paugh.

The meeting was adjourned at 8:22 p.m.