

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

**WORK SESSION MINUTES
Tuesday, January 13, 2015**

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton and Mrs. Monica Rinker. 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 by Mr. Thomas Carr, Board President at 4:02 p.m.

1. Opening

A. Oath of Office for Newly Elected Board Members

Mr. Tim Miller, Clerk of the Circuit Court of Garrett County, administered the oath of office to the newly elected Board member Mrs. Monica Rinker and re-elected Board Member, Mr. Thomas Carr and newly elected Board Member, Mr. Matthew Paugh, to serve their term of January 2015 through December 2018.

B. Election of Officers

Mr. Thomas Carr relinquished the chair to Dr. Wilson, Superintendent, so that the Board could conduct the election for the 2015 President of the Board of Education. Dr. Wilson asked if there were any nominations. Mrs. Charlotte Sebold made a nomination for Mr. Matthew Paugh to be President, and Mr. Thomas Carr seconded that motion. The Board unanimously approved Mr. Matthew Paugh to be President. Mr. Paugh asked if there were any nominations for Vice President. Mrs. Downton nominated Mrs. Charlotte Sebold and Mr. Carr seconded the motion. The Board unanimously approved the vote for Mrs. Sebold to be the Vice President.

C. Move to Executive Session

Mr. Paugh requested a motion to move into Executive Session. Mr. Carr made a motion and Mrs. Sebold seconded the motion. The Board unanimously approved the motion to go into executive session.

D. Executive Session - Closed to the Public

The Board of Education met in an executive session on Wednesday, January 13, 2015 at central office at 4:08 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss topics concerning: Board administrative, personnel field trip and professional leave requests, negotiations and administrative function.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton and Mrs. Monica Rinker. Also present for part or all of the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools; Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; Mr. Larry McKenzie, Director of Finance, Mr. William Swift, Director of Facilities, Maintenance, Operations and Security; and Mrs. Karen Brewer, Executive Assistant to the Superintendent.

2. Welcome

A. Call to Order

Mr. Matthew Paugh, President, called the meeting to order at 6:18 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Led by Ms. Adriana Fratz, Student Board Member

D. Work Session Agenda - Action

Resolution: Approval of the Work Session Agenda

Motion was made by Thomas Carr and seconded by Cynthia Downton.

Final Resolution: Motion Carries; Yea: Thomas Carr, Cynthia Downton, Charlotte Sebold, and Monica Rinker

E. Closed Session Summary

Dr. Wilson read the Closed Session Summary for the December 10, 2014 meeting:

The Board of Education met in an executive session on Tuesday, December 10, 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 the following: Personnel Topics: Superintendent contract, field trip requests, negotiations and Administrative Function Topics including Substitute teacher request, internal processes for volunteers and mentors, sports officials pay rates, new Board Member handbook, school calendar, email signature template, and Southern High School lockdown.

The Board adjourned the Executive Session at 5:25 p.m. to begin their public work session meeting. The Board reconvened the Executive Session at 8:30 p.m. The Board adjourned the Executive Session at 9:23 p.m.

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; Mr. Larry McKenzie, Director of Finance and Ms. Miriam Sincell, Attorney for the Board.

3. Recognitions

A. Student Recognition for Christmas Card Artwork

Mr. Paugh recognized Ms. Ella Rose Warnick, a seventh grade student at Northern Middle School for designing the 2014 holiday card which was sent from the Board of Education and the Superintendent.

B. Student Recycled Artwork Recognitions

Mrs. Monica Rinker, Board Member, recognized two Southern Garrett High School students who recently won at the state "Rethink Recycling" Sculpture Competition in Baltimore, MD. Molly Browning, an 11th grader, won 1st place in "Creativity/Uniqueness" for her gorilla titled, "Tribute to the King of the Jungle." Maura McCann, a 10th grader, won 2nd place for her sculpture titled "Maryland's Beauty" in the "Best Use of Materials" category

4. Policies and Procedures

A. IJJ Selection of Media and Text Materials Policy and Procedure - Revised

Mrs. Penny Proudfoot, Supervisor of Staff Development, Curriculum and Media Services, presented Policy and Procedure IJJ, Selection and Disposal of Curriculum and Instructional Materials, to the Board with recommended revisions.

B. 347.311 Disposal or Donation of Obsolete Textbooks Procedure - Retire

Mrs. Proudfoot, recommended the Board retire Procedure 347.311, Disposal or Donation of Obsolete Textbooks, as this is already covered in Procedure IJJ.

C. 347.32 Establishing Local School and County Media Complaint Review Committees Policy - Retire

Mrs. Proudfoot, recommended the Board retire Policy 347.32, Establishing Local School and County Media Complaint Review Committees as this is also covered in Procedure IJJ.

D. Mileage Reimbursement Form - Revised

Mr. Larry McKenzie, Director of Finance, presented the revised Mileage Reimbursement Form to the Board. The form is referenced with Policy 725.31 and Procedure DKCA. Reimbursements for car rental gasoline costs will now be included on the incidental form, instead of the mileage form.

5. New Business

A. Project AIM Committee

Dr. Phil Lauver, Supervisor of Pupil Services, introduced the Project AIM Committee. The Project AIM Committee is funded through the YMCA and is a five year program through the middle school health curriculum. Ms. Leah Knotts, Director of the Y, handed out a brochure regarding the program to the Board and administrative staff members. Project AIM program is currently being funded by a federal grant and being presented to middle schools in Garrett and Allegany counties in Maryland and Mineral County in West Virginia. Program AIM (Adult Identity Mentoring), is a group-level youth development intervention designed to engage youth in thinking about a positive future self, engage youth in present actions to achieve future success and to encourage youth to safeguard the future through risk reduction. This presentation was brought to the Board's attention so that they're aware of the impact this program has already made for the students and that they may need further financial support if they do not receive another federal grant to support it.

B. FY'16 Budget Priorities

Mr. McKenzie indicated the FY2016 budget priorities are maintenance type projects and big budget items.

Mr. Swift shared the proposed FY2016 facilities and maintenance prioritized projects. School projects, maintenance vehicles, outside labor, and school maintenance supplies are listed. Major projects will also be completed using funds, other than local funds, such as Project Open Space, QZAB, and Aging School Funds.

C. High School 2013-14 Test Results

Mr. Jim Morris, Supervisor of Research, Evaluation, and Information, presented the 2013-14 high school test results from HSA, SAT, PSAT, ACT, and AP assessments.

D. School Calendar

Dr. Janet Wilson, Superintendent, discussed the school calendar make-up days with the Board as we have already reached 7 weather related closings. Dr. Wilson is requesting the Board approve using the first 4 days of Spring Break as make up days for missed days thus far. She is also recommending we request Monday after Easter as a possible make up day pending approval from the State.

6. Continuing Business

A. Quarterly Finance Report

Mr. Larry McKenzie, Director of Finance, discussed with the Board the Quarterly Finance Report in detail. Overall, the report indicated the school system budget is trending in a similar manner to the prior year.

B. Race to the Top Wrap-up

Mr. McKenzie provided an update on the Race to the Top expenditures and benefits the school system has received from this grant.

C. Broad Ford Modular Classrooms and Southern Middle School Update

Mr. William Swift, Director of Maintenance, Operations, Facilities and Security, provided an update on the Broad Ford Elementary modular classroom installation and the Southern Middle School renovation. The modular units were delivered the week after Thanksgiving. The next step was to award the electrical work to the lowest bidder. The plumbing will be completed by GCPS Maintenance Department. The sanitary lines will be contracted out. Mobile Modular Corporation met with GCPS staff to review the outstanding items. Once the vestibule is built, the construction will be moving forward as the remainder of the construction will be under roof.

The Southern Middle School renovation project has been moved back one year. The County Commissioners asked the GCPS to move this project back to FY2017; however, they have been very supportive of this project. GCPS has completed the ed and design specs and are awaiting on comments from the Board of Public Works. The architect is working on the construction documents. In September, the documents will be presented to the state for funding.

D. Board Member Handbook – Revised

Mr. Carr, Board Member, presented the Board Member Handbook to the Board for further review. Board members discussed further revisions that were needed. The Board Member Handbook will be reviewed at the next Policy meeting and will be presented at the next Board meeting for possible action.

7. Public Comments

There was no public comment.

8. Adjourn Work Session

A. Adjourn the Meeting

A motion was made by Thomas Carr and seconded by Cynthia Downton to adjourn the meeting. Final Resolution: Motion Carries; Yea: Thomas Carr, Cynthia Downton, Monica Rinker, Charlotte Sebold

The Board adjourned the Work Session at 8:25 p.m.