

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

**WORK SESSION MINUTES
Tuesday, February 10, 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. Matthew Paugh, Board President at 4:00 p.m.

1. Opening

A. Move to Executive Session

The Board of Education met in an executive session on Wednesday, February 10, 2015 at Central Office at 4:01 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss Board administrative topics, review Board minutes, discuss personnel items, and receive an update on negotiations.

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. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for the purpose of taking the minutes.

2. Welcome

A. Call to Order

Mr. Matthew Paugh, President, called the meeting to order at 5:56 p.m.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

Led by Ms. Adriana Fratz, Student Board Member

D. Closed Session Summaries

Dr. Wilson read the closed session summaries for the January 13 and January 28 Board Meetings:

The Board of Education met in an executive session on Tuesday, 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 the following: Personnel Topics- field trips and professional leave requests; Negotiations update; and Administrative Function Topics- CIP timeline, system priorities, school calendar, update on early retirement notice, PARCC Assessment participation requirement, PSSAM recap, church-exempt school, Dual Enrollment, IT Director's contract and an email signature template.

The Board recessed the executive session at 6:15 p.m. to begin their public work session. The Board reconvened the executive session at 9:34 p.m. The Board adjourned the Executive Session at 11:20 p.m.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part of the meeting were 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 Mr. William Swift, Director of Facilities, Maintenance, Operations and Security. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for the purpose of taking minutes.

The Board of Education met in an executive session on Wednesday, January 28, 2015 at Central Office at 5:02 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following: legal interpretation of COMAR and attorney schedule; Personnel item - field trip; Negotiations update; and Administrative Function Topics - CIP information, employee accident, volunteer background checks, Legislative Session Topics, and post Labor Day start.

The Board recessed the Executive Session at 6:18 p.m. to begin their public work session meeting. The Board reconvened the Executive Session at 7:35 p.m. The Board adjourned the Executive Session at 8:48 p.m.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part 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 Mr. William Swift, Director of Facilities, Maintenance, Operations and Security. Ms. Miriam Sincell, Attorney for the Board, was conferenced in for the legal agenda topics. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for the purpose of taking minutes.

3. Recognitions

A. School Counseling Week 2015 Proclamation

School Counseling Week promotes public attention on the unique contribution of school counselors within our school system. Mrs. Downton, Board Member, presented the School Counseling Week (February 2-6, 2015) Proclamation to Sarah Carlisle, School Counselor at Broad Ford Elementary and Swan Meadow School and Dr. Phil Lauver, Supervisor of Pupil Services.

4. Policies and Procedures

A. BC, Ethics Policy - Revised

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, presented the Ethics Policy to the Board with recommended revisions. Mr. Thornburg is recommending updating 3 sections of this policy as well as providing definitions. Mr. Thornburg also provided a form to the Board that is referenced in the policy.

5. New Business

A. Health Curriculum Materials

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented an updated health curriculum that was presented to the Health Advisory Committee. The Counselors are requesting to use the new materials on an as needed basis. Barb requested approval to put the material out for public review.

B. QZAB Funding Bid Proposal (Yough Glades)

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the QZAB funding bid proposal for Yough Glades Elementary School. QZAB is Qualified Zone Academy Bonds from the state. The project is for a building automation system at the school.

C. Budget Amendment for County Commissioners

Mr. Larry McKenzie, Director of Finance, presented a budget transfer request for the County Commissioners. The first request was for a transfer from "Salaries" and "Fixed Charges" to "Science – Equipment" and "Science Instructional Support Materials." The second request was for transfer from "Transportation – Contracted Services" to "Administration Equipment" and "Transportation Equipment." This transfer will secure new communication, security, and instructional equipment for Transportation and Administration. The last request was for a transfer from "Salaries" and "Fixed Charges" to "Maintenance - Contracted Services" and "Maintenance – Equipment" to provide security camera upgrades at several locations. This purchase will serve to enhance the surveillance systems at several schools and is necessary due to limited coverage in some areas.

D. Post Labor Day Start and Other Legislative Topics

Dr. Wilson presented legislative topics including post Labor Day start. Dr. Wilson, Dr. Cox, and a board member from both counties met with Senator Edwards on January 30, 2015 to discuss the impacts of the post Labor Day start on both Garrett and Allegany County Public Schools. They presented three (3) post Labor Day Start Proposed Amendment Options to be considered for both counties as they miss more school days due to inclement weather than any other jurisdictions.

6. Continuing Business

A. Draft Fiscal Year 2016 Budget

Mr. McKenzie, Director of Finance, presented the FY2016 Budget to the Board. This budget includes unrestricted funds including salaries, contracted services, supplies and materials, fixed charges, equipment and transfers (including students attending nonpublic schools). Mr. McKenzie also discussed the unrestricted expenditures by category and a comparison of unrestricted budgets for 2015 and 2016 which is a 1.2% increase.

B. Fiscal 2016 Budget Calendar - Revised

Mr. McKenzie, presented a few budget calendar date changes. The preliminary draft request to County Government is February 20, 2015. The date to present the final draft budget to Board of Education has been changed to March 24, 2015.

C. FY2016 CIP

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the FY2016 CIP to the Board

Members for review and questions.

D. GCPS Foundation, LLC - Update

Ms. Miriam Sincell, Attorney for the Board, provided an update on the Foundation. They are working with The Rodeheaver Group, LLC to find out what steps need to be taken to be a 501C Status.

7. Public Comments

A. Guidelines for Public Comment

There was no public comment at the meeting.

8. Adjourn Work Session

A. Adjournment

Motion to recess the meeting and return into the executive session at 7:28 p.m.

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