

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

**WORK SESSION MINUTES
Wednesday, February 17, 2016**

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Cynthia Downton, Vice President; Board Members: Mr. Matthew Paugh, and Mrs. Monica Rinker. Mr. Thomas Carr, Board Member joined the meeting via conference phone. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Mrs. Barbara Baker, Assistant Superintendent of Education 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.

The meeting was held at Central Office in the Board Room and was called to order at 4:01 p.m.

1. Opening

A. Move to Executive Session - Action

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

B. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Wednesday, February 17, 2016, at Central Office in the Board Room at 4:07 p.m. under authority §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following items: Legal topic: legal counsel; Board Administration: Superintendent vacancy, and Negotiations.

Matthew Paugh made a motion to adjourn the Executive Session and Cynthia Downton seconded the motion. The Board **unanimously approved adjourning the executive session at 6:00 p.m.**

Board Members present included Mrs. Charlotte Sebold, President; Mrs. Cynthia Downton, Vice President, Board Members: Mr. Matthew Paugh and Mrs. Monica Rinker. Mr. Thomas Carr, Board Member joined the meeting via conference phone. 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; 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 - Mrs. Charlotte Sebold, President

Mrs. Charlotte Sebold, President, called the meeting to order at 6:17 p.m.

3. Continuing Business

A. FY2017 Draft State Aid

Mr. McKenzie stated that it has been a difficult year putting the budget together as there are many unknowns in regards to funding from the State and many departmental needs. There were proposed additional needs that had to be considered that were not prioritized within the current year. This year's priority requests address maintenance requests, instructional needs, human resource and IT needs. Mr. McKenzie reminded the Board that any given year we receive small federal restricted funds (\$3.8 million), and therefore we are dependent on the State and local government funding.

We have received our draft state aid information which is about \$65,000 more than last year. For FY2017, Maintenance of Effort (MOE) for the local government funding will be escalated. The maintenance of effort will be escalated by 2.3%, even though enrollment has declined. Our maintenance of effort will increase by approximately \$406,000. This is the minimum amount the local government is required to financially support the school system.

B. Budget Prioritization

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the budget priorities for the Facilities, Maintenance and Operations for all of the buildings. Mr. Swift stated the requests were compiled from head custodians' and building administrators' requests. He stated they are averaging \$16,371 cost per school. Mr. Swift discussed the budget requests by account, location and priority level. Priority 1 requests are time sensitive critical requests. The Board will be asked to approve the Priority 1 projects which equal \$884,643.

Ms. Barbara Baker discussed the instructional staffing budget requests for FY2017. She discussed the process to determine the needs of the instructional team and rationale behind each of the requests. They also discussed other factors which prompted the requests including TPE report results, GCEA workload and planning time and foreign language committee request. Instructional requests included a middle school science teacher, curriculum specialists, additional assistance in Special Education, school guidance counselor, media specialists at elementary level, instructional technology, and textbook priorities.

4. Adjournment

A motion was made by Matthew Paugh to adjourn the meeting and seconded by Thomas Carr.
Final Resolution: Motion Carries; Yea: Matthew Paugh, Thomas Carr, Cynthia Downton, Monica Rinker
The meeting adjourned at 7:57 p.m.