

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

**WORK SESSION MINUTES  
Tuesday, April 14, 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. Alexandra Miller, student representative; 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 Southern Garrett High School in the cafeteria.**

## **1. Opening**

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### **A. Call to Order**

**The meeting was called to order by Mr. Matthew Paugh, Board President at 4:00 p.m.**

### **B. Move to Executive Session**

The Board of Education met in an executive session on Tuesday, April 14, 2015 at Southern Garrett High School in the Guidance conference room 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, legal topics, update on negotiations and administrative function topics.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr and Mrs. Monica Rinker. Also present for part or all of the meeting: Mrs. Cynthia Downton, Board Member, 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 and Ms. Miriam Sincell, Attorney for the Board. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking the minutes.

## **2. Welcome**

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Mr. Matthew Paugh, Board President welcomed the public to the Work Session at 5:50 p.m.

### **A. Moment of Silence**

### **B. Pledge of Allegiance - Student Board Member**

Ms. Alex Miller, student representative, led the Board and the public in the Pledge of Allegiance.

### **C. Closed Session Summary**

Dr. Wilson read the closed session summaries for the March 24th Board of Education meeting.

The Board of Education met in an executive session on Tuesday, March 24, 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 the following: Board Administration topic; Board Meeting Minutes, Personnel Topics: field trips, professional leave requests and retiree consideration; Negotiation update and Administrative Function Topics: Liability Insurance, Contracts – Johnson Controls, Budgetary Planning Updates, Trespassing Notice update, BoardDocs annual conference, Employee Separation from Service, Calendar, Transportation Suit and Curriculum Consideration.

The Board recessed the Executive Session at 6:08 p.m. to begin their public work session meeting. The Board reconvened the Executive Session at 9:45 p.m. The Board adjourned the Executive Session at 11:55 p.m. to go into their Business Meeting.

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; and Mr. Larry McKenzie, Director of Finance. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for part of the meeting for the purpose of taking minutes.

## **3. Continuing Business**

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### **A. Special Presentation - BEACON Economic Impact Study**

Mr. Larry McKenzie, Director of Finance, introduced the BEACON (Business Economic and Community Outreach Network) group.

BEACON recently completed economic impact studies for the other districts including the Eastern Shore. The Western region expressed a similar interest to conduct a similar study for the Western Maryland.

Dr. Memo Diriker, Director of BEACON, stated they have completed this study for 15 jurisdictions in Maryland. The presentation showcases the economic value of the Garrett County Public School System. The study examined four factors: the economic and employment impact of school system operations; the economic value of degrees awarded; the impact of the school system on economic development; and the school system's role in the reduction of public costs such as crime, healthcare, and welfare.

#### **B. Quarterly Finance Update**

Mr. Larry McKenzie, Director of Finance, presented the Quarterly Finance Update. The third quarter report shows the school system's expenditures by category.

#### **C. Johnson Controls Update**

Mr. John Cavanaugh, Senior Account Executive of Johnson Controls, provided a proposal for reducing operational costs for the school system. The Performance Contract Phase 2B project is a 15 year contract. Projects in this phase are for elementary schools and will look at energy consumption profiles, facility improvement measures, facility management system upgrades, geothermal/ground source heat pumps, demand control ventilation, variable speed hot/chilled water pumping, upgrade domestic water fixtures, upgrade windows, upgrade domestic water heaters, insulate building envelope and piping, refurbish/re-commission HVAC equipment, vending misers, solar thermal heating, solar photovoltaic electric, and EPC savings.

#### **D. Calendar 2015-2016**

Mr. Thornburg, Director of Human Resources and Employee Relations, thanked the calendar committee members for developing the two proposed calendars for 2015-16. Mr. Thornburg will ask the Board to take action on the calendar components in the business session.

### **4. Recognitions**

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#### **A. School Library Month**

Mr. Paugh, Board President, read the School Library Month Proclamation for April and presented this to Ms. Penny Proudfoot, Supervisor of Staff Development, Curriculum, and Media Services and several school media staff members present at the meeting. Mrs. Proudfoot asked the superintendent, Board members and staff to also recognize Library Week and to sign the Declaration for the Right to Libraries. The declaration increases public and media awareness of the critical role of libraries in communities.

#### **B. Student Bookmark Winners**

Mrs. Penny Proudfoot stated that in recognition of School Library Month and Library Week, there was a bookmark contest for students at the elementary, middle and high school level. The elementary school design winner was Gracie Argabrite, Yough Glades Elementary. The middle school design winner was Noah Aiken, Northern Middle School. The high school design winner was Meghan Fitzwater, Southern Garrett High School. Each winner received a certificate from the Superintendent of Schools and a gift certificate to the Book Market in Oakland.

#### **C. Week of the Young Child Proclamation**

Mrs. Charlotte Sebold, presented the Week of the Young Child Proclamation to Stephen Knepp, Judy Center Early Childhood Coordinator. The Week of the Young Child gives public attention to the needs of young children and recognizes the early childhood programs and services that meets those needs.

### **5. Policies and Procedures**

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#### **A. BC Ethics Policy and Procedure**

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, presented BC Ethics Policy and Procedure to the Board for review. The revised policy outlines the purpose, policy statement and implementation. The procedure was revised to include current applicability and definitions. It was also updated to include further information about the Ethics Panel including membership; liability, compensation, and legal representation; responsibilities, rules of procedure, processing of complaints, and hearings.

### **6. New Business**

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#### **A. CTE Updates**

Mr. Paul Edwards, Director of Secondary Education, presented an update on the CTE (Career and Technical Education) program. The school system looked at employment opportunities in the county and regionally and then reviewed the career pathway programs to see what programs were needed and which programs should be revised. Mr. Edwards discussed the GCPS CTE clusters and pathways and stated that we will be adding a Computer Science next year. There will be 16 programs of study with 9 State programs, 8 programs which offer certification or credential and 5 programs which offer college credit opportunities.

#### **B. Partnerships with Colleges**

Ms. Michelle Harman, Supervisor of College and Career Readiness and Mrs. Jane Wildesen, Director of Elementary Education, spoke about GCPS's partnerships with colleges.

Mrs. Wildesen spoke about the elementary school collaborations with Garrett College including the College and Me program. The

College and Career Readiness days is offered to 5th graders. Another collaboration with Garrett College is the students' arts fair, where student art projects are displayed and honor band and chorus perform at Garrett College once a year for students, parents and the public.

Ms. Harman and Mr. Edwards spoke about potential business collaborations with other colleges and universities.

### **C. Swan Meadow Update**

Mrs. Jane Wildesen, Director of Elementary Education, provided an update to the Board based on the original recommendations of the School Enrollment Committee last spring. She stated that since the district boundary was added to Swan Meadow last year, they have received positive feedback and have increased enrollment by 25%. They do not anticipate a change to the enrollment for next school year.

### **D. Health Curriculum Materials - Middle and High School**

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented the middle school health curriculum material, "Teen Health" and Mr. Paul Edwards, Director of Secondary Education, and Ms. Leah Knotts, Y-Teens Program Director, presented the high school health curriculum, "Heritage Keepers".

Ms. Knotts shared with the Board that the "Heritage Keepers" program will continue to teach students risk avoidance measures and will be piloted at Northern Garrett High School in 2015-16 and will be funded by a grant through the Cumberland YMCA. The materials are available at the central office until May 7, 2015.

Mrs. Barbara Baker stated the "Teen Health" materials are more up to date and modern than what is currently utilized. Teachers from SX and NX reviewed these materials thoroughly. Copies of the material will be available to review at central office and at both middle schools until May 7, 2015.

## **7. Public Comments**

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There was no public comment at the meeting.

## **8. Adjournment**

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### **A. Adjourn the Meeting**

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