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

WORK SESSION MINUTES
Thursday, November 10, 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, Ms. Alison Switzer, Director of Finance, Mr. Jim Morris, Supervisor of Research, Evaluation, and Information, Ms. Heather Raybold, Director of Special Education, 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 Thomas Carr. Final Resolution: motion carries; Yea: Matthew Paugh, Cynthia Downton, Monica Rinker, Thomas Carr.

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 Thursday, November 10, 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: field trips, professional leave requests, certificated staffing recommendations, and Interim Superintendent evaluation preparation; 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 8:00 p.m. to discuss a personnel topic. Thomas Carr made a motion to adjourn the Executive Session and Matthew Paugh seconded the motion. The Board unanimously approved adjourning the Executive Session at 8:50 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. Present for part of the meeting were Mrs. Barbara Baker, Secretary - Treasurer / Interim Superintendent of Schools, Mr. Brandon Hoover, Board Attorney, and Dr. Jane Wildesen, 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 October Board Meeting:

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 a 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.

3. Recognitions

A. Veterans Day - November 11, 2016
Mrs. Monica Rinker, Board Member, recognized Veteran's Day, November 11, 2016 by presenting a proclamation to LTC Jack Riley, Northern High School Teacher and veteran on behalf of all veterans.

B. School Psychology Awareness Week - November 14 - 18, 2016
Mrs. Cynthia Downton, Board Member, recognized School Psychology Awareness Week - November 14 - 18, 2016 by presenting a proclamation to Ms. Susan Thatcher, School Psychologist, and Dr. Phil Lauver, Supervisor of Pupil Services, on behalf of all of the school psychologists.

C. American Education Week - November 14 - 18, 2016
Mr. Matthew Paugh, Board Member, recognized American Education Week - November 14 - 18, 2016 by presenting a proclamation to Mr. Patrick Damon, teacher and President of GCEA, on behalf of all of the school system employees.

Mr. Thomas Carr, Board Member, recognized National Education Support Professionals Day - November 16, 2016 by presenting a proclamation to Ms. Lois Lipscomb, GCEA ESP Vice President of the GCEA Executive Board, on behalf of the school Education Support Professionals.

4. Policies and Procedures

A. ILB Tests / Assessment Administration Policy and Procedure
Mr. Jim Morris, Supervisor of Research, Evaluation, and Information, presented recommended revisions to ILB Tests / Assessment Administration Policy and Procedure.

B. KBBB Parent Surrogate Guidelines Policy and Procedure
Ms. Heather Raybold, Director of Special Education, presented the revised KBBB Parent Surrogate Guidelines Policy and Procedure to the Board. Revisions were made to the policy and procedure based on the Individuals with Disabilities Education Act (IDEA). IDEA is a law that ensures that all children with disabilities have a free appropriate public education and that the rights of such children and their parents are protected. It provides requirements pertaining to surrogate parents which were included in the policy revisions.

5. New Business

A. Budget Transfer for FY2016 Carryover
Mrs. Alison Sweitzer, Director of Finance, discussed the budget transfer for FY2016 carryover funds with the Board members. She provided a detailed summary of the analysis of unrestricted FY2016 Fund Balance and stated how the school system is planning on spending the carryover funds.

B. Assessment Results 2016
Mr. Jim Morris, presented the assessment results for 2016 for elementary, middle, and high schools to the Board. Assessments included PARCC, HSA, MSA, ACT, and PSAT.

C. Draft 2017 Legislative Agenda Discussion
Ms. Barbara Beker, Interim Superintendent discussed the Draft 2017 Legislative Agenda topics with the Board members.

6. Continuing Business

A. Quarterly Finance Report
Mrs. Switzer shared the first quarterly finance report showing the school system's expenditures and balances by category.

7. Public Comments

There was no public comment at the meeting.

8. Adjourn Work Session

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 Work Session adjourned at 7:15 p.m.