

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

**WORK SESSION MINUTES
Tuesday, May 12, 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. Adrianna Fratz, Student Member of the Board; 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

A. Call to Order

The meeting was called to order by Mr. Matthew Paugh, Board President at 4:00 p.m. Mr. Thomas Carr, Board Member, made a motion to move into executive session and Mrs. Monica Rinker, Board Member, seconded the motion. The Board unanimously approved moving into executive session.

B. Move to Executive Session

The Board of Education met in an executive session on Tuesday, May 12, 2015 at Southern Garrett High School in the Guidance conference room at 4:05 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to interview candidates for the Student Member of the Board, to review Board minutes, to discuss Board administrative topics, personnel items, legal topics, administrative function topics and 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, 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

Mr. Matthew Paugh, Board President welcomed the public to the Work Session at 6:03 p.m.

A. Moment of Silence

B. Pledge of Allegiance

Ms. Adrianna Fratz, Student Member of the Board, led the Board and the public in the Pledge of Allegiance.

C. Closed Session Summary

Dr. Wilson read the closed session summaries for the April 14, 2015 Board of Education meeting. The Board of Education met in an executive session on Tuesday, April 14, 2015 at Southern Garrett High School at 4:05 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following: Board Meeting Minutes, Personnel Topic: field trip, Legal matters: Liability Insurance, Healthcare Coalition Update, Budget Approval / Ethics Implications, and Johnson Controls contract; Negotiation update and Board Administration Topics: Livestreaming Board meetings and End of Legislative Session implications.

The Board recessed the Executive Session at 5:45 p.m. to begin their public work session meeting. The Board reconvened the Executive Session at 9:41 p.m. The Board adjourned the Executive Session at 11:16 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; 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 minutes.

3. Recognitions

A. Southern High School Boys Cross Country Team

Ms. Monica Rinker, Board Member, recognized the Southern High School Boys Cross Country Team, also known as the "Running Rams", who won the Maryland State 1A Boys Cross Country State Championship on Saturday, November 8, 2014 at Hereford High School. The Rams placed four runners in the top 10, and six in the top 20 to finish with 43 points.

B. Southern Garrett High School Lady Rams Basketball Team

Mr. Matthew Paugh, Board President, recognized the Southern Rams girls' basketball team for winning the Maryland 1A West Region championship after beating Smithsburg, 56-23, at Hagerstown Community College. Prior to this championship, the team had an 11-0 season.

C. Wrestling State Champion and Top Competitors

Ms. Charlotte Sebold, Board Member, recognized students who recently placed exceptionally well at the MPSSAA State Wrestling Tournament held at University of Maryland on March 7 and 9, 2015. Devan Hamrick, a junior at Southern High School, was the 2A/1A state champion in the 120 pound weight class. Justin Opel, a senior at Northern High School, was the 2A/1A runner up (second place) in the 132 pound weight class. Joshua King, a senior at Southern High School, finished in 4th place at the 126 pound weight class.

D. FIRST Robotics Competition (FRC) Team 1629 and Demonstration

Mr. Thomas Carr, Board Member, recognized the FIRST Robotics Competition (FRC) Team 1629 (GaCO) for placing 25th in the Carson Division at the FRC Championships held in St. Louis, April 22-25, 2015. GaCo double qualified to compete at the 2015 FRC Championship by winning the Greater Pittsburgh Regional during March 5-7 and being the recipient of the Chairman's Award at the Chesapeake Regional in early April among the 58 teams competing. Alexandra Miller, NH student, was named one of ten "Dean's List" recipients from among approximately 120 finalists from 60 FRC regionals at the FRC Competition.

E. Maryland Pupil Personnel Week Proclamation - Week of May 4 - 8, 2015

Ms. Cynthia Downton, Board Member, recognized Maryland Pupil Personnel Week, May 4-8, 2015 by presenting Ms. Heather Raybold and Dr. Phil Lauver, Supervisor of Pupil Services, with a proclamation from the Board.

F. National School Nurse Day Proclamation - May 6, 2015

Mrs. Downton recognized school nurses with a proclamation for National School Nurse Day, May 6, 2015. She presented this proclamation to school nurses, Mrs. Deann Kennell (SGHS), Mrs. Sherry Farrell (Broad Ford), Mrs. Becky Aiken (NGHS), and Mrs. Jennifer Knauff (Southern Middle School) and Dr. Phil Lauver, Supervisor of Pupil Services.

G. Teacher Appreciation Week Proclamation

Mr. Matthew Paugh presented a proclamation for Teacher Appreciation Week (May 4 – 9, 2015) to Mr. Ryan Wolf, Southern Garrett High School teacher as well as Garrett County 2014-15 Teacher of the Year.

4. Student Council Presentations

Ms. Michelle Harman, Supervisor of College and Career Readiness and Regional Advisor for the Garrett County Association of Student Councils (GCASC) spoke to the Board regarding the student councils at the middle and high schools. GCASC meets once a month and participates in various leadership activities and service learning opportunities, and represents

the student body throughout the school year.

A. Northern Middle School (Ms. Lorie Burdock, Advisor)

Students from Northern Middle School included Emily Frazee, 8th grade, Alia Cutler, 7th grade, Logan Mason, 6th grade, Jacob Rush, 6th grade, and Noah Aiken, 8th grade.

The students spoke about community service projects, Lobbying Day participation, Red Ribbon week activities, food bank donations, Veterans Day projects, Festival of Trees participation, random acts of kindness projects, a special fundraiser for a student and his family who lost their house in a fire, homeless teen donations, teacher appreciation week gifts and 6th grade orientation assistance.

B. Northern High School (Ms. Angela Berger, Advisor)

Adriana Fratz, 12th grade, and Alexandria Miller, 11th grade, spoke to the Board regarding their student council activities for the school year. These items included Red Cross blood drives, Mission for Students activities, Silent Night Auction, Dove Center projects and donations, HART for Animal donations, Make a Wish school campaign and the annual Relay for Life event.

C. Southern High School (Mr. Ryan Wolf, Advisor)

Lauren Frick, 11th grade, Austin Baker, 9th grade, Mackenzie Swift, 11th grade, and Sheyenne Tichnell, 9th grade, shared activities and accomplishments at Southern High School this school year. These activities included promoting school spirit and fun activities for students and community. They also shared information from leadership conferences they attended, two Red Cross blood drives they hosted and various charities and community projects they supported.

5. Policies and Procedures

A. IKFC Programs Leading to the High School Completion Policy and Procedure

Ms. Michelle Harman, Supervisor of College and Career Readiness, presented IKFC policy and procedure to the Board with recommended revisions to be in compliance with the Student Educational Planning Guide.

B. JFABE Credits and Grade Placement for Students Transferring From Non-Accredited Institutions or Returning From a "Home Instruction" Program Policy and Procedure

Dr. Phil Lauver, Supervisor of Pupil Services, presented JFABE policy and procedure to the Board with recommended revisions. These changes were to clarify the conditions under which high school credit and/or grade placement would be accepted and awarded for those students who transfer from non-accredited institutions or a home instruction program. As based on COMAR 13A.03.02.12, specific procedures to assess for credit or grade placement, graduation options for students transferring during their senior year, and the definition of "accredited" are addressed by the revision.

6. New Business

A. Hickory Environmental Education Center Update

Jason Shank, Assistant Principal of Hickory Environmental Education Center (HEEC), presented an update to the Board regarding the HEEC. Updates included purchasing new mattresses, painting the inside and outside of the buildings, insulating the ceilings, replacing tile in some of the dorms and adding a full dome in the planetarium. They added a second visit for middle schools due to the yearlong science classes. They held a celebration, a youth summit and middle school science fair this year. Mr. Shank also spoke about future plans including removing damaged trees, putting a new trail in, planting 20 new spruce trees, planting a flower garden and purchasing a telescope. Mr. Shank shared with the Board the increased usage data of HEEC for schools and outside organizations this year as compared to previous years.

B. Dennett Road Gym Conversion

Mr. William Swift presented the Dennett Road Gym Conversion to a Maintenance Facility recommendation to the Board. Currently there are two buildings on 8th Street that house the maintenance supplies. There are many issues with the structural soundness of the buildings. They are not conducive to a safe working environment for GCPS staff. GCPS is the only maintenance facility in the county which does not have a proper maintenance facility for equipment therefore the equipment has a reduced life and increased maintenance costs.

A new maintenance facility has been proposed a few times before; however, it did not get priority status approval on the CIP due to budgetary constraints and other project considerations.

Due to a request from a Board member, Mr. Swift researched the possibility of utilizing the gymnasium in the Dennett Road Educational Facility for storage of the maintenance equipment. He will bring more information and costs to the Board next month.

C. School Meal Rate Increase

Mr. Scott Germain, Supervisor of Food and Nutrition Services, is requesting an increase in the school meal based on a mandate from the federal government. The Food & Nutrition Services Department needs to request an increase in the meal prices by 10 cents for the 2015-2016 school year.

7. Continuing Business

A. FY2016 Budget

Mr. Larry McKenzie, Director of Finance, presented the FY2016 operating budget with requested changes made by members of the Board and the impact of those changes on the request of local county government and final state aid numbers. He also shared changes relative to the QZAB projects, one of which was declined therefore \$150K was removed from the budget. He summarized other financial data for the Board.

B. CIP - Revision Approval

Mr. William Swift, Director of Facilities, Operations, Maintenance and Security, presented the FY2016 CIP as revised on April 22, 2015 due to a request from the Board of County Commissioners. Updates included adding two items from the operating budget to the CIP: the Human Resources/Finance software package and a transportation vehicle.

8. Public Comments

There was no public comment at the meeting.

9. Adjournment

A. Adjourn the Meeting

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

The work session adjourned at 8:00 p.m.