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

WORK SESSION MINUTES
Tuesday, October 11, 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, Director of Finance, Dr. Jane Wildesen, Director of Elementary Education, Mr. Scott Germain, Supervisor of Food and Nutrition Services, 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 Thomas Carr 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, Thomas Carr.

The Board recessed the Work Session at 4:01 p.m.

B. Executive Session Closed to the Public

The Board of Education met in an Executive Session on Tuesday, October 11, 2016, at Central Office in the Board Room at 4:02 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: field trips, professional leave requests, and certificated staffing recommendation; and administrative function topics.

The Board recessed the Executive Session at 5:00 p.m. for a break before the Work Session would begin. The Board returned to the Executive Session at 7:35 p.m. to discuss an administrative function topic. 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 7:48 p.m.

Board Members present included Mrs. Charlotte Sebold, President, Mrs. Monica Rinker, Vice President; Board Members: Mrs. Cynthia Downton, Mr. Thomas Carr, and 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 Mr. Keith Harvey, Interim Director of Human Resources. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at 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 5:33 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 September Board Meeting.

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, and Ms. Heather Raybold, Supervisor of Special Education. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

3. Recognitions

A. Student Artwork Recognitions

Dr. Jane Wildesen, Director of Elementary Education, recognized students' art work at the Board meeting. Dr. Wildesen stated that the Fine Arts Committee unanimously selected student artwork to be purchased by GCPS and displayed in the central office. Artwork and students that were recognized:

Owl artwork – Ainsley McHenry-Sorber, 2nd grade at Friendsville Elementary School
Snowman artwork – Ashlynn Anderson, 4th grade at Accident Elementary School
Cat artwork –Colby Clark, 6th grade at Northern Middle School
Tiger artwork – Kylie Jamison, 8th grade at Northern Middle School

B. National School Lunch Week Proclamation

Ms. Cynthia Downton, Board Member, presented the National School Lunch Week for October 10 - 14, 2016 proclamation, to Mr. Scott Germain, Supervisor of Food and Nutrition Services.

C. National School Bus Safety Week Proclamation

Ms. Monica Rinker, Board Member, recognized National School Bus Safety Week - October 17-21, 2016, with a proclamation. She presented the proclamation to Mr. Richard Wesolowski, Director of Transportation; Mr. Chuck Fitzwater, Bus Contractor and Driver; and Mr. Gerald Harman, Bus Contractor and Driver.

4. Policies and Procedures

A. JICEC Freedom of Expression in Student Journalism Policy and Procedure

Mr. Paul Edwards, Director of Secondary Education, presented the new policy and procedure JICEC Freedom of Expression in Student Journalism. Mr. Edwards stated that effective October 1, 2016, Maryland education law authorizes freedom of expression in student journalism with limited exceptions and the law requires that local boards of education develop a corresponding policy and procedure to reflect this.

B. IMK Teacher Planning Procedure

Mr. Paul Edwards, Director of Secondary Education, presented a minor revision to IMK Teacher Planning Procedure.

5. Continuing Business

A. FY2016 Financial Statements and Single Audit Results

Mr. James Murray, CPA and Principal of The Rodeheaver Group, P.C.; and Mr. Daniel Porter, CPA, Manager of the Board of Education audit; presented FY2016 Financial Statements and Single Audit Results to the Board Members.

Mr. Murray presented the financial report for the period ending June 30, 2016, including the Independent Auditors' Report. Mr. Murray stated that the Rodeheaver Group, P.C. has issued an unmodified opinion on the financial statements for the period ending June 30, 2016.
Mr. Porter reviewed the Single Audit Report. He indicated that as a result of testing the major federal programs selected for audit, there were no instances of non-compliance found. Mr. Porter also indicated that there were no deficiencies reported in internal controls over compliance.

Mr. Porter also shared recommendations to management and members of the Board to be completed in FY2017.

6. Public Comments

There was no public comment at the meeting.

7. Adjourn Work Session

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

The Work Session adjourned at 7:08 p.m.