

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

**WORK SESSION MINUTES
Tuesday, July 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. Lauren Frick, 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

A. Move to Executive Session

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. Charlotte Sebold, Board Member, seconded the motion. The Board unanimously approved moving into executive session.

B. Executive Session – Closed to the Public

The Board of Education met in an executive session on Tuesday, July 14, 2015, at Central Office in the Board room at 4:01 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, administrative function topics and a legal topic.

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. Paul Edwards, Director of Secondary Education, Mr. Richard Wesolowski, Director of Transportation, 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

A. Call to Order

Mr. Matthew Paugh, President, called the meeting to order at 5:37 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Ms. Lauren Frick, Student Member of the Board, led the Board and the public in the Pledge of Allegiance

D. Closed Session Summaries

Dr. Wilson read the closed session summaries for the June 10 and June 23, 2015 Board Meetings.

The Board of Education met in Executive Session on Wednesday, June 10, 2015 at central office in the Board Room at 4:03 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes, Board Administration topics: Student Member of the Board, Superintendent Evaluation, and BoardDocs eGov Live 2015 Conference; Personnel Topics: field trips, professional leave requests and staffing recommendations; a Legal topic: Superintendent contract revision; Negotiations topics: Head Custodians and Cafeteria Managers employee contracts and A & S Unit Organizing Update; and Administrative Function topic: Operations Update.

The Board recessed the Executive Session at 5:42 p.m. to begin their public Work Session meeting. The Board reconvened the Executive Session at 8:36 p.m. to continue discussion on a Board Administration topic. The meeting adjourned at 10:25 p.m. and the Board returned to the Business Session.

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 Tuesday, June 23, 2015 at 6:35 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of discussing a personnel matter and the Superintendent evaluation.

The Board adjourned the Executive Session at 10:00 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.

3. Policies and Procedures

A. JFAB Non-Resident Students Policy and Procedure

Dr. Phil Lauver, Supervisor of Pupil Services, presented JFAB Non-Resident Students Policy and Procedure. Updates were only made to the procedure which included moving the definitions to the end of the procedures and incorporating COMAR required language.

B. BEDL Advisory Committees Guidelines Policy

Dr. Janet Wilson, Superintendent, presented revisions to this policy which included updated references to the Annotated Code of Maryland.

4. New Business

A. FY2016 Paper Bid Order

Mr. Larry McKenzie, Director of Finance, presented the FY2016 Paper Bid Order recommendations to the Board. He recommended the Board approve the bid from Contract Paper Group (which was a complete bid with the lowest price).

B. Special Education Staffing Plan

Mrs. Heather Raybold, PPW, presented the Special Education Staffing Plan. There have been no changes to the staffing from last school year based on the students' needs.

C. MABE Grant

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, announced that MABE has provided Garrett County with a \$10,000 grant to assist with purchasing risk management goods. Mr. Thornburg discussed the grant with the Board and how the funds will be utilized to reduce risks of personnel accidents and claims and possibly prevent any premium increases.

D. Facilities Master Plan

Mr. William Swift, Director of Maintenance, Operations, Facilities and Security, spoke to the Board regarding the Facilities Master Plan. The Interagency Committee (IAC) on Public School Construction requires a yearly facilities master plan from all public school systems in Maryland.

5. Continuing Business

Dennett Road Maintenance Facility

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the Dennett Road Maintenance Facility, to the Board for their second review and to take action on at the Business Session that evening. The proposed construction work for this project would convert the Dennett Road Educational Complex gymnasium into a maintenance facility and service garage.

6. Public Comments

Guidelines for Public Comment

Mr. Brian Price signed up to speak to the Board in response to a proposed petition submission to the Board. Due to the nature of the comments, Mr. Paugh asked Mr. Price to send his comments to the Board members.

7. Adjourn Work Session

Adjourn the Meeting

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

The meeting adjourned at 7:24 p.m.