

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

**WORK SESSION MINUTES  
Tuesday, January 12, 2016**

**Board Members present included Mrs. Charlotte Sebold, President, Mrs. Cynthia Downton, Vice President; Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, and Mrs. Monica Rinker. Also present for the meeting: Dr. Janet Wilson, Secretary - Treasurer / Superintendent of Schools, Mr. Tim Thornburg, Director of Human Resources and Employee Relations, and Mrs. Barbara Baker, Assistant Superintendent of Education Services.**

**The meeting was held at Central Office in the Board Room and was called to order at 4:03 p.m.**

## **1. Opening**

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### **A. Election of President - Action**

A motion was made by Monica Rinker to elect Charlotte Sebold as President of Board of Education and seconded by Thomas Carr. Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker

### **B. Election of Vice President - Action**

A motion was made by Monica Rinker to elect Cynthia Downton as Vice President and seconded by Thomas Carr. Final Resolution: Motion Carries; Yea: Charlotte Sebold, Thomas Carr, Matthew Paugh, Monica Rinker

### **C. Move to Executive Session - Action**

A motion was made by Thomas Carr to move into Executive Session and seconded by Matthew Paugh. Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker

### **D. Executive Session Closed to the Public**

The Board of Education met in an Executive Session on Tuesday, January 12, 2016, at Central Office in the Board room at 4:05 p.m. under authority §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Board meeting minutes; Personnel Topics included: Field Trip Request, Professional Leave Request, Support Staffing Update, Certified Staffing; Finance Topic: Financing Resolution; Administrative Function; and Board Administration.

The Board recessed the Executive Session at 5:50 p.m. for a short break before the Work Session would begin.

The Board went back into the Executive Session at 9:17 p.m. to discuss Board Administration. Matthew Paugh made a motion to adjourn the Executive Session and Monica Rinker seconded the motion. The Board **unanimously approved adjourning the executive session at 10:12 p.m.**

Board Members present included Mrs. Charlotte Sebold, President; Mrs. Cynthia Downton, Vice President, Board Members: Mr. Thomas Carr, Mr. Matthew Paugh, and Mrs. Monica Rinker. Also present for part of the meeting was 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 and Mr. William Swift, Director of Facilities, Maintenance, Operations and Security. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

## **2. Welcome**

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### **A. Call to Order - Mrs. Charlotte Sebold, President**

Mrs. Charlotte Sebold called the meeting to order at 6:10 p.m.

### **B. Moment of Silence**

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

Mrs. Cynthia Downton, Board Member, led the Board in the Pledge of Allegiance.

### **D. Closed Session Summaries**

Dr. Janet Wilson, Superintendent, read the closed session summaries from the November 10 and December 2, 2015, Board meetings:

The Board of Education met in Executive Session on Tuesday, December 8, 2015 at central office in the Board Room at 4:05 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, professional leave requests, negotiations, certificated staffing, administrative function and Board administration.

The Board recessed the Executive Session at 5:24 p.m. for a short break before the Work Session would begin. The Board returned to the Executive Session at 8:05 p.m. The Board adjourned the Executive Session at 9:19 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. Also present for part of the meeting: Mr. Tim Thornburg, Director of Human Resources, Ms. Alison Sweitzer, Staff Accountant, Mr. Jeff Gank, Director of Information Technology, and Mr. Paul Edwards, Director of Secondary Education. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

### 3. Program Update

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#### **A. Charter Schools State Policy and National Conference Update**

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented the Charter Schools State Policy which had some revisions. Each MD school district should have a policy on charter schools. She also presented updates and highlights from the National Conference on Charter Schools she attended in June 2015.

#### **B. Teacher Principal Evaluation (TPE) Summary Report**

Barbara Baker provided an update to the Board regarding the Teacher Principal Evaluation. She spoke about the committee composition, the evaluation model, the Student Learning Objectives (SLO) process, the components of SLOs, change in practice in Maryland, and last year's Garrett County TPE ratings results. She discussed the difference in ratings from 2013-14 and 2014-15 and MSDE recommendations. She provided a sample of a completed TPE for a GCPS teacher as well as preview of the GCPS TPE web application.

#### **C. Mobile Outreach Education Community Center (MOECC)**

Dr. Jane Wildesen, Director of Early Education and Elementary School, presented the Mobile Outreach Education Community Center (MOECC). Dr. Wildesen stated that the school system will collaborate with the Judy Center and will support Governor Hogan's initiative to maximize resources and results for Maryland's children, youth and families.

She discussed the goals of the project including increasing school readiness with families that have children in 0 - 5 old population, providing fine arts programs and experiences for 0 - 5 year olds and providing food resources through a food pantry. The MOECC project will utilize a refurbished school bus and will be in underserved, low income areas on a regular schedule. The MOECC will begin its operation in June 2016.

### 4. Continuing Business

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#### **A. CIP Update- Southern Middle School**

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, provided an update to the Board regarding the progress of the FY2017 Capital Improvement Project (CIP) with the Interagency Committee on School Construction (IAC). Initially the status for the FY2017 CIP was rated by the IAC as a B status however recent correspondence from the IAC indicated that the status has been changed to an "A" status. Of the 25% of state funding, only 75% of what was requested will be funded. The school system will appeal the difference. Staff will meet with the Board of Public Works (BPW) on January 27th to present their appeal.

#### **B. Elementary and Middle School Assessment Results**

Mr. Jim Morris, Supervisor of Research, Evaluation and Information, presented the Elementary and Middle School Assessment Results. He reviewed each grade and subject level that participated in the PARCC assessments. He also shared the MSA scores for elementary and middle school students.

#### **C. Quarterly Finance Report**

Mr. Tim Thornburg, Director of Human Resources, presented the Quarterly Finance Report on behalf of the Finance department. The Quarterly Finance Report reviewed selected unrestricted expenditure variances to date from FY2015 to FY2016. He discussed reasons for some of the variances.

### 5. New Business

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#### **A. Federal Mileage Reimbursement Rate Change**

Mr. Tim Thornburg presented the Federal mileage reimbursement rate change to the Board. The Finance department is recommending the Board adjust the reimbursement rate of .575 to be consistent with IRS guidelines of .54 retroactive to January 1, 2016.

### 6. Public Comments

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There was no public comment at the meeting.

### 7. Adjourn Work Session

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

A motion was made by Matthew Paugh to adjourn the Work Session and seconded by Thomas Carr. Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker

The Work Session adjourned at 8:10 p.m.