

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

**WORK SESSION MINUTES
Tuesday, August 11, 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, August 11, 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 discuss the following items: Board meeting minutes; Fleet Insurance Bid; a Legal Topic: Bus Contract; and Personnel Topics: Athletic Coaches and Certificated Staffing.

The Board adjourned the Executive Session at 5:00 p.m. for a 30 minute break before the Work Session would begin. 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 Mr. Tim Thornburg, Director of Human Resources and Employee Relations and Mr. Richard Wesolowski, Director of Transportation. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for part of the meeting for the purpose of taking minutes.

2. Welcome

A. Call to Order - Mr. Matthew Paugh, President

Mr. Matthew Paugh, President, reconvened the meeting at 5:30 p.m.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

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

D. Closed Session Summaries

The Board of Education met in 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 discuss the following items: Board meeting minutes, Board Administration topic: Superintendent Annual Evaluation, Personnel Topics: Professional Leave Request, Athletic Coaches, AG Science Teacher, A&S Annual Leave, Administrative Reorganization and MA Billing; a Legal topic: Bus Contract Transfer; and an Administrative Function topic: Strategic Planning.

The Board recessed the Executive Session at 5:37 p.m. to begin their public Work Session meeting. The Board reconvened the Executive Session at 8:01 p.m. to continue discussion on Personnel topics, an Administrative Function item and a Board Administrative topic. The meeting recessed at 10:15 p.m. and the Board returned to the Business Session. The Board recessed the Business Session to go back into Executive Session at 10:17 p.m. to discuss a Board administrative topic. The Executive Session adjourned at 10:29 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; 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 minutes.

3. Policies and Procedures

A. IHOA Leaving School for Curricular, Co-Curricular or Extra-Curricular Events Procedure

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented IHOA Leaving School for Curricular, Co-Curricular or Extra-Curricular Events Procedure to the Board with recommended changes. The changes included decreasing the number of required chaperones at the discretion of the principals.

B. DKCA Travel and Incidental Expenses Procedure

Mr. Larry McKenzie, Director of Finance, presented DKCA Travel and Incidental Expenses Procedure to the Board with recommended additions. Reimbursement requests must be submitted within 45 days of incurred travel with approved documentation, with the exception of yearend (May and June travel expenses) which must be submitted by July 15th. The corresponding mileage reimbursement form and incidental expense forms have been updated to include this new requirement.

C. JRB Privacy and Protection of Digital Student Data Policy and Procedure

Mr. Jeff Gank, Director of Information Technology, presented a new policy and procedure JRB Privacy and Protection of Digital Student Data Policy and Procedure. This new policy and procedure properly address the safe handling and privacy requirements of student data by the school system.

D. EHAA Privacy and Protection of Digital Administrative Data Policy and Procedure

Mr. Jeff Gank, Director of Information Technology, presented the new policy and procedure, EHAA Privacy and Protection of Digital Administrative Data, to the Board. This new policy and procedure properly address the safe handling and privacy requirements of digital administrative data by the school system.

E. JEB Enrollment Requirements Policy and Procedure

Dr. Phil Lauver, Supervisor of Pupil Services, presented the JEB Enrollment Requirements Policy and Procedure to the Board with recommended revisions. Charts with dates were removed and replaced with language that would apply to all future years as based on COMAR requirements. Additional language was added from COMAR regarding documentation of enrollment in alternative programs to kindergarten. Reference to the policy and procedures for homeless and kinship care was also added.

F. JLF Reporting Child Abuse and/or Neglect Policy

Dr. Phil Lauver, Supervisor of Pupil Services, presented the JLF Reporting Child Abuse and/or Neglect Policy to the Board with revisions. Updates included the addition of human trafficking and child pornography and alignment of definitions with COMAR.

4. New Business

A. FY2017 CIP

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the FY2017 CIP with updates. The Northern High Parking Lot and Bus Loop Renovation local design was moved to FY2019. The local design for Northern High HVAC and Southern High HVAC upgrades was moved to FY2019. Broad Ford renovation and roof replacement were added to FY2021.

B. Johnson Controls Phase 2B Informational Update

Mr. John Cavanaugh, Sr. Account Executive of Johnson Controls, presented the Facility Improvement Measures (FIMS) Phase 2B Informational Update to the Board. Mr. Cavanaugh presented opportunities for energy efficiency upgrades for 10 of the schools through performance contracts. Performance contracts use savings generated from improved, efficient facilities to offset project funding. For some of the projects, including a high efficient heat pump replacement for the electric heating system at Accident Elementary School, the school system will need to look for other sources for funding this necessary upgrade.

5. Public Comments

There was no public comment at the meeting.

6. Adjourn Work Session

A. Motion to Adjourn

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 7:20 p.m.