

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

**WORK SESSION MINUTES  
Tuesday, June 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. 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 Central Office in the Board room.**

## **1. Opening**

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

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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. Cynthia Downton, Board Member, seconded the motion. The Board unanimously approved moving into executive session.

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

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The Board of Education met in an executive session on Tuesday, June 10, 2015, at Central Office in the Board room at 4:02 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to review Board minutes, to discuss Board administrative topics, personnel items, legal topics, negotiation updates, 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**

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Mr. Matthew Paugh, Board President welcomed the public to the Work Session at 5:45 p.m.

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

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

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 May 12, 2015, May 20, 2015 and May 28, 2015 Board of Education meetings.

The Board of Education met in an executive session on Tuesday, May 12, 2015 at Southern Garrett High School at 4:03 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to conduct Student Member of the Board interviews for 2015-16 and to discuss the following items: Board meeting minutes, Board Administration topics: Board Evaluation and Superintendent Evaluation; Personnel Topics: field trip and end of year work schedule for employees; Legal matters: Liability Insurance and Johnson Controls contract; Administrative function topic: Separation of IT; and Negotiations update.

The Board adjourned the Executive Session at 5:45 p.m. to begin their public work session 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, 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 minutes. The Board of Education met in an executive session on Wednesday, May 20, 2015 at Route 40 Elementary School at 6:00 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of conducting a Board evaluation.

The Board adjourned the Executive Session at 9:10 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.

The Board of Education met in an executive session on Wednesday, May 28, 2015 at Southern Garrett High School in the Guidance conference room at 5:05 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of discussing the Superintendent evaluation.

The Board adjourned the Executive Session at 6:50 p.m.

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.

### **3. Recognitions**

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#### **A. Machine Science**

Mrs. Charlotte Sebold, Board Member, recognized Zach Shreve, 12th grade student and recent graduate of Southern Garrett High School, for winning 1st place (gold medal winner) in Computer Numerical Control (CNC) Technician category at the 42nd Annual SkillsUSA Maryland State Championship. Zach will represent the state of Maryland at the National Leadership and Skills Conference (NLSC) in Louisville, Kentucky from June 22 – 26, 2015.

#### **B. Maryland State SkillsUSA Advisor of the Year**

Mrs. Cynthia Downton, Board Member, recognized Mr. Loren Bowser, the Building Trades' Teacher at Southern Garrett High School, as he was named the Maryland State SkillsUSA Advisor of the Year at the Maryland State SkillsUSA Championship Awards Assembly held on April 25. Mr. Bowser has been the advisor of Southern's SkillsUSA chapter since 1996. Mr. Bowser is in the running for the National SkillsUSA Advisor of the Year.

#### **C. Track and Field winners**

Mr. Matthew Paugh, Board President, recognized students who recently placed 1st place in the 1A division at the MPSSAA State Track and Field Meet held at Morgan State University in late May. The following students were recognized for their exceptional placement in this state championship.

- Brady Bittinger, 11th grade, 1st place Boys 300 Meter Hurdles
- Trevon Jones, 12th grade and graduate, 1st place Boys 400 Meter Dash
- Kaneena Felicia, 12th grade and graduate, 1st place Girls Discus Throw
- Sierra Legeer, 12th grade and graduate, 1st place Girls Pole Vault

Due to conflicting schedules including the NGHS Track team end of year banquet, the students were not able to attend the Board meeting.

#### **D. Northrup Grumman Scholar**

Mrs. Monica Rinker, Board Member, recognized Emma Shaffer, 12th grader and recent graduate of Southern Garrett High School, as the Garrett County recipient of the Northrop Grumman \$10,000 college scholarship this year. The Northrop Grumman Scholarship program helps support promising high school seniors who intend to pursue a career in an approved engineering, computer science, mathematics or physics program.

Ms. Shaffer was not able to attend the Board meeting.

### **4. Policies and Procedures**

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#### **A. EDB Policy and Procedure**

Mr. Gank presented EDB Acceptable and Responsible Use of Technological Resources for Employees policy and procedure to the Board with recommended revisions including the addition of personal devices.

## **B. JIK Policy and Procedure**

Mr. Jeff Gank, Director of Information Technology, presented the JIK policy and procedure to the Board with recommended revisions including the addition of personal devices.

## **5. New Business**

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### **A. Teacher Principal Evaluation**

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, Mr. Jeff Gank, Director of Information Technology, and Mr. Eric Cosner, Software Developer, presented the Teacher Principal Evaluation (TPE) web application to the Board and the public for initial review. Many changes were mandated by the state including every teacher should be evaluated annually. The IT department developed the TPE web application to meet the needs of the school system through customization. They also saved money through their own development rather than acquiring another solution that may not meet all of the evaluation requirements.

### **B. Judy Center Partnership**

Dr. Jane Wildesen, Director of Elementary Education and Early Childhood, and Mr. Steve Knepp, Judy Center Coordinator, provided an update on the partnership between the Judy Center and Garrett County Public Schools. Dr. Wildesen updated the Board on the expansion grant for Judy Centers in the county, as well as the fiscal management aspect. For 2015-16, there will be 5 Judy Center schools in the school system and 9 Prekindergarten classes.

### **C. Student Handbook: Rights, Responsibilities and Discipline Recommended Revisions**

Dr. Phil Lauver, Supervisor of Pupil Services, presented the Student Handbook with recommended revisions to the Board. Revisions were made to the handbook for the 2015-16 school year due to the changes in COMAR and the adoption of the State Code of Conduct by the State Board of Education.

## **6. Public Comments**

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A. Mr. Scott Lohr, a parent, spoke to the Board members about a petition and about teachers and staff members and their fear of retribution for supporting the petition. He also spoke about misappropriation of funds in the school system and the hiring of staff members at the central office.

B. Ms. Audrey Kennedy, a parent, spoke to the Board regarding her concerns with leadership and the poor morale of the employees in the school system.

## **7. Adjournment**

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

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

The work session adjourned at 7:50 p.m.