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

WORK SESSION MINUTES  
Tuesday, November 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. 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 4:01 p.m., Mrs. Cynthia Downton, 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. Executive Session Closed to the Public
The Board of Education met in an executive session on Tuesday, November 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 discuss the following items: Board meeting minutes; Personnel Topics: Field Trip Requests, Professional Leave Request; Negotiation Teams, Calendar Committee and Essential Employee MOU; Statutory Requirement/Investment of Funds.

The Board adjourned the Executive Session at 5:09 p.m. for a short 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 was 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. 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 5:32 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 the Allegiance.

D. Closed Session Summary
Dr. Janet Wilson, Secretary - Treasurer / Superintendent of Schools, read the Closed Session Summary for the Executive Session on Thursday, October 15, 2015:

The Board of Education met in Executive Session on Thursday, October 15, 2015 at Central Office in the Board Room at 4:07 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 items: field trips, a professional leave request, and Healthcare Coalition; and a Board Administration topics: Superintendent Evaluation and Newspaper Releases.

The Board adjourned the Executive Session at 5:04 p.m. for a short 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 Mr. Tim Thornburg, Director of Human Resources and Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

3. Recognitions

A. Veterans Day - November 11, 2015
Mrs. Charlotte Sebold, Board Vice President, presented the Veteran's Day Proclamation to SPC Bob Hensley, Army veteran, and
member of the Oakland VFW, at the meeting.

**B. School Psychologist Week - November 9 - 13, 2015**
Mrs. Cynthia Downton, Board Member, presented the School Psychologist Week November 9 - 13, 2015 Proclamation to Ms. Angie Harrison, School Psychologist, and Dr. Phil Lauver, Supervisor of Pupil Services.

**C. American Education Week - November 16 - 20, 2015**
Mr. Thomas Carr, Board Member, presented the American Education Week, November 16 - 20, 2015 Proclamation to Ms. Lynne Elminger, GCEA President and GCPS teacher.

**D. National Education Support Professionals Day - November 18, 2015**
Mr. Matthew Paugh, Board President, presented the National Education Support Professionals Day proclamation to Ms. Lois Lipscomb, ESP Vice President of the GCEA, and Ms. Brenda Yommer, President of the Garrett County Federation of Teachers – Head Custodians and Cafeteria Managers Unit, on behalf of the ESP's in Garrett County Public Schools.

4. Continuing Business

**A. Quarterly Finance Report**
Mr. Larry McKenzie, Director of Finance, presented the Quarterly Finance Report to the Board. He provided the selected unrestricted expenditure variances as of September 30, 2015. All category costs currently are on track for this year's budget with -$11K variance from the prior year.

**B. Carryover Funds**
Mr. McKenzie provided the analysis of unrestricted FY2015 fund balance. He discussed each of the different categories and tentative and planned projects that were not funded in 2015 and must be carried over to FY2016.

5. Administrative Procedures

**A. EBCE Late Opening or Closing of Schools Due to Emergencies or for Safety Reasons Procedure**
Mr. Richard Wesolowski, Director of Transportation, presented the EBCE Late Opening or Closing of Schools Due to Emergencies or for Safety Reasons Procedure to the Board with revisions. Additions to the procedure included new CODE system for staff designed to communicate staff work hours and the status of events, activities and facilities for each of the inclement weather calls. Code Red, Code Blue and Code Orange are the new codes introduced.

**B. EBCF Liberal Leave for Non-Essential 12 Month Employees Procedure**
Mr. Richard Wesolowski presented to the Board EBCF Liberal Leave for Non-Essential 12 Month Employees Procedure to the board with one minor revision. “Non-state of emergency instances” were removed from the procedure.

**C. JJA Curricular, Co-Curricular and Extra Curricular Activities Procedure**
Mr. Richard Wesolowski presented the JJA Curricular, Co-Curricular and Extra Curricular Activities Procedure to the Board with revisions to the cancellation of Events/Practice section. The Superintendent of Schools will make the decision as to whether evening activities will occur if schools are closed based on a recommendation made by the Director of Transportation with input from other directors, supervisors, principals and athletic directors with the safety of the participants being given the highest priority.

6. New Business

**A. High School Assessments**
Mr. Jim Morris, Supervisor of Research, Evaluation, and Information, presented the high school assessment presentation to the Board. Mr. Morris shared 2014-15 high school test results from HSA, PARCC, SAT, PSAT, ACT, and AP assessments. Mr. Morris also provided website resources for parents and staff to go to for questions about the assessments.

**B. Draft 2016 Legislative Agenda Discussion**
Dr. Janet Wilson, Superintendent, presented the draft Pre-Legislative Delegation Priorities for Allegany and Garrett County Public Schools. She discussed several priorities which were placed under 4 specific categories including Adequate and Equitable state funding; local control; mandates should be limited and fully-funded by the state; and additional considerations. The deadline for feedback regarding the priorities is December 1st.

**C. Middle School Career Development and High School Transitioning**
Mr. John Hummel, NGHS Guidance Counselor and Ms. Dawn Panther, Southern Middle School, Guidance Counselor, presented the middle school career development and high school transition presentation to the Board. Mr. Hummel spoke about the 4 C's of effective and efficient career and college vertical teaming. Ms. Panther spoke about the career development opportunities at the elementary and middle school level, including the Real Deal program and career concepts portfolios. Mr. Hummel spoke about the transition to high school with career and college readiness lessons, high school pathway options, and development activities.

7. Public Comments
There was no public comment at the meeting.

8. Adjourn Work Session

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

The meeting was adjourned at 7:30 p.m.