Board Members present included Mr. Matthew Paugh, Board President; Dr. Nathan Sorber, Board Vice President; and Board Members: Mrs. Monica Rinker, Mrs. Charlotte Sebold, and Mr. Tom Woods. Also present for the meeting were Ms. Barbara Baker, Secretary -Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; Ms. Karen DeVore, Executive Director of Curriculum, Instruction and Administration; Dr. Jane Wildesen, Director of Human Resources; Mrs. Alison Sweitzer, Director of Finance; Mrs. Penny Proudfoot, Director of Elementary Education and Early Childhood; Ms. Heather Raybold, Supervisor of Special Education; Dr. Phil Lauver, Supervisor of Pupil Services; and Sheyenne Tichnell, 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 3:06 p.m.

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

   C. Move to Executive Session
   A motion was made by Tom Woods to go into Executive Session and seconded by Monica Rinker. Final Resolution: Motion Carries; Yea: Monica Rinker, Charlotte Sebold, Nathan Sorber, Tom Woods.

   D. Executive Session Closed to the Public
   The Board of Education met in an Executive Session on Tuesday, February 13, 2018, at Central Office in the Board Room at 3:08 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: Review of minutes; Personnel Topics, pursuant to §3-305(b)(1); Legal Opinion pursuant to §3-305(b)(7); and Collective Bargaining/Negotiations Topics, pursuant to §3-305(b)(9).
   Tom Woods made a Motion to close the meeting, and this was seconded by Monica Rinker. Thereafter, the Board unanimously voted to close the session, with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods. The closed session began at 3:08 p.m.
   The Board recessed the Executive Session at 4:05 p.m. The Executive Session reconvened at 4:10 p.m.

   The topics discussed and actions taken include the following:
   Board Minutes—the Board reviewed the minutes and placed them on the Consent Agenda for further action in the public session.

   Legal opinion pursuant to §3-305(b)(7):
   The Board received legal opinion from Brandon Hoover, Board Attorney, relating to an Open Meetings Act complaint received by the Board which alleged violations of the Open Meetings Act. Mr. Hoover drafted a letter to the Open Meeting Compliance Board with responses to the topics and in some cases corrective action that will be taken. The Board voted to accept Mr. Hoover’s letter and recommendations. Tom Woods made a motion to accept the letter, and Monica Rinker seconded the motion. The Board unanimously voted to approve the letter, with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods.

   Personnel topics, pursuant to §3-305(b)(1):
   The Board received a Professional Leave Request from Mrs. Barbara Baker. The request was approved and placed on the Consent Agenda for further action in the public session.
   The Board received an update from Dr. Jane Wildesen, Director of Human Resources and Employee Relations, regarding the misconduct of an employee. The employee received a due process hearing and submitted a resignation letter to Dr. Jane Wildesen. The Board took this matter into consideration, but took no action on this information.
   Dr. Jane Wildesen and Mrs. Alison Sweitzer, Director of Finance, presented a staffing reconciliation report to the Board. The report included a list of employees who have given early notification of intent to retire or separation of service.

   Collective Bargaining/Negotiation topics, pursuant to §3-305(b)(9):
   The Board received information from Dr. Wildesen and Mrs. Sweitzer regarding FY2019 healthcare benefit options. Dr. Wildesen shared two options. Of these options, the Board chose a healthcare parameter for negotiations. Tom Woods made the motion. Nathan Sorber seconded the motion. The Board unanimously voted to accept the parameter with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods.

   Dr. Wildesen and Mrs. Sweitzer also presented the Board with options regarding salary adjustments relating to the negotiations process. The Board discussed and then voted on its salary parameter for negotiations for the upcoming fiscal year. Tom Woods made the motion. Nathan Sorber seconded the motion. The Board unanimously voted to accept the salary parameter with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods.

   The Board also received information relating to Garrett County Education Association (GCEA) Bargaining Unit initial proposals from the February 12, 2018, negotiation meetings. The two proposals were from GCEA Unit I (Teachers) and Unit III (Support) bargaining groups. The Board took this matter under consideration, but took no action on this information.
Nathan Sorber made a motion to adjourn the Executive Session, and Monica Rinker seconded the motion. The Board unanimously approved adjourning the Executive Session at 6:00 p.m., with a yea vote from Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods.

Board Members present included Matthew Paugh, President; Dr. Nathan Sorber, Vice President; Board Members: Mrs. Monica Rinker, Mrs. Charlotte Sebold, and Mr. Tom Woods. Mrs. Barbara Baker, Secretary -Treasurer / Superintendent of Schools, and Mr. Brandon Hoover, Board Attorney, were also present for the meeting. Ms. Karen DeVore, Executive Director of Curriculum, Instruction and Administration; 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 at the meeting for the purpose of taking minutes.

2. Welcome

A. Re-Opening of Public Session
Mr. Matthew Paugh, President, reopened the Public Session at 6:05 p.m.

B. Consent Agenda - Action
The Consent Agenda topics included the Board meeting agendas, January 9, 2018 Board Meeting Minutes and a professional leave request.

The professional leave request is listed below:

<table>
<thead>
<tr>
<th>No.</th>
<th>School Group or Class or Staff and Event</th>
<th>Field Trip or Professional Leave Request</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Rappel Recertification (NH Staff Member)</td>
<td>Professional Leave Request</td>
<td>March 7 - 9, 2018</td>
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</tbody>
</table>

A motion was made by Nathan Sorber to approve the Consent Agenda and seconded by Monica Rinker. Final Resolution: Motion Carries: Yea: Monica Rinker, Charlotte Sebold, Nathan Sorber, and Tom Woods

C. Moment of Silence

D. Pledge of Allegiance - Student Board Member
Ms. Sheyenne Tichnell, Student Member of the Board, led the Board and the public in the Pledge of Allegiance.

E. Closed Session Summaries
Ms. Barbara Baker, Superintendent, read the Closed Session Summaries for the January 9, 2018, Board Meeting.

The Board of Education met in an Executive Session on Tuesday, January 9, 2018, at Central Office in the Board Room at 4:07 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: Review of minutes; Personnel Topics, pursuant to §3-305(b)(1); Collective Bargaining/Negotiations Topics, pursuant to §3-305(b)(9); Legal Opinion pursuant to §3-305(b)(7); and Administrative Function, which is 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 Charlotte Sebold. Thereafter, the Board unanimously voted to close the session, with a yea vote from Matthew Paugh, Charlotte Sebold, Monica Rinker, and Tom Woods. The closed session began at 4:07 p.m.

The Board recessed the Executive Session at 5:35 p.m. The Executive Session reconvened at 7:44 p.m.

The topics discussed and actions taken include the following:

Board Minutes
The Board reviewed the minutes and placed them on the Consent Agenda for further action in the public session.

Personnel topics, pursuant to §3-305(b)(1):
The Board received Professional Leave Requests and Overnight Field Trip requests from Karen Devore, Executive Director of Curriculum, Instruction, and Administration. All requests were approved and placed on the Consent Agenda for further action in the public session.

The Board received a bus contractor update from Richard Wesolowski, Director of Transportation. This update included a discussion relating to breach of contract/suspension of an individual bus contractor. The Board took this matter into consideration, but took no action on this information.

Collective Bargaining/Negotiation topics, pursuant to §3-305(b)(9):
The Board received information from Dr. Jane Wildesen, Director of Human Resources and Alison Sweitzer, Director of Finance, regarding the status of negotiations with GCEA Unit 1 (Teachers), GCEA Unit 3 (Support Personnel), and GCAFT (Head Custodians and Cafeteria Managers) and possible salary parameters. The Board took this matter under consideration, but took no action on this information.

The Board also received information relating to various healthcare options for the collective bargaining/negotiated agreements from Dr. Wildesen and Ms. Sweitzer. The Board took this matter under consideration, but took no action on this information.
Legal opinion pursuant to §3-305(b)(7):
The Board received legal opinion from Brandon Hoover, Board Attorney, relating to the legal aspects of budget-carryover and the role of county government regarding to carry-over. The Board took this matter under consideration, but no action was taken at the meeting.

Administrative Function
The Board received administrative function updates from Ms. Barbara Baker, Superintendent of Schools, relating to the topics of student behavior issues and a budget transfer query. No actions were taken by the Board on these matters.

Matthew Paugh made a motion to adjourn the Executive Session and Charlotte Sebold seconded the motion. The Board unanimously approved adjourning the Executive Session at 9:40 p.m., with a yea vote from Matthew Paugh, Charlotte Sebold, Monica Rinker, and Tom Woods.

Board Members present included Dr. Nathan Sorber, Vice President and Acting President; Board Members: Mrs. Monica Rinker, Mrs. Charlotte Sebold, and Mr. Tom Woods. Mr. Matthew Paugh, President, joined the meeting via conference call. Mrs. Barbara Baker, Secretary - Treasurer / Superintendent of Schools; Mr. Brandon Hoover, Board Attorney; and Ms. Karen Devore, Executive Director of Curriculum, Instruction and Administration, were also present for the meeting. Dr. Jane Wildesen, Director of Human Resources, Mrs. Alison Sweitzer, Director of Finance, and Mr. Richard Wesolowski, Director of Transportation, were present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at the meeting for the purpose of taking minutes.

F. Announcements

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Feb 15</td>
<td>Staff Development</td>
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<td>Students Dismissed 3 Hours Early</td>
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<td>Feb 19</td>
<td>President’s Day</td>
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<td>Schools Closed</td>
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<td>Feb 28</td>
<td>Progress Reports for 3rd Grading Period</td>
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<tr>
<td>Mar 9</td>
<td>Staff Development</td>
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<tr>
<td></td>
<td>Students Dismissed 3 Hours Early</td>
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<td>Mar 20</td>
<td>County Commissioners Meeting</td>
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<td>Board of Education Presentation of Operating Budget</td>
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<td>Frederick A. Thayer, III Courthouse 203 South Fourth Street, Room 209 Oakland, MD</td>
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<tr>
<td>May 14</td>
<td>MABE Board Service Academy</td>
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<td>Open Meetings Act 9:30 a.m. -12:30 p.m.</td>
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<td>Making Your Meetings Work Using Parliamentary</td>
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<td>Procedure 1:00 - 4:00 p.m.</td>
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<td>MABE Office in Annapolis, MD</td>
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Ms. Baker provided an update on the school system’s response to the flu virus. Between the efforts of the Maintenance Department and custodians to keep schools disinfected and the insistence that parents keep sick children at home, the impact of the flu has been lessened, she said.

3. Recognitions

A. National School Counseling Week Recognition
Dr. Nathan Sorber, Board Vice President, recognized National School Counseling Week, February 5 – 9, 2018, by presenting a proclamation to school counselors. In attendance at the meeting were Ms. Dawn Moon, School Counselor at Broad Ford Elementary and Swan Meadow Schools, Mrs. Connie Glotfельt, School Counselor at Accident Elementary and Route Forty Elementary Schools, Mr. Tim Watson, School Counselor at Yough Glades Elementary and Crellin Elementary Schools, Ms. Kelly Davis, School Counselor at Broad Ford Elementary School, and Dr. Phil Lauver, Supervisor of Pupil Services.

B. School Social Work Week Recognition
Mrs. Monica Rinker, Board Member, recognized National School Social Work Week, March 4 - 10, 2018, by presenting a proclamation to school social workers. Mrs. Shannon Haley, School Social Worker based out of Yough Glades Elementary School, Mrs. Mary VanSickle, School Social Worker based out of Accident Elementary School, and Dr. Phil Lauver, Supervisor of Pupil Services, received the proclamation.

4. Policies and Procedures

A. EHAA Privacy and Protection of Digital Administrative Data Policy and Procedure - Revised
Mrs. Alison Sweitzer, Director of Finance, presented revisions to the EHAA Privacy and Protection of Digital Administrative Data Policy and Procedure. Revisions included updates based on the transition to the new Tyler Munis Financial Enterprise Resource Planning (ERP) platform and the necessary internal procedure changes. The policy and procedure were also revised to reinforce the Board’s expectation that “all employees will act in a responsible, civil, ethical, and appropriate manner when accessing GCPS student data.”

B. JRB Privacy and Protection of Digital Student Data Policy and Procedure - Revised
Mrs. Alison Sweitzer presented revisions to JRB Privacy and Protection of Digital Student Data Policy and Procedure to the Board. The policy and procedure were revised to reinforce the Board’s expectation that “all employees will act in a
The Board agreed to the revisions to the procedure, but requested that the Superintendent share the overnight field trip approvals with the Board. They also asked that comprehensive emergency procedure plan details be added to the procedure.

5. Program Update

A. STARS Program Update
Ms. Heather Raybold, Supervisor of Special Education, Mrs. Penny Proudfoot, Director of Elementary Education and Early Childhood, and Dr. Kate Mitchem, Licensed Behavior Specialist, presented an update on the Students Taking Active Responsibility for Success (STARS) Pilot Program.

Mrs. Proudfoot stated that the pilot program is a regional program at Accident Elementary for grades pre-k through 2nd grade with seven seats available. The program utilizes family engagement and coaching as well as group therapy. It is modeled after an evidenced-based program.

Dr. Mitchem stated that all elementary instructional assistants participated in the Safety Care Prevention Training in September and that all elementary Crisis Prevention Institute (CPI) teams have completed the first course of the Safety Care Applied Behavior Analysis Cohort Program. She stated that Behavior Support Teachers focus on improving Functional Behavior Assessments (FBA) and utilize Behavior Intervention Plans (BIP) processes and data collection processes.

Ms. Heather Raybold provided an update on the students currently participating in the program. She stated that the program has provided support to six students. Thus far, two students have successfully completed the program and transitioned to their home schools.

6. New Business

A. Audit Firm Selection - Action
Mrs. Alison Sweitzer, Director of Finance, recommended the Board retain The Rodeheaver Group, P.C., as the Board’s auditor for the FY2017-18 audit work which will begin June 2018.

Motion by Monica Rinker to retain The Rodeheaver Group, P.C., as the Board's auditor and Tom Woods seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Charlotte Sebold, Monica Rinker, Nathan Sorber

7. Board Business

A. Student Board Member Update
Ms. Sheyenne Tichnell, Student Member of the Board, shared student council activities at each of the middle and high schools. She also stated that the Garrett County Association of Student Councils (GCASC) recently participated in a Maryland Leadership Workshop at Frostburg State University.

B. Board Member Update
The Board Members received a survey from the Maryland Association of Boards of Education (MABE) regarding strategic planning to be completed by February 21, 2018.

8. Public Comments
Mr. Evan West, GCEA Uniserve Director, spoke to the Board. He stated that the greatest strength of the school system are the employees and that there is no better way to show the staff appreciation than to support them through the bargaining process and agreements. Mr. West also discussed state funding issues and invited the Board members to attend the Maryland State Education Association (MSEA) "Fix the Fund" rally in Annapolis on March 19, 2018.

9. Continuing Business

A. 2018-19 School Calendar - Action
Dr. Jane Wildesen, Director of Human Resources and Employee Relations and member of the Calendar Committee, discussed the Calendar Committee’s two options for the 2018-19 School Calendar. Revisions were made to both calendars to include parent teacher conference days. The Board reviewed the Pre-Labor Day and Post Labor Day 2018-19 Calendars as well as the public feedback received. Dr. Wildesen stated the Calendar Committee recommended the Pre-Labor Day 2018-19 School Calendar. The following motions were made by the Board members:

i. Accept the Pre-Labor Day start date - August 27, 2018.
A motion was made by Tom Woods to accept the Pre-Labor Day start date, August 27, 2018. Nathan Sorber seconded the motion. Final Resolution: Motion Carries in a 3:1 vote; Yea: Tom Woods, Monica Rinker, Nathan Sorber; Nay: Charlotte Sebold
NOTE: This vote is contingent upon the State Board approval of the GCPS waiver of a mandated Post Labor Day Start.

ii. Propose last two days, May 29, and 30, 2019, will be three (3) hour early dismissals.
A motion was made by Tom Woods for the last two days, May 29 and May 30, to have 3 hour early dismissals. Monica Rinker seconded the motion. Motion Carries; Yea: Tom Woods, Charlotte Sebold, Monica Rinker, Nathan Sorber

iii. Eliminate January 9, 2019 as Staff Development Day.
A motion was made by Monica Rinker to remove the January 9, 2019, Staff Development Day. Charlotte Sebold seconded the motion. The motion fails in a 2:3 vote; Yea: Charlotte Sebold, Monica Rinker; Nay: Tom Woods, Nathan Sorber, Matthew Paugh

iv. Approve the 2018-19 School Calendar
A motion was made by Nathan Sorber to approve the full 2018-19 School Calendar, and Tom Woods seconded the motion. Motion Carries in a 3:1 vote; Yea: Tom Woods, Monica Rinker, Nathan Sorber; Nay: Charlotte Sebold
NOTE: This vote is contingent upon the State Board approval of the GCPS waiver of a mandated Post Labor Day Start.

v. Waiver Request of a Mandated Post Labor Day Start
A motion was made by Tom Woods to approve the waiver request of a Post Labor Day start from the State Board of Education. Nathan Sorber seconded the motion. Motion Carries in a 3:1 vote; Yea: Tom Woods, Monica Rinker, Nathan Sorber; Nay: Charlotte Sebold

B. RISE Strategic Issues Report
Ms. Barbara Baker, Superintendent, discussed the RISE Plan Strategic Issue Report. She shared the preliminary report with the Board. At the prior month’s meeting, the Board identified the strategic issues to address. Each issue was outlined in Ms. Baker’s report. The Board will review the report and provide feedback to Ms. Baker and Mr. Paugh by February 28. Ms. Baker and Mr. Paugh will meet on March 1 to discuss revisions and have the document available for the Board’s review prior to the March Board Meeting. After this meeting the public will have the opportunity to review and provide feedback regarding the strategic issues the school system is currently facing.

C. Fiscal Year 2019 Local Funding Request - Action
Mrs. Alison Sweitzer, Director of Finance, requested the Board take action regarding requesting local government funding towards FY2019 operating and capital budgets.

Nathan Sorber made a motion to approve the FY2019 Capital or Non-Recurring Cost Exclusion Recommendations of $593,200 and revised Capital Improvement Plan Projects from County Government. Tom Woods seconded the motion. Final Resolution: Motion Carries in a 3:1 vote; Yea: Tom Woods, Charlotte Sebold, Nathan Sorber; Nay: Monica Rinker

10. Informational Items

The following items were shared with the Board Members.

A. February 2018 School Activities
B. February 2018 Home and School Connection
C. Garrett County Public Schools Annual Report and Education Superlatives: 2016-2017

11. Adjournment
Nathan Sorber made a motion to adjourn the meeting, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Tom Woods, Charlotte Sebold, Monica Rinker, Nathan Sorber

The meeting adjourned at 9:29 p.m.