

WORK SESSION MINUTES

MEETING OF THE GARRETT COUNTY BOARD OF EDUCATION Oakland, MD 21550

Tuesday, July 15, 2014

Opening of the Meeting

Part I – Call to Order and Opening

Mr. Thomas Carr, Board President, called the meeting to order at 4:01 pm. Also in attendance were Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, Associate Member; Mrs. Charlotte Sebold, Associate Member; Mr. Matthew Paugh, Associate Member; and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present at the meeting were Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Larry McKenzie, Director of Finance; and Ms. Miriam Sincell, Attorney for the Board. The motion to go into executive session was made by Mr. Rodney Reckart and seconded by Mrs. Downton. The Board moved to Executive Session at 4:02 pm to discuss personnel items updates, LEAD team duties and responsibilities, update on the appeal process, membership and annual dues and Fleet Insurance bid. The meeting was held at Central Office.

Mr. Carr reconvened the work session of the Board of Education at 6:06 p.m.

Part II Opening Ceremonies

Mr. Thomas Carr, President, led a moment of silence after which Mr. Rodney Reckart, Vice President, led the assembly in the Pledge of Allegiance.

Part III Closed Session Summary

Dr. Wilson presented the closed session summaries for the June 10, 2014, June 16, 2014 and June 24, 2014 Executive Session Meetings.

Part IV Policy and Procedures

Ms. Miriam Sincell presented Policy BED, *Board Meeting Procedures*, for review. Ms. Sincell stated updates were made to the policy to further elaborate on how Board President, Board members and designees may respond to public comment.

Mr. Larry McKenzie presented Policy and Procedure JCB, *Garrett County Students Who May Attend Designated Allegany County Schools*, for review. The policy and procedure were updated to reflect the school year 2021-2022 as the end time for those specific Garrett County students permitted to attend Allegany County Public Schools unless in the case of extraordinary circumstances.

Mrs. Barbara Baker presented several procedures for initial review. Procedure IHOA, *Leaving School for Curricular, Co-Curricular or Extra-Curricular Events* was updated to add a statement that all field trips, which require Board approval, must include a detailed itinerary.

The following procedures for appeals and hearings were updated to provide more specific timelines for the appeal process.

Procedure BEEA, *Rules of Procedures in Appeals and Hearings*, was updated to be consistent with all procedures and include the exact time frame for when all appeals must be received by the Board.

Procedure BEEB, *Appeals and Hearings to the Board: Student Suspension and Expulsion*, was updated to clearly state the number of calendar days by which appeals must be received.

Procedure BEEC, *Appeals and Hearings to the Board: Employee Suspension or Dismissal* was also updated to clearly state the number of calendar days by which the employee appeals must be received.

Part V Continuing Business

Mr. William Swift, Director of Facilities, Maintenance, Operations and Security and Mr. John Cavanaugh, Johnson Controls, presented an update on the Performance Contract and the Energy Efficiency Initiative (EEI) for the Elementary Schools. Mr. Cavanaugh provided the background of the FY2011 Performance Contract that the school system entered into which consisted of energy conservation improvements for Southern High School, Northern High School, Board Ford Elementary, Southern Middle School and Central Office.

Mr. Swift provided an update on the FY2013 Capital Improvement Project: Energy Efficiency Initiative for all of the elementary schools. This had been temporarily put on hold due to budget issues and concerns regarding status of some of the elementary schools. The Project is now moving forward and must be completed by end of year. Project scope included removing energy inefficient light fixtures. Benefits include lowering energy costs, reduced maintenance and enhanced lighting. Final applications must be submitted to MSDE by December 31, 2014.

Part VI New Business

A. Student Handbook 2014-15

Dr. Phillip Lauver, Supervisor of Pupil Services, presented the Student Handbook for the 2014-15 school year. He included the updates and changes from the prior year's handbook. Many discipline related updates were made due to new COMAR regulations. There is now a focus on eliminating zero tolerance discipline which includes implications for when

suspensions and/or expulsions can occur. There is also a focus on reinforcing positive behavior. Response to Intervention (RTI) process and strategies were added to the discipline procedures as well as extended suspensions in lieu of expulsions.

The Board recommended that the grievance process as outlined in the Student Handbook be updated to reflect that an appeal process is available as outlined in the Garrett County Board of Education Policies and Procedures.

B. FY2015 Paper Bid Order

Mr. Larry McKenzie, Director of Finance, presented the paper bid order information for FY2015 including the companies that bid on the order. Mr. McKenzie discussed the bid process, the school system paper order and the recommended vendor.

Part VI Hearing of Constituents

There was no public comment.

Part XII – Adjournment

Mr. Rodney Reckart made a motion to adjourn the meeting at 8:02 p.m. and Mrs. Sebold seconded the motion. Mr. Carr requested that the Board reconvene at 8:10 p.m. to meet in the business session.



Mr. Thomas Carr
President



Dr. Janet S. Wilson
Secretary/Treasurer

Approved: