

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

**WORK SESSION  
Tuesday, September 9, 2014**

**Board Members present included Mr. Thomas Carr, President; Mr. Rodney Reckart, Vice President, Board Members: Mr. Matthew Paugh, Mrs. Cynthia Downton and Mrs. Charlotte Sebold. Also present for the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools, Ms. Adriana Fratz, Student Board Member; Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; Mr. Larry McKenzie, Director of Finance; and Ms. Miriam Sincell, Attorney for the Board.**

**The meeting was held at the central office in the Board room. The meeting was called to order at 4:05 p.m.**

**1. Opening 4:05 p.m.**

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- A. Move to Executive Session
- B. Executive Session - Closed to the Public

Mr. Rodney Reckart made a motion to move into executive Session. Mrs. Downton seconded the motion. The Board unanimously approved the motion to go into executive session.

The Board of Education met in an executive session on Tuesday, September 9, 2014 at central office at 4:08 p.m. under authority of 10-503 and 10-508 of the State Government Article of the Annotated Code of Maryland to discuss personnel items including staff updates and Safe School initiative; healthcare coalition updates including resolutions to the healthcare coverage issues and updates on the trust; Foundation updates; administrative function; and the Superintendent's evaluation.

The Board suspended the Executive Session at 5:38 p.m. to begin their public work session meeting. Present were Mr. Thomas Carr, President; Mr. Rodney Reckart, Vice President; Mrs. Cynthia Downton, Mrs. Charlotte Sebold, Mr. Matthew Paugh, Associate Members; Dr. Janet Wilson, Secretary and Ms. Miriam Sincell, Attorney for the Board. Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources; and Mr. Larry McKenzie, Director of Finance were present during all or part of the Executive Session.

**2. Reopen Work Session - 5:39 p.m.**

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- A. Welcome - Mr. Thomas Carr, President
- Mr. Carr welcomed the Board and the public to the Work Session.
- B. Moment of Silence
  - C. Pledge of Allegiance - Student Board Member

The Pledge of Allegiance was led by Adriana Fratz, the Student Board Member.

#### D. Approval of Agenda

The Board approved the Work Session Agenda

Motion was made by Rodney Reckart and seconded by Matthew Paugh. Final Resolution: Motion Carries; Yea: Matthew Paugh, Cynthia Downton, Charlotte Sebold, Rodney Reckart

#### E. Closed Session Summary

Dr. Wilson presented the following closed session summary for the August 18, 2014 Executive Session Meeting: The Board of Education met in an executive session on Monday, August 18, 2014 at central office at 4:02 p.m. under authority of 10-503 and 10-508 of the State Government Article of the Annotated Code of Maryland to discuss workers' compensation, health insurance, transfer process, professional leave request, and foundation update. Additional executive items included the Judy Center, evaluation process for support personnel, status of hold harmless funds and the Superintendent's evaluation. The Board suspended the Executive Session at 5:47 p.m. to begin their public work session meeting. They reconvened the executive session at 8:57 p.m. to discuss the Superintendent's evaluation and the Board adjourned the meeting at 9:37 p.m.

### 3. Policies and Procedures

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#### A. BED Board Meeting Procedures Policy - Revised

Ms. Sincell presented BED Board Meeting Procedures Policy with revisions to include a reference to State Governance 10-509 , "action on the draft agenda" was added under "Agenda" and Under Parliamentary Procedure, "A member who participates via tele-communication shall be counted toward the quorum" was added. Discussion also included whether the Board president should have the right to vote. Currently the Garrett County Board of Education president does not vote unless there is a tie vote. The Board decided to keep the presiding officer as the tie-breaking vote.

#### B. GBAB Bullying, Cyberbullying, Harassment and/or Intimidation Policy and Procedure - New

Mr. Thornburg presented the new policy on bullying, cyberbullying, harassment and/or intimidation. This was created to reflect necessary policy and procedures for this type of behavior.

#### C. GBAA Sexual Harassment Procedure - Revised

This procedure was updated to reflect all of the steps that are needed in the instance that sexual harassment has occurred and the proper investigation steps.

#### D. GBCB Overtime Policy - New

Mr. Thornburg proposed this new policy to ensure GCPS is in compliance with the Fair Labor Standards Act (FLSA), Maryland Wage and Hour Law, and applicable overtime language negotiated with the exclusive bargaining units representing non-exempt employees.

#### E. 641.2 Provisions for Overtime Procedure - Retire\*

Mr. Tim Thornburg, Director of Human Resources and Employee Relations, recommended that the Board sunset this policy as a result of Board Policy GCBC. \*The Board tabled this recommendation until next month's meeting

#### F. GDB Assignments and Transfers Policy and Procedure - Revised

Mr. Thornburg recommended this procedure be revised to include support personnel in addition to teachers. The procedure outlines the steps to be taken when a position becomes available for internal transfers.

#### G. 533.41 Teacher Placements, Assignments, Transfers, and Vacancies Procedure - Retire

Mr. Thornburg recommended this procedure be sunset as Policy and Procedure GDB already addresses this topic.

#### H. 533 Teachers' Hours, Student/Instructional Staff Ratios, Vacancies - Retire

Mr. Thornburg recommended this procedure be sunset as this is already addressed in Policy and Procedure GDB.

#### 4. New Business

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##### A. Draft 2014-15 Elementary Teacher to Student Ratio

Mr. McKenzie presented a summary of the FY15 student to teacher ratio for each elementary school by grade levels. For grade levels K – 5, the county ratio ranges from 20 – 22 students per teacher. As of September 9, 2014, the school system is down 43 students from last year, which is a 1.7% loss.

##### B. Special Education Handbook

Jennifer Kotulak, Supervisor of Special Education, presented the revised Special Education Handbook for the Board Review. The appearance of the handbook was updated and some new items were added to include COMAR regulations and fiscal requirements.

##### C. Pre-K Expansion

Jane Wildesen, Director of Elementary School, provided an update on the Pre-Kindergarten expansion grant and initiative and how it affects our local school system. Mrs. Wildesen indicated that MSDE wants the school system to take a more active role in the program implementation of the Judy Center Grant.

By 2018, every Maryland family will have the option of sending their 4 year old to a quality Pre-K program where he/she can learn and grow. By expanding Pre-K, language acquisition and vocabulary development increases drastically. Four schools will have a Judy Center Pre-Kindergarten program for 2014-15: Yough Glades, Friendsville, Grantsville, and Broad Ford. Accident and Route 40 have Pre-Kindergarten classes, but are not associated with the Judy Center.

##### D. MSA 2014 Results

Mr. Jim Morris, Supervisor of Research, Evaluation and Information presented the results of the MSA testing from last school year. He provided some elements to consider as the board and public reviewed the results and noticed the slight decline in scores. Items included not all students were tested on the MSA due to PARCC testing last school year. Also we implemented the common core curriculum which is not in alignment with MSA. In reading and math the scores declined slightly which was in close alignment to the state overall scores. He provided a grade level synopsis as well for both reading and math.

#### 5. Public Comments

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Information: A. Guidelines for Public Comment

There was no public comment in the meeting.

#### 6. Adjourn Work Session

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Action: A. Adjourn the Meeting

Mr. Carr adjourned the meeting at 7:09 p.m. and proposed the meeting reconvene at 7:25 p.m.