

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

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

**Board Members present included Mrs. Charlotte Sebold, President, Mrs. Monica Rinker, Vice President; Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mr. Matthew Paugh. 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, Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, and Ms. Lauren Frick, Student Member of the Board.**

**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. Move to Executive Session - Action**

A motion was made by Matthew Paugh to move into Executive Session and seconded by Thomas Carr. 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 Tuesday, April 12, 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: Board meeting minutes; Negotiations topics: update and parameters; Personnel topics: professional leave request. Field trip, superintendent search, and legal attorney search.

The Board recessed the Executive Session at 5:40 p.m. to begin the Work Session. The Board went back into the Executive Session at 7:26 p.m. to discuss Negotiations and Personnel topics. The Board recessed the Executive Session at 8:26 p.m. for the Business Session to begin. The Board went back into the Executive Session at 9:05 p.m. to discuss Personnel topics: superintendent search and attorney search. Cynthia Downton made a motion to adjourn the Executive Session and Matthew Paugh seconded the motion. The Board **unanimously approved adjourning the executive session at 9:40 p.m.**

Board Members present included Mrs. Charlotte Sebold, President; Mrs. Monica Rinker, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, and Mr. Matthew Paugh. 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**

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

Mrs. Charlotte Sebold called the meeting to order at 5:46 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. Janet Wilson, Superintendent, read the Closed Session Summaries for the March 21 and 28, 2016 Board meetings. The Board met in Executive Session on Monday, March 21, 2016 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: superintendent search, field trips, professional leave request, Legal topic: lease agreement, and Negotiations update and parameters.

The Board recessed the Executive Session at 6:18 p.m. to go into the Work Session. The Board reconvened the Executive Session at 9:19 p.m. The Board meeting adjourned the Executive Session at 11:20 p.m. Present for the meeting were Mrs. Charlotte Sebold, President; Mrs. Monica Rinker, Vice President; Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, and Mr. Matthew Paugh. Also present for part of the meeting were 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. William Swift, Director of Facilities, Maintenance, Operations and Security; Mr. Jeff Gank, Director of Information Technology; and Mr. Larry McKenzie, Director of Finance. Mr. Bill Middleton, Lead Consultant for MABE Superintendent Search, Ms. Frances Glendening, Executive Director of MABE, attended part of the meeting. Mr. Ed O'Meally, Attorney for the Board, was conferenced in for the legal topic of a lease agreement. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

The Board met in Executive Session on Monday, March 28, 2016 at Central Office in the Board Room at 3:03 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following Personnel topic: Superintendent Search.

The Board adjourned the Executive Session at 5:00 p.m. Present for the meeting were Mrs. Charlotte Sebold, President; Mrs. Monica Rinker, Vice President; Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, and Mr. Matthew Paugh. Also present for part of the meeting were Mr. Bill Middleton, Lead Consultant for MABE, and Ms. Kitty Blumsack, MABE Director of Board Development.

### **3. Recognitions**

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#### **A. President's Volunteer Service Award - Samantha Wilt**

Mrs. Monica Rinker, Board Vice President, recognized Ms. Samantha Wilt, 8th grader from Northern Middle School, for winning the President's Volunteer Service Award. Ms. Wilt received this award for volunteering significant amounts of her time for her school and her community. The award is granted by The Prudential Spirit of Community Awards program on behalf of President Barack Obama. Northern Middle School nominated Samantha for national honors this fall in recognition of her exemplary volunteer service. Volunteer activities were judged on criteria include personal initiative, creativity, effort, impact and personal growth.

#### **B. Carson Scholars - Alexandra Miller, Samantha Wilt and Lauren Bishoff**

Mr. Thomas Carr, Board Member, recognized the 2016 Carson Scholars: Alexandra Miller, a twelfth grade student from Northern Garrett High School, Samantha Wilt, an eighth grade student from Northern Middle School, and Lauryn Bishoff, a fifth grade student from Broad Ford Elementary School. Each year the Carson Scholars Fund recognizes a select group of high achieving students in grades 4-11 who demonstrate outstanding academic achievement and humanitarian qualities. Students receive a \$1,000 college scholarship award in addition to being named "Carson Scholar". They are also awarded an Olympic sized medal and a trophy for their school to celebrate their accomplishments. These recognized winners have maintained high academic standards and a strong commitment to their communities. This is the seventh year that Ms. Miller has been recognized as a Carson Scholar.

#### **C. Intel ISEF International Science Fair Participant - Alexandra Miller**

Mr. Matthew Paugh, Board Member, recognized Alexandra Miller, a twelfth grader at Northern Garrett High School, for being named a participant in the Intel International Science Fair. Ms. Miller was a finalist at the Covestro Pittsburgh Regional Science and Engineering Fair on April 2, 2016. Only four finalists from the over 1,200 participants were selected to attend the international fair in Phoenix, Arizona, May 8-13, 2016. Ms. Miller will receive an all-expense paid trip to compete in the international fair.

#### **D. Northern Garrett High School Marching Band**

Mrs. Cynthia Downton, Board Member, recognized the Northern Garrett High School Marching Band, Concert Band and Concert Chorus for their recent accomplishments. The Northern Garrett High School Band earned 1st Place Awards in Tournament of Bands performances last fall at Preston High School, at Allegany High School and at Southern High School, as well as capturing their third Chapter Championship in the last four years at Keyser High School. In January, the Northern Concert Band, Concert Chorus, Marching Band and Color Guard traveled to Orlando, Florida where they performed in a Music Festival hosted Worldstrides Onstage Performances and a feature parade at Walt Disney World. The Concert Band received a Gold - Superior Award, and the Concert Chorus received a Silver-Excellent Award. As a result of the Music Department's performance on this trip, the department was invited to the Worldstrides Onstage Festival to be held next January as part of the Presidential Inauguration festivities.

### **4. Program Update**

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### **A. Maryland Flag Day Ceremony Update**

Ms. Grace Maust, fourth grade student from Grantsville Elementary School, spoke to the Board regarding activities and historic sights she visited at the Maryland Flag Day Ceremony on Saturday, March 19, 2016 in St. Mary's, Maryland. She shared a presentation with photos from the day's events and spoke to the Board about what she had learned that day.

## **5. New Business**

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### **A. Textbook Adoption**

Mrs. Barbara Baker, Assistant Superintendent of Educational Services, presented two textbooks for adoption. The first one is for 9th grade Health program and published by McGraw-Hill Education. This book was originally presented to the Health Advisory Committee members for consideration. The second book is 9th Grade English, called "My Perspectives", and is published by Pearson Education. The textbooks are on display at each high school and at Central Office for public review and comments until the May 16, 2016 Board meeting. The mathematics textbooks will be available at the next Board meeting for initial review and will be voted on at the June Board meeting.

### **B. Yough Glades Hallway Walls Renovation Project**

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, spoke to the Board regarding the Yough Glades hallway walls renovation project which will be funded with the FY2015 Aging School Program Funds. Mr. Swift stated that the project went through the routine bidding process and Farris Carpet, Inc. was the lowest bidder. This item will be added to the Business Session for the Board members to formally approve this vendor.

## **6. Continuing Business**

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### **A. DNG Lease Agreement**

Mr. Swift spoke to the Board regarding the DNG Lease Agreement. The contract was submitted to DNG on March 24, 2016 with recommended changes from the Board of Education attorney. A conference call was conducted with DNG shortly after this to discuss the changes. Mr. Swift stated he has not received any feedback yet from DNG regarding these changes.

### **B. School Calendar 2016-17**

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, spoke to the Board regarding the FY2016-17 School Calendar. He stated that the school calendar, which was approved by the Board at the March 21, 2016 Board meeting, did not have the necessary make-up days as required by COMAR and which are necessary for State Board approval. The Calendar Committee added the required make-up days to the calendar for the Board's review. This item will be voted on during the Business Session.

### **D. Quarterly Finance Report**

Mr. McKenzie presented the third quarter finance report to the Board. Mr. McKenzie discussed the selected unrestricted expenditure variances to date by category and account description and explained why some of the variances occurred.

### **E. Superintendent Search Update**

Mrs. Sebold spoke to the public regarding the Superintendent search. On March 21, 2016, MABE held a meeting with staff and the public at Garrett College. On March 28, 2016, the Board met with Mr. Bill Middleton, Lead Consultant for MABE Superintendent Search and Mrs. Kitty Blumsack, MABE Director of Board Development. From March 31 - May 9, 2016, MABE will be accepting applications for the GCPS Superintendent. There will be an Executive Session meeting on May 12, 2016 with MABE staff to discuss the final selection of candidates. Interviews will be held in May and on June 8, 2016 there will be an orientation meeting at Garrett College for stakeholders. On June 13, 14 and 15, the finalists will visit with the staff, students, and community members for interviews. They will then have dinner with the Board members.

## **7. Public Comments**

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Ms. Lynne Elminger, President of GCEA and Prekindergarten teacher at Broad Ford Elementary, spoke to the Board regarding the school calendar. She stated the professional development days built in the proposed calendar are supported by the GCEA, teachers and instructional assistants. She also spoke to the Board members about the school start date. Ms. Elminger stated a pre-Labor Day start date is necessary for students to receive the necessary instruction time.

## **8. Adjourn Work Session**

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

The Work Session adjourned at 7:13 p.m.