

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

**WORK SESSION MINUTES
Tuesday, June 21, 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 and Mr. Brandon Hoover, Board Attorney. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Mrs. Barbara Baker, Assistant Superintendent of Education Services, Mr. William Swift, Director of Facilities, Maintenance, Operations and Security; Ms. Heather Raybold, Supervisor of Special Education Services, Ms. Amy Barnhouse, Interim Director of Human Resources and Employee Relations, Ms. Alison Sweitzer, Interim Director of Finance.

The meeting was held at Central Office in the conference room on the second floor.

1. Opening

A. Move to Executive Session

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

The Board recessed the Work Session at 4:03 p.m.

B. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Tuesday, June 21, 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: professional leave request, interim assignments, negotiations, certificated personnel recommendation; legal topics: federal guidelines and legal case updates.

The Board recessed the Executive Session at 5:50 p.m. to begin the Work Session. The Board went back into the Executive Session at 7:50 p.m. to discuss a Personnel topic. Matthew Paugh made a motion to adjourn the Executive Session and Thomas Carr seconded the motion. The Board **unanimously approved adjourning the executive session at 9:22 p.m.**

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Monica Rinker, Vice President; Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mr. Matthew Paugh and Mr. Brandon Hoover, Board Attorney. Also present for part of the meeting were Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Mrs. Barbara Baker, Assistant Superintendent of Educational Services, Ms. Amy Barnhouse, Interim Director of Human Resources; and Ms. Alison Sweitzer, Interim 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 called the meeting to order at 5:59 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Mr. Matthew Paugh, Board Member, led the Board in the Pledge of Allegiance.

D. Closed Session Summaries

Dr. Janet Wilson, Superintendent, read the Closed Session Summaries for the May 19, 2016 Board meetings:

The Board met in Executive Session on Thursday, May 19, 2016 at Central Office in the Board Room at 6:57 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; Negotiations, and Personnel topics: field trips, professional leave request, staffing realignment, and superintendent search.

The Board recessed the Executive Session at 8:01 p.m. to return to the Work Session. The Board reconvened the Executive Session at 8:16 p.m. to discuss Negotiations, and Personnel topics: field trips, professional leave request, staffing realignment, and superintendent search. The Board meeting recessed the Executive Session at 9:48 p.m. to begin the Business Session. The Board returned to Executive Session at 10:20 p.m. to discuss the superintendent search. The Executive Session ended at 10:41 p.m.

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

3. Recognitions

A. Kids Helping Kids Award Swan Meadow School

The Board recognized Swan Meadow School, one of the top achievers of the Kids Helping Kids Award in 2015. Swan Meadow School was recently recognized by the Maryland State Department of Education and the Maryland Food Bank for being a top achiever in the Kids Helping Kids Food and Fund Drive. The Kids Helping Kids Food and Fund Drive provides an opportunity for students to collect non-perishable food items as well as monetary donations that go to community food banks. As a top achiever, Swan Meadow School, was honored with a special Education Citation and a school-wide gift for their students on Thursday, May 9, 2016, at the Maryland Food Bank in Baltimore, MD. The Board also recognized Mrs. Jessica Beachy and Ms. Emma Beachy, who were contributors to the school's successful campaign and represented the school at the May 9th awards ceremony. Although they were not able to attend the Board meeting, Mrs. Arlene Lantz, teacher, accepted the recognition on behalf of school.

4. New Business

A. Special Education Staffing Plan

Ms. Raybold presented the Special Education Staffing Plan for 2016-17. There are several changes in staffing positions for next year based on students' needs. She shared staff data and various funding sources in special education in the schools, as well as certain positions. A total of 70.7 staff is employed by the school system.

Ms. Raybold, Ms. Tracy Park, Partners for Success Parent Liaison, and Ms. Babette Smith, Family Support Network/Preschool Partners Garrett County Infants & Toddlers Program, also shared highlights from the June 19, 2016 WE C.A.R.E. event information with the Board members. We C.A.R.E. was a community event offering information and resource connections to families of students receiving special education services through a current IEP or IFSP. It was held at Smiley's Pizzeria in McHenry, where families received food, day passes, and resources from various agencies

B. FY2017 Paper Bid Order

Ms. Alison Sweitzer, Interim Director of Finance, presented the GCPS paper bid order for FY2016-17. Ms. Sweitzer recommended the Board accept the proposal from Contract Paper Group, Inc.

C. Student Handbook for 2016-17 School Year

Dr. Phil Lauver, Supervisor of Pupil Services, presented the draft Student Handbook for 2016-17 school year. There were minor updates which included revisions to the attendance in the areas of lawful absences, monitoring of attendance concerns, and compulsory attendance.

D. Budget Amendment

Ms. Alison Sweitzer, Interim Director of Finance, presented the following budget transfer requests:

- Administration: Transfer \$75,000 from "Utilities" to "Salaries." These funds are necessary to meet contractually agreed upon salary obligations.
- Administration: Contracted Services- Transfer \$20,000 from "Instructional Supplies and Materials" to "Contracted Services." These funds are necessary to meet the contractually agreed upon cost of the MABE Superintendent Search plus expenses.
- Instruction: Instructional Equipment-Transfer \$12,500 from "Instructional Supplies and Materials" to "Instructional Equipment." This is for the purchase of a John Deere Gator for the Hickory location.
- Fixed Charges: Healthcare Costs- Transfer \$50,000 from "Instructional Supplies and Materials" to "Healthcare Costs." There were additional retirements over and above those budgeted for this year which has contributed to the increase in healthcare costs.

E. FY2018 CIP Draft

Mr. William Swift, Director of Facilities, Maintenance, Operations, and Security, presented the FY2018 CIP Draft to the Board for their review. Mr. Swift reviewed the process since the Southern Middle School renovation was not funded. He looked at the systems in Southern Middle Schools that could be upgraded/renovated. He indicated that those projects have been prioritized over the next two years: roof replacement, fire alarm replacement, sanitary line replacement, and a new entrance/office suite. Also included on the CIP is the Northern High Parking Lot and Bus Loop renovation, the Northern and Southern High School HVAC upgrades, and the Broad Ford Elementary School roof replacement.

F. SGHS - Parking Lot Lighting Project

Mr. Swift presented the bid information for the Southern High School Parking Lot Lighting project. This is an approved Aging School Program (ASP) project (\$124,200). The bid is for \$123,850 with a \$5,000 add alternate to relocate the flag pole. Mr. Swift will be requesting the Board take action on this request in the Business Session.

5. Public Comments

There was no public comment at the meeting.

6. Adjournment

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

The Work Session adjourned at 6:37 p.m.