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

WORK SESSION MINUTES
Tuesday, September 13, 2016

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 the meeting: Ms. Barbara Baker, Secretary -Treasurer / Interim Superintendent of Schools, Mr. Paul Edwards, Director of Secondary Education, Ms. Alison Sweitzer, Interim Director of Finance, Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, Mr. Brandon Hoover, Board Attorney, and Ms. Sheyenne Tichnell, Student Member of the Board.

The meeting was held at Central Office in the Board Room.

1. Opening

A. Move to Executive Session

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

The Board recessed the Work Session at 4:02 p.m.

B. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Tuesday, September 13, 2016, at Central Office in the Board Room at 4:03 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: Medical Assistance Program Billing and Accountability, certificated staffing recommendations, field trips, professional leave request; Contracts: Proposed IT contract and Garrett County Health Care Plan Medicare Supplement & Part D Coverage RFP; Negotiations; and administrative function topics.

The Board recessed the Executive Session at 5:30 p.m. to begin the Work Session. The Board returned to the Executive Session at 6:55 p.m. to discuss administrative function topics. The Board recessed the meeting to go into the Business Session at 8:00 p.m. The Board returned to the executive session at 8:20 p.m. to discuss administrative function topics. Thomas Carr made a motion to adjourn the Executive Session and Cynthia Downton seconded the motion. The Board **unanimously approved adjourning the Executive Session at 8:45 p.m**.

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Monica Rinker, Vice President; Board Members: Mrs. Cynthia Downton and Mr. Matthew Paugh. Mr. Thomas Carr joined the meeting at 4:30 p.m. Also present for the meeting were Mrs. Barbara Baker, Secretary - Treasurer / Interim Superintendent of Schools, and Mr. Brandon Hoover, Board Attorney. Present for part of the meeting were Ms. Angela Flanigan, Staff Accountant, Ms. Alison Sweitzer, Interim Director of Finance, Mrs. Heather Raybold, Supervisor of Special Education, and Mr. Jeff Gank, Director of Information Technology. 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 5:40 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Ms. Sheyenne Tichnell, Student Member of the Board, led the Board in the Pledge of Allegiance.

D. Closed Session Summaries

Ms. Barbara Baker, Interim Superintendent, read the Closed Session Summaries from the August Board Meeting.
The Board of Education met in an Executive Session on Tuesday, August 9, 2016, at Central Office in the Board Room at 4:01 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 topic: certificated staffing recommendation; Negotiations update; and administrative function items.

The Board recessed the meeting at 5:30 p.m. before the Work Session would begin. The Board reconvened the Executive Session at 7:30 p.m. to discuss administrative function topics. Matthew Paugh made a motion to adjourn the Executive Session and Monica Rinker seconded the motion. The Board unanimously approved adjourning the executive session. The executive session adjourned at 8:43 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. Also present for the meeting were Mrs. Barbara Baker, Secretary -Treasurer / Interim Superintendent of Schools, and Mr. Brandon Hoover, Board Attorney. Present for part of the meeting were 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.

3. Recognitions

A. Honor Unit with Distinction Award - NGHS JROTC

Mrs. Monica Rinker, Board Vice President, recognized the Northern High School JROTC cadets for achieving the "Honor Unit with Distinction" award. The Northern High School JROTC Program received the JROTC "Honor Unit with Distinction" (HUD) designation on April 18, 2016, during its JROTC Program for Accreditation inspection. The Northern High cadets and students may receive a letter of nomination from the Senior Army Instructor for one of the twenty appointments reserved at the service academies for graduates from a JROTC "Honor Unit with Distinction" school. Additionally, each cadet in the program will be authorized to wear the coveted gold star on their uniforms. The Northern High JROTC Program received a score of 95.25%.

B. PBIS Gold Award Recipients – Broad Ford Elementary School and Northern Middle School
Mrs. Cynthia Downton, Board Member, recognized Broad Ford Elementary School and Northern Middle School for receiving the 2015-16 Positive Behavioral Interventions and Support (PBIS) Maryland GOLD Recognition Award. This is the highest level of recognition available in the PBIS Maryland program. This level of recognition is reserved for those schools that have demonstrated sustainability for the systems, practices, and data utilization for school-wide positive behavior interventions and supports as well as positive effects on both school discipline and achievement data for at least two years.

4. Program Update

A. Career Technical Education: Highlights and Update
Mr. Paul Edwards, Director of Secondary Education, provided an update and highlights of the Career Technical Education (CTE) programs. He discussed the highlights of the CTE program for the past several years as well as the benefits of the CTE program. Highlights included over the past 4 years, Garrett County Public Schools (GCPS) has met or exceeded the state average in every indicator, except for Dual Completion; GCPS is one of only 5 districts in the entire state that has over 50% participation rate of the total high school students taking a CTE course, and this past summer, 12 teachers took advantage of summer professional development at the state or national level for curriculum in Computer Science, Business, Agriculture, PLTW Engineering, and PLTW Biomedical Science.

5. New Business

A. Food and Nutrition Service Bid Orders for FY2016-17
Mr. Scott Germain, Supervisor of Food and Nutrition Services, provided the Food and Nutrition Service Bid Orders awarded for FY2016-17. Vendor items were awarded to: A.F. Wendling Inc.; Garber Ice Cream; Bimbo Foods, Inc.; Johnnies, Inc.; Calico Industries, Inc.; Ecolab, Inc.; and Janitors Supply Co.

B. Food and Nutrition Summer Feeding Report
Mr. Scott Germain, Supervisor of Food and Nutrition Services, provided the 2016 summer feeding report to the Board. Mr. Germain than provided the Board members with a tour of the Food and Nutrition Services mobile dining trailer which was parked in front of the Central Office.

C. Comprehensive Maintenance Plan for Educational Facilities of Garrett County
Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the Comprehensive Maintenance Plan for Educational Facilities of Garrett County to the Board. Mr. Swift stated that the Comprehensive Maintenance Plan for Educational Facilities of Garrett County is established to develop, maintain, and/or improve the maintenance program of the public school system of Garrett County in order to support the delivery of educational programs and services in safe and healthy environments as effectively and efficiently as possible. The Board will take action on approving this report at the next Board meeting.

6. Public Comments

There was no public comment at the meeting.

7. Adjourn Work Session

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 Board adjourned the Work Session at 6:50 p.m.