Board Members present included Mr. Matthew Paugh, Board President; Mr. Tom Woods, Board Vice President; and Board Members: Mr. Rodney Glotfelty, Mrs. Monica Rinker, and Mrs. Charlotte Sebold. Also, present for the meeting: Ms. Barbara Baker, Secretary - Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; Dr. Jane Wildesen, Director of Human Resources and Employee Relations; Mrs. Allison Sweitzer, Director of Finance; Mr. Jeff Gank, Director of Information Technology; Mrs. Penny Proudfoot, Director of Elementary Education; Ms. Heather Raybold, Director of Special Education; Dr. Phil Lauver, Supervisor of Pupil Services; and Ms. Katherine Catulle, Student Board Member.

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

1. Opening

A. Opening of Meeting
Mr. Matthew Paugh, Board President, called the meeting to order at 4:00 p.m.

B. Public Comment
There was no public comment at this part of the meeting.

C. Move to Executive Session.
Tom Woods made a motion to recess the meeting to go into closed session, and this was seconded by Charlotte Sebold. Thereafter, the Board unanimously voted to go into closed session with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

D. Executive Session - Closed to the Public
The Board of Education met in an Executive Session on Tuesday, February 12, 2019, at Central Office in the Board Room at 4:03 p.m. under authority § 3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: review of Executive Session minutes; personnel topics, pursuant to § 3-305(b)(1); procurement topics, pursuant to § 3-305(b)(14); collective bargaining/negotiations topics, pursuant to § 3-305(b)(9); legal topics, pursuant to § 3-305(b)(7); and administrative function topics, which are specifically excluded from the Open Meetings Act by virtue of § 3-103(a)(1)(l) of the General Provisions Article of the Annotated Code of Maryland.

Tom Woods made a motion to close the meeting, and this was seconded by Charlotte Sebold. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods. The closed session began at 4:03 p.m. The topics discussed and actions taken include the following:

I. Opening
Mr. Paugh opened the meeting at 4:03 p.m.

II. Executive Session Minutes:
The Board reviewed the Executive Session minutes from the January 8, 2019, meeting. The Board requested an addition to the minutes. Rodney Glotfelty made a motion to accept the amended minutes, and Monica Rinker seconded the motion. The Board unanimously approved the motion with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

III. Personnel pursuant to § 3-305(b)(1):

a. Professional Leave Requests: Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented three professional leave requests to the Board for their approval.

1.) International Society for Technology in Education (ISTE) — EdTech Conference 2019
Monica Rinker made a motion to approve the professional leave request and Tom Woods seconded the motion. The Board unanimously approved the professional leave request with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

2.) Institute for Multi-Sensory Education (IMSE) 18 Hour Trainer Conference
Rodney Glotfelty made a motion to approve the professional leave request and Tom Woods seconded the motion. The Board unanimously approved the professional leave request with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

3.) Intermediate IMSE’s Orton-Gillingham Training
Tom Woods made a motion to approve the professional leave request and Rodney Glotfelty seconded the motion. The Board unanimously approved the professional leave request with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

d. Staffing Recommendations
Dr. Jane Wildesen, Director of Human Resources, presented a certificated staffing recommendation to the Board for their approval. Dr. Wildesen also shared the non-certificated employees that were approved by the Superintendent.

e. Personnel Updates
Dr. Wildesen provided an update on recent resignations. She also provided an update on the staff responses to the Irrevocable Letters of Retirement and Agreement.

f. Superintendent Goals Update
Due to the late hour, Ms. Baker asked to postpone the update on her personal Superintendent goals until the next meeting.

IV. Procurement
Strategic Planning RFP Interviews
The Board interviewed possible candidates who responded to the Strategic Planning RFP. The Board determined that it would not accept any of the proposals and would move forward by posting a invitation to bid for a Strategic Facilities Plan. They will accept qualified bids for this before the next Board meeting.

V. Negotiations pursuant to §3-305(b)(9):

a. Health Insurance
Dr. Wildesen and Mrs. Sweitzer discussed FY2020 Proposed Healthcare Employee Plan for plan design and employee rates.

b. Salary Parameters
Mrs. Sweitzer and Dr. Wildesen discussed FY 2020 estimated salary parameters for Negotiations. They recommended a compensation package for salary and healthcare benefits for negotiations.

Tom Woods made a motion to accept the recommendation and to set a placeholder for the compensation package of salary and healthcare benefits. Rodney Glotfelty seconded the motion. The Board unanimously voted to approve the motion with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

VI. Legal Topic pursuant to §3-305(b)(7):
Potential Breach of Warranty Claims Regarding Repairs at Various Schools
Mr. Hoover provided an update on this matter.

V. Administrative Function pursuant to §3-103(a)(1)(i):
The Board discussed an administrative function topic. The Board considered the administrative function topic, but no actions were taken by the Board.

VI. Recess and Adjournment
The Board recessed the Executive Session to return to the Public Session at 6:05 p.m. The Board returned to Executive Session at 9:16 p.m.

Charlotte Sebold made a motion to adjourn the Executive Session, and Monica Rinker seconded the motion. The Board unanimously approved adjourning the Executive Session at 10:50 p.m., with a yea vote from Rodney Glotfelty, Charlotte Sebold, Monica Rinker, and Tom Woods.

Board Members present included Mr. Matthew Paugh, Board President; Mr. Tom Woods, Board Vice President; and Board Members: Mr. Rodney Glotfelty, Mrs. Monica Rinker, and Mrs. Charlotte Sebold. Also in attendance of the meeting were Ms. Barbara Baker, Superintendent, and Mr. Brandon Hoover, Board Attorney. Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; Dr. Jane Wildesen, Director of Human Resources; Mrs. Alison Sweitzer, Director of Finance; and Ms. Karen Brewer, Executive Assistant to the Superintendent, were there for part of the meeting.

2. Welcome

A. Re-Opening of Public Session
The Public Session reconvened at 6:08 PM.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member
Mr. Katherine Catulle, Student Member of the Board, led the Board in the Pledge of Allegiance.

D. Approval of the Agenda — Action
Tom Woods made a motion to approve the revised agenda, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

E. Approval of the Consent Agenda — Action
The Consent Agenda included a certificated staffing recommendation.

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Tammy Tusing</td>
<td>Allied Health Teacher</td>
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<td>3/12/2019</td>
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Monica Rinker made a motion to approve the consent agenda, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

F. Approval of the January 8, 2019 Public Session Minutes — Action
The Board discussed a minor change to the minutes. Tom Woods made a motion to approve the amended minutes, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney
G. Closed Session Summaries
Ms. Barbara Baker, Superintendent, read the Closed Session Summaries for the January Board Meeting.

January 8, 2018, Executive Session Summary:
The Board of Education met in an Executive Session on Tuesday, January 8, 2019, at Central Office in the Board Room at 4:20 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: review of Executive Session minutes; personnel topics, pursuant to §3-305(b)(1); collective bargaining/negotiations topics, pursuant to §3-305(b)(9); procurement topics, pursuant to §3-305(b)(14); legal topics, pursuant to §3-305(b)(7); and administrative function topics, which are specifically excluded from the Open Meetings Act by virtue of §3-103(a)(1)(i) of the General Provisions Article of the Annotated Code of Maryland.

Tom Woods made a motion to close the meeting, and this was seconded by Rodney Glotfelty. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods. The closed session began at 4:20 p.m. The topics discussed and actions taken include the following:

I. Executive Session Minutes:
The Board reviewed the Executive Session minutes from the December 11, 2018, meeting. The Board requested an addition to an administrative function topic summary. Monica Rinker made a motion to accept the amended minutes, and Tom Woods seconded the motion. The Board unanimously voted to approve the amended minutes, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

II. Personnel pursuant to §3-305(b)(1):
Personnel Update
Ms. Barbara Baker, Superintendent, provided the Board with an update on recently hired non-certificated employees, as well as staff resignations.

III. Negotiations pursuant to §3-305(b)(9):
a. Parameters
Mrs. Alison Sweitzer, Director of Finance, discussed proposed parameters for negotiations with the GASA group. The Board considered these matters, but took no action on this item.

b. Healthcare Coalition
Mrs. Sweitzer shared information regarding the Garrett County Employee Health Coalition (GCEHC). She stated that the three entities (GCPS, Garrett College, and Garrett County) are reevaluating the structure of the benefits and employee contributions. The coalition members are recommending that move towards diversity for each of the entities.

Tom Woods made a motion to adopt a plan with diversity of the benefits and employee contribution, while the other provisions of the Coalition structure would be maintained. Charlotte Sebold seconded the motion. The Board unanimously voted to approve the amended minutes, with a yea vote from Rodney Glotfelty, Monica Rinker, Charlotte Sebold, and Tom Woods.

IV. Procurement pursuant to §3-305(b)(14):
a. Bus Contract
Mr. Richard Wesolowski, Director of Transportation, recommended a bus contractor for Route 40 Elementary School. The Board will take action on this item during the Public Session.

b. Strategic Planning RFPs Update and Review
The Board discussed the responses to the request for proposal (RFP) for strategic planning work, as well as potential negotiating strategies for such proposals. Mr. Paugh will provide the Board with dates to conduct interviews with potential firms /consultants.

V. Legal Topic pursuant to §3-305(b)(7):
a. Athletic Trainers
Mr. Brandon Hoover, Board Attorney, provided further legal advice from the school system’s attorney regarding the Maryland Board of Physicians and former athletic personnel.
The Board took the legal guidance into consideration and will not pursue this matter any further.

b. Potential Breach of Warranty Claims Regarding Repairs at Various Schools
Mr. Hoover discussed a potential breach of contract with two contractors who worked for the school system. The Board requested Mr. Hoover look into the matters and send letters to the contractors regarding the breach of warranties.

V. Administrative Function pursuant to §3-103(a)(1)(i):
The Board discussed an administrative function topic. The Board considered the topic, but no action was taken by the Board.

IV. Recess and Adjournment
The Board recessed the Executive Session to return to the Public Session at 6:08 p.m. The Board returned to Executive Session at 8:40 p.m.
Tom Woods made a motion to adjourn the Executive Session, and Rodney Glotfelty seconded the motion. The Board unanimously approved adjourning the Executive Session at 10:54 p.m., with a yea vote from Rodney Glotfelty, Charlotte Sebold, Monica Rinker, and Tom Woods.

Board Members present included Mr. Matthew Paugh, Board President; Tom Woods, Vice President; Board Members: Mr. Rodney Glotfelty, Mrs. Monica Rinker and Mrs. Charlotte Sebold. Mrs. Barbara Baker, Secretary - Treasurer / Superintendent of Schools, Ms. Karen Devore Executive Director of Curriculum, Instruction, and Administration, and Mr. Brandon Hoover, Board Attorney were present for the meeting. Ms. Alison Switzer, Director of Finance, was also present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for part of the meeting for the purpose of taking minutes.

H. Announcements

Ms. Baker shared upcoming dates of school-related events and meetings with the Board and the public.

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Feb 15</td>
<td>Staff Development</td>
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<td>3 Hour Early Dismissal</td>
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<td>Feb 18</td>
<td>Snow Make Up Day - Schools Will Be in Session</td>
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<td>President’s Day</td>
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<td>Feb 21</td>
<td>MABE Legislative Day Luncheon</td>
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<td>Miller Senate Building</td>
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<td>Annapolis, MD</td>
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<td>11:00 - 1:00 p.m.</td>
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<td>Feb 22</td>
<td>Cool Schools Dunk</td>
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<td>Deep Creek Lake by Uno’s</td>
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<td>11:00 a.m.</td>
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<td>Feb 25</td>
<td>Board Executive Session</td>
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<td>4:00 - 5:00 p.m.</td>
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<td>Special Budget Work Session</td>
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<td>5:00 - 6:30 p.m.</td>
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<td>Feb 26</td>
<td>MABE Board Service Academy: Open Meetings</td>
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<td>Act at the MABE Office</td>
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<td>Annapolis, MD</td>
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<td>9:30 - 12:30 p.m.</td>
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<tr>
<td>Feb 28</td>
<td>Progress Report for 3rd Grading Period</td>
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Ms. Baker also shared news that the Southern Garrett High School boys wrestling team won the State Duals match.

Mr. Tom Woods, on behalf of the Andrew S. Woods Memorial Scholarship Fund, presented Ms. Baker with $500 worth of McDonald’s coupons to be shared with the literacy coaches at the schools to give to students as incentives and/or rewards.

3. Recognitions

National School Counseling Week, February 4 – 8, 2019

Mr. Rodney Glotfelty, Board Member, recognized National School Counseling Week, February 4 – 8, 2019, by presenting a proclamation to Mr. Tim Watson, School Counselor of Yough Glades and Crellin Elementary School, and Dr. Phil Lauver, Supervisor of Pupil Services.

4. Curriculum, Instruction, and Administration (CIA) Report

Grantsville Elementary School Presentation

Mrs. Tracie Miller, Principal of Grantsville Elementary School, and Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, provided the Board with an update on the Positive Behavior Interventions & Supports (PBIS) program at Grantsville Elementary. They also discussed the implementation of the School Wide Information System (SWIS), which is a reporting mechanism aligned with the PBIS program. SWIS data and reporting systems allow the school to screen and monitor student behavior, which allows the administrators to easily collect and analyze behavior data around school climate.

Mrs. Miller also spoke about the Tower Garden program that will be implemented in the school in the near future. Grantsville is only the second school in Maryland to offer this program to their students. Tower Garden uses aeroponic technology to garden indoors all year long and permits teachers to move the garden from classroom to classroom. There are lesson plans and learning materials which incorporate the Tower Garden into the school’s curriculum.

5. Policies and Procedures

A. EEBAA Vehicle Use Policy and Procedure — Revised

Mrs. Alison Sweitzer, Director of Finance, presented the EEBAA Vehicle Use policy and procedure to the Board for their first review. The policy and procedure were updated to include the use of car rentals.

B. DKCA Travel and Incidental Expenses Policy and Procedure — Revised

Mrs. Sweitzer presented revisions to DKCA Travel and Incidental Expenses Policy and Procedure to the Board for their first review. The policy was revised to include the details of the scope.

C. DFA Investments from Operating Fund Policy — Action

Mrs. Sweitzer presented DFA Investments from Operating Fund Policy to the Board for their approval. Monica Rinker made a motion to approve the policy, and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom
D. DFAA OPEB Investment Policy - Action
Mrs. Sweitzer presented the new DFAA OPEB Investment Policy for their approval. Tom Woods made a motion to adopt the new policy, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

6. Public Comments
There was no public comment at this part of the meeting.

7. Continuing Business

A. Quarterly Financial Report
Mrs. Alison Sweitzer, Director of Finance, presented the quarterly financial report for the FY2019 second quarter. She discussed specific expenditures to date for various categories including administration, instruction, special education, operations, and fixed cost as compared to budget and prior year expenditures. The Board requested a more detailed monthly report for next year.

B. Strategic Planning Update
Mr. Paugh stated that the Board conducted interviews with prospective firms that responded to the Strategic Planning RFP. The Board will reconvene in executive session to discuss this matter further.

8. New Business

A. Seniors’ Last Day of School — Action
Mrs. Barbara Baker, Superintendent, requested the Board approve the seniors’ last day of school as May 29, 2019. Motion to set the last day for seniors as May 29, 2019, was made by Tom Woods and seconded by Charlotte Sebold. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

B. FY2020 Revenue Projections and Budget Priorities
Mrs. Sweitzer and Ms. Baker presented this agenda topic. Mrs. Sweitzer presented the estimated unrestricted revenues for the FY 2020 operating budget and the preliminary revenue projections and the external considerations. She also discussed the budget development process. Ms. Baker discussed the FY2020 school system initiatives, goals and priorities and the next steps in budget development process.

C. 2019-20 School Calendar
Dr. Jane Wildesen, Director of Human Resources, presented to the Board the proposed 2019-20 School Calendar that the Calendar Committee drafted for the Board’s review. Dr. Wildesen shared the composition of the committee and the process that the committee took to compose the draft calendar. The Calendar Committee proposed a pre-Labor Day Calendar for the 2019-2020 school year. The proposed calendar also includes the monthly staff development days, excluding November and May, parent conferences in November and January, and the use of Martin Luther King Jr., Day as a possible make-up day. The Board will release the calendar to the public for their review and feedback. The Board will take action on the calendar at the March 12, 2019 Board Meeting.

D. 2018-19 School Calendar (Easter Monday Makeup Day) — Action
Dr. Wildesen requested the Board consider requesting Easter Monday, April 22, 2019, as a possible makeup day. The Board stated that they would request approval from the State Board for a conditional makeup day. Upon approval, the Board would officially take action on whether to use April 22, 2019, as a makeup day at the March 12, 2019 Board Meeting. The Board would reevaluate the school closings due to inclement weather on that date to assist in making this decision.

Rodney Glotfelty made a motion to approve requesting a conditional makeup day on Monday, April 22, 2019, from the Maryland State Board of Education. Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

E. IT Hardware Infrastructure Upgrade — Action
Mr. Jeff Gank, Director of Information Technology, requested the Board consider two IT Hardware Infrastructure Upgrade Proposals. Mr. Gank asked the Board to award the wireless infrastructure upgrades to CDW-G, whose proposal was the most cost effective at $63,750.00. He also asked that the Board award the firewall project to BorderLAN Network Security. Their proposal came in at $36,355.00, and was also the most cost effective.

Tom Woods made a motion to approve the two bids for IT hardware infrastructure upgrades, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

F. FY19 Budget Amendment — Action
Mrs. Sweitzer requested the Board approve a FY19 Operating Budget amendment by removing $175,000 from the Operating Budget and reallocate to Fund Balance Restricted for Subsequent Years’ Budgets.

A motion was made by Tom Woods to approve the budget amendment, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

9. Board Business

A. Student Board Member Report
Ms. Katherine Catulle, Student Member of the Board, provided an update on school activities at the middle and high schools, as well as student activities of the Garrett County Association of Student Council (GCASC).

B. Board Member Updates
Mrs. Sebold shared minutes from the MABE Legal Services Association Meeting. Mr. Glotfelty spoke about meetings he attended including Policy Committee Meeting, Cabinet and Lead Team overview meetings, Health Advisory Committee meeting, Health and Wellness Committee meeting, and the Mountain Maryland PACE conference. He also attended school visits with Ms. Baker. Mrs. Rinker attended the Northern Garrett High School and Southern Garrett High School basketball game and watched the Broadford Elementary Orff Band perform at half time.

11. Informational Items
   A. February 2019 School Activities
   B. February 2019 Home and School Connection

12. Recess and Adjournment
The Board recessed the Public Session at 9:10 p.m. The Board returned to the Public Session at 10:51 p.m.

  A motion was made by Tom Woods to adjourn the meeting, and Charlotte Sebold seconded the motion. Final Resolution: Motion carries with a unanimous vote from the Board; Yea: Tom Woods, Monica Rinker, Rodney Glotfelty, Charlotte Sebold

  The Board meeting adjourned at 10:51 p.m.