

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

**WORK SESSION MINUTES
Tuesday, September 8, 2015**

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 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, September 8, 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; Personnel Topics: Field Trip Requests and Certificated Staffing; a Finance Topic: Investment Option; and Administrative Function.

The Board adjourned the Executive Session at 5:20 p.m. for a 10 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. 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, Mr. Larry McKenzie, Director of Finance, and Mrs. Barbara Baker, Assistant Superintendent of Educational Services. 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. Paugh called the meeting to order 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 in the Pledge of Allegiance.

D. Closed Session Summaries

Dr. Wilson read the closed session summaries for the August 11, 2015 and August 19, 2015 Board Meeting

- i. The Board of Education met in 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.

ii. The Board of Education met in an executive session on Wednesday, August 19, 2015 at 1:00 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland School for the purpose of discussing the annual Superintendent evaluation.

The Board adjourned the Executive Session at 4:00 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

A. Northern Middle School - Recipient of PBIS Gold Award

Mr. Matthew Paugh, Board President, presented Mrs. Karen DeVore, Principal, with a certificate of recognition for Northern Middle School winning the Positive Behavioral Interventions and Supports (PBIS) Maryland GOLD Recognition Award for the 2014-15 school year. This is the fourth consecutive year the school has won this award.

4. Policies and Procedures

A. 474.211, Computerized Student Records Procedure – Retire

Mr. Jeff Gank, Director of Information Technology, presented the Procedure 474.211 for the Board to retire. Mr. Gank stated that JRB Privacy and Protection of Digital Student Data Procedure will now replace this procedure.

5. Continuing Business

A. GCPS Foundation

Ms. Miriam Sincell, Attorney for the Board, and Mr. Larry McKenzie, Director of Finance provided an update on the status of the GCPS Foundation obtaining a 501c3 status. Ms. Sincell mentioned that Ms. Allison Sweitzer, Staff accountant, has made recommendations for updates/changes to the structure of the Foundation. The bylaws will be amended to have an Executive Director and a Board member could serve as an ex-officio member. Mr. Carr volunteered to be an ex-officio member for the GCPS Foundation and agreed to explore a nomination for the Executive Director. Ms. Sincell will send further updates to the Board members.

B. BC Ethics Policy

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, shared with the Board that the State Ethics Commission has approved BC Ethics Policy with no recommended changes.

6. New Business

A. FY2017 Capital Improvement Program (CIP)

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented an updated FY2017 CIP to the Board for their review. Mr. Swift stated that the Southern Middle School Renovation square footage costs have increased 21% based on recommendations from the Interagency Committee (IAC) on School Construction. Overall the costs estimates increased over \$6.4 million. The increase in the cost estimate was made as a result of survey data gleaned from cost figures for recently completed projects around the state. These are not actual costs as the project is not approved for bid. The FY2017 CIP must be submitted to the IAC by October 5, 2015. We also need a letter of commitment from the Board of County Commissioners by November 7, 2015.

B. Multi-Function Device Bids

Mr. Larry McKenzie provided the multi-function devices bids to the Board for their review. GCPS staff members met with 4 of the 6 vendors who responded to the bid request. Mr. McKenzie and staff recommended entering into a 60 month agreement with Landis Office Center, Inc. which would cover 22 devices for 9 schools and central office.

C. Food and Nutrition Service Bid Orders for FY2015-16

Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented the Food and Nutrition Service bid orders awarded for the FY2015-16 school year.

D. Food and Nutrition Summer Feeding Report

Mr. Scott Germain shared the summer feeding report for the last two years. He stated that the summer feeding numbers increased by 814 breakfasts and 2195 lunches since last year and there were now 12 locations within the county.

E. Wellness Program Update

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Mr. Benjamin Morris, Wellness Coordinator from CBIZ, provided an update on the Wellness Program. Mr. Morris stated the Wellness Program will be covering not only staff's physical health matters but will also look at overall aspects of health including stress, work relations, etc. The plan is to start the program slowly with a survey looking at health evaluations for programs of study. The program's primary goal is for staff engagement and awareness.

F. Math Science Partnership

Mrs. Penny Proudfoot, Supervisor of Staff Development, presented an update on the Math Science Partnership (MSP) Grant to the Board. The MSP is a federal formula grant program that funds collaborative partnerships between science, technology, engineering, and mathematics (STEM) department at institutions of higher educations and high need school districts. These partnerships provide content rich professional development to teachers and educators and improve classroom instruction and student achievement in math and science. GCPS teachers have participated in MSP grants since 2009. Schools involved in the recent MSP are Broad Ford, Crellin, Southern Middle School, Southern High School and Swan Meadow. Several GCPS teachers, staff members, and Dr. Joe Evans and Dr. Kevin Evans, from Glenville State College, spoke to the Board regarding their recent successful and enriching MSP initiatives.

7. Public Comments

There was no public comment at the meeting.

8. Adjourn Work Session

The meeting adjourned at 7:00 p.m.