Board Members present included Mrs. Monica Rinker, President, Board Members: Mr. Matthew Paugh, Mrs. Charlotte Sebold, Dr. Nathan Sorber, and Mr. Tom Woods. Also present for the meeting: Ms. Barbara Baker, Secretary-Treasurer / Interim Superintendent of Schools, Mrs. Alison Sweitzer, Director of Finance, Dr. Jane Wildesen, Director of Human Resources, Mr. Scott Germain, Supervisor of Food and Nutrition Services, Dr. Phil Lauer, Supervisor of Pupil Services, Mr. Brandon Hoover, Board Attorney, and Ms. Sheyenne Tichnell, Student Board Member.

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

1. Opening

   A. Opening of Meeting
   Mrs. Monica Rinker, Board President, called the meeting to order at 4:02 p.m.

2. Public Comments

   The following individuals spoke to the Board:
   - Ms. Ardra Sharpless, Southern Middle School teacher, addressed the Board regarding the Family and Consumer Science curriculum.
   - Ms. Priscilla C. Meyer, substitute teacher, also addressed the Board regarding the Family and Consumer Science curriculum at Southern Middle School.
   - Mr. Jason Shaw, Southern Middle School teacher, addressed the Board regarding the music programs at Southern Middle School and Southern Garrett High School.
   - Mr. Eric Robison, parent and band booster member, also addressed the Board regarding the music programs at Southern Middle School and Southern Garrett High School.

3. Executive Session

   A. Move to Executive Session
   A motion was made by Tom Woods and seconded by Charlotte Sebold to recess the meeting to go into the Executive Session. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

   B. Executive Session Closed to the Public
   The Board of Education met in an Executive Session on Tuesday, May 3, 2017 at Central Office in the Board Room at 4:33 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 request, negotiations, and administrative function topics.

   The Board recessed the Executive Session at 5:26 p.m. for a brief break before the Public Session would begin. The Executive Session reconvened at 11:09 p.m. to discuss personnel topics, negotiations and administrative function topics.

   Tom Woods made a motion to adjourn the Executive Session and Charlotte Sebold seconded the motion. The Board unanimously approved adjourning the Executive Session at 12:15 a.m.

   Board Members present included Mrs. Monica Rinker, President, Mr. Matthew Paugh, Vice President; Board Members: Mrs. Charlotte Sebold, Dr. Nathan Sorber, and Mr. Tom Woods. Mrs. Barbara Baker, Secretary-Treasurer / Interim Superintendent of Schools, and Mr. Brandon Hoover, Board Attorney, also attended the meeting. Dr. Jane Wildesen, Director of Human Resources, and Mrs. Alison Sweitzer, Director of Finance, were present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for the meeting for the purpose of taking minutes.

4. Welcome

   A. Re-Opening of Public Session
   The meeting re-opened at 5:46 p.m.

   B. Consent Agenda – Action
   The consent agenda included the following items: agenda, minutes from the April 3, 2017 Board meeting, field trips, and professional leave request.

   The field trips and professional leave request included:
A. The NeXT GEN FIRST LEGO League (FLL) Team
B. SGHS JROTC Program
Mrs. Charlotte Sebold, Board Member, recognized the SGHS JROTC Program for their accomplishments this school year. The cadets competed in nine matches that led them to three state competitions, and the Army JROTC Northeast Regional Championship.

C. Teacher Appreciation Week - May 7 - 11, 2017
Mr. Matthew Paugh, Board Vice President, recognized Teacher Appreciation Week by presenting a proclamation for teachers. Mr. Patrick Damon, teacher and GCEA President, received the proclamation on behalf of the teachers.

D. National School Nurse Day – May 10, 2017
Mrs. Charlotte Sebold, Board Member, recognized National School Nurse Day by presenting a proclamation for school nurses. Dr. Phil Lauver, Supervisor of Pupil Services, and Rebecca Aiken, Nurse Manager, accepted the proclamation on behalf of all school nurses.

E. Pupil Personnel Worker Week - May 14 - 20, 2017
Dr. Nathan Sorber, Board Member, recognized Pupil Personnel Worker (PPW) Week, May 14 - 20, 2017, by presenting a proclamation for Pupil Personnel Workers. Ms. Susan Henline, Pupil Personnel Worker, and Dr. Phil Lauver, Supervisor of Pupil Services, received the proclamation on behalf of the Pupil Personnel Workers.

F. Garrett County Teacher of the Year
Mr. Tom Woods, Board Member, recognized Ms. Heather Roth, the Garrett County Teacher of the Year. Ms. Roth is currently a music teacher at Broad Ford and Crellin Elementary Schools.

G. Maryland Green Schools – Crellin Elementary and Northern Middle Schools
Mrs. Monica Rinker, Board President, recognized Crellin Elementary School and Northern Middle School for achieving the Maryland Green Schools Award.

4. Policies and Procedures

A. GBAC Residency Requirement Policy - Revised
Dr. Jane Wildesen, Director of Human Resources, presented revisions to GBAC Residency Requirement Policy to the Board for their review.

B. GCA Substitute Teachers Procedure - Revised
Dr. Jane Wildesen, Director of Human Resources, presented revisions to GCA Substitute Teachers Procedure.

C. JQB Student Meal Charge Procedure - Revised
Mr. Scott Germain, Supervisor of Food and Nutrition Services, presented changes to JQB Student Meal Charge Procedure based on the USDE requirements.

D. 670.1 Delivery of Food Commodities Procedure – Retirement
Mr. Scott Germain presented 670.1 Delivery of Food Commodities Procedure to be retired as this procedure is no longer applicable.

E. EEBAA Vehicle Use Policy - Action
Mrs. Barbara Baker, Interim Superintendent, recommended the Board adopt the EEBAA Vehicle Use Policy.

A motion was made by Tom Woods and seconded by Matthew Paugh to adopt the new policy. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

F. 855.221 Reimbursement of Drive for Field Trip on County-Owned Bus Policy (Retirement) – Action
Ms. Barbara Baker, Interim Superintendent, recommended the Board retire 855.221 Reimbursement of Drive for Field Trip on County-Owned Bus Policy as this is no longer applicable.

A motion was made by Charlotte Sebold and seconded by Nathan Sorber to retire the policy. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

G. 853.4 Contract Breakdown – Route Miles and Grade Policy (Retirement) - Action
Ms. Barbara Baker, Interim Superintendent, recommended the Board retire 853.4 Contract Breakdown – Route Miles and Grade Policy as this policy is no longer applicable.

A motion was made by Charlotte Sebold and seconded by Nathan Sorber to retire the policy. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

H. IHBA Special Education Policy – Action
Ms. Heather Raybold, Supervisor of Special Education, recommended the Board approve revisions to IHBA Special Education Policy.

A motion was made by Tom Woods and seconded by Charlotte Sebold to approve the revised policy. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

5. Program Update
A. Overview of Garrett County Association of Student Councils
Ms. Michelle Harman, Supervisor of College and Career Readiness, and members of the student councils from Northern Middle School and Southern Garret High School provided the Board with an overview of the Garrett County Association of Student Councils (GCASC) and the many leadership opportunities in which they participate.

Logan Mason, Northern Middle School student and Student Council representative discussed various activities at his school. Sheyenne Tichnell and Paige Smith, Southern Garret High School students and Student Council representatives, also spoke regarding their student activities and fundraisers for the school year.

6. New Business

A. Educational Facilities Master Plan
Mr. William Swift, Director of Facilities, Maintenance, Operations and Security, presented the Educational Facilities Master Plan to the Board for their initial review. He provided a brief overview of the facilities plan. The Board will discuss this once again at the June 13, 2017 Board Meeting for the Board to take action upon.

B. Southern Middle School Roof Replacement Project Bids - Action
Mr. Swift spoke to the Board regarding the recommendation for the lowest, qualified bid for the Southern Middle School roof replacement to go to Hite Associates Inc. for $2,196,000.00.

A motion was made by Tom Woods and seconded by Nathan Sorber to approve the bid. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

C. Southern Middle School Fire Alarm Project Bids - Action
Mr. Swift presented the recommendation for the lowest, qualified bid for the Southern Middle School fire alarm replacement to go to S&S Electric for $192,319.00.

A motion was made by Charlotte Sebold and seconded by Nathan Sorber to approve the bid. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

D. Liability Insurance Premium - Action
Mr. Swift spoke to the Board regarding the liability insurance premium for the school system. Our policies have increased 1.15% due to rising premiums and the addition of cyber security.
Mr. Swift also provided an update on the Dennett Road Educational Complex building and Johnson Controls performance contracts.

A motion was made by Tom Woods and seconded by Charlotte Sebold to approve the premium. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

E. FY2019 Projected Revenue
Mrs. Alison Sweitzer, Director of Finance, presented the projected revenue for FY2019. Mrs. Sweitzer provided estimated revenue from local funding, state unrestricted revenues and total unrestricted revenues.

7. Public Comments

There was no public comment during this part of the meeting.

8. Continuing Business

A. Budget Amendment - Action
Mrs. Alison Sweitzer, Director of Finance, requested the Board approve a budget transfer. The budget amendment was for $82,865 from Fixed Charges Retirement to be transferred to Unassigned for Fiscal Year 2018 Operating Budget.

A motion was made by Tom Woods and seconded by Charlotte Sebold to approve the transfer. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

B. Adoption of FY2018 Budget - Action
Mrs. Alison Sweitzer, Director of Finance, requested the Board adopt the proposed operating budget for FY2018. At the May meeting, Mrs. Sweitzer shared information regarding the budget.

A motion was made by Matthew Paugh and seconded by Tom Woods to approve the FY2018 operating budget. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

C. Quarterly Finance Report
Mrs. Alison Sweitzer, Director of Finance, presented the quarterly finance report for the third quarter of FY2017. Mrs. Sweitzer discussed the school system's expenditures and balances by category.

9. Board Business

A. Student Board Member Report
Ms. Sheyenne Tchnell, Student Member of the Board, discussed activities at each of the middle and high schools. She also provided an update from the annual Maryland Association of Student Councils (MASC) convention in Ocean City.

**B. Ratification of Employee Contracts - Action**

Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented this action item to ratify the head custodians and cafeteria managers tentative agreements.

Nathan Sorber made a motion and Tom Woods seconded the motion to approve the ratification. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

**C. Committee Update**

Mrs. Charlotte Sebold, Board Member, provided a report from the Hickory Environmental Educational Center (HEEC) Committee. She provided updates about HEEC for the school year. Mrs. Monica Rinker, Board President, provided an update on the Fine Arts Committee and the Student Arts Fair.

**D. MABE Continuing Resolutions**

The Board received a request from Maryland Association of Boards of Education (MABE) to review current continuing resolutions and submit any proposed changes to the MABE Office by June 2, 2017.

**10. Informational Items**

**A. May and June 2017 School Activities**

**B. May 2017 Home and School Connection**

**11. Recess and Adjournment**

**A. Recess**

The Board recessed the meeting at 7:35 p.m. for a short recess. The Board returned to the Public Session at 7:49 p.m. The Board recessed the meeting at 11:08 p.m. to go into the Executive Session to discuss personnel topics, negotiations and administrative function topics.

**B. Adjournment**

A motion was made by Tom Woods to adjourn the meeting and seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Matthew Paugh, Tom Woods, Charlotte Sebold, Nathan Sorber

The meeting adjourned at 12:16 a.m.