

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

**WORK SESSION MINUTES
Tuesday, March 24, 2015**

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton and Mrs. Monica Rinker. 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, and Mr. Larry McKenzie, Director of Finance.

The meeting was held at the Central Office in the Board room. The meeting was called to order by Mr. Matthew Paugh, Board President at 4:00 p.m.

1. Opening

A. Move to Executive Session

Mr. Thomas Carr made a motion to move into executive session. Mrs. Charlotte Sebold seconded the motion. The Board unanimously approved the motion to go into executive session.

B. Executive Session – Closed to Public

The Board of Education met in an executive session on Tuesday, March 24, 2015 at Central Office at 4:01 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss Board administrative topics, review Board minutes, discuss personnel items, update on negotiations and administrative function topics.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton and Mrs. Monica Rinker. Also present for part or all of the meeting: Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools; Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; and Mr. Larry McKenzie, Director of Finance. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present for the purpose of taking the minutes.

2. Welcome

A. Welcome

Mr. Matthew Paugh, Board President, welcomed the public to the meeting at 6:13 p.m.

B. Moment of Silence

C. Pledge of Allegiance

Ms. Adriana Fratz, Student Board Member, led the Board in the Pledge of Allegiance.

D. Closed Session Summaries

Dr. Wilson read the closed session summaries for the February 10 and February 17 Board Meetings:

1. The Board of Education met in an executive session on Tuesday, February 10, 2015 at central office at 4:01 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following: Board Administration topic; Board Meeting Minutes, Personnel Topics: field trips, professional leave request and employee accident; Negotiations and Administrative Function Topics: Trespass Order and CIP Requests.

The Board recessed the executive session at 5:40 p.m. to begin their public work session meeting. The Board reconvened the executive session at 7:30 p.m. The Board adjourned the executive session at 8:22 p.m. to go into their Business Meeting.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Also present for part of the meeting were Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; and Mr. Larry

McKenzie, Director of Finance. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for the purpose of taking minutes.

2. The Board of Education met in an executive session on Tuesday, February 17, 2015 at central office at 8:12 p.m. under authority of §3-305 of the General Provisions of the Annotated Code of Maryland to discuss the following: Negotiations, Administrative Function Topics: Trespass Order, Post Labor Day Start, CIP Requests, and Board Administration Topics: Meeting with Commissioners, meeting with Garrett College Board, and MABE Annual Conference.

The Board adjourned the executive session at 9:20 p.m.

Board Members present included Mr. Matthew Paugh, President; Mrs. Charlotte Sebold, Vice President, Board Members: Mr. Thomas Carr, Mrs. Cynthia Downton, Mrs. Monica Rinker and Dr. Janet Wilson, Secretary -Treasurer / Superintendent of Schools. Mrs. Barbara Baker, Assistant Superintendent of Educational Services; Mr. Tim Thornburg, Director of Human Resources and Employee Relations; and Mr. Larry McKenzie, Director of Finance were present during part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent was present for the purpose of taking minutes.

3. Policies and Procedures

A. IHBF Home and Hospital Teaching Policy & Procedure - Revised

Dr. Phil Lauver, Supervisor of Pupil Services, presented Policy and Procedure IHBF, Home and Hospital Teaching, to the Board with recommended revisions. These changes included updates in COMAR requirements, further information including definitions and new titles. He also presented to the Board the revised Home and Hospital Application Form.

4. New Business

A. School/Business Partnership with First United Investments

Mr. Robert P Sharps, Senior Investment Executive, First United Investments, shared with the Board updated information regarding First United's sponsorship of the Maryland Council on Economic Education's "Stock Market Game". Mr. Sharp currently works with students at Southern Garrett High School during their Financial Management classes and RAMS periods to prepare them for the Maryland Council on Economic Education's "Stock Market Game". He shared the recent Southern Garrett High School student successes.

B. Southern Garrett Alumni Association - Update

Mr. Robert Sharps provided the Board with an update regarding Alumni Association scholarships, classroom support and video conferencing project. The Alumni Association completes many projects which not only fund scholarships but also current needs of Southern Garrett High School including stage curtains, school store updates, and video conferencing capabilities.

C. Johnson Controls Performance Contracts - Update

Mr. William Swift introduced Mr. John Cavanaugh, Senior Account Executive of Johnson Controls. He provided the Board with an update on the performance contracts. They worked on several school performance contracts which will provide long term savings to the school system.

Mr. Cavanaugh stated that we will not only focus on energy savings but we will also enhance the quality and comfort of learning environments. This will assist with student achievement, improve performance of the buildings and reduce operating costs. It will also assist in upgrading failing and antiquated mechanical systems.

Improvements include: lighting upgrades, water efficiency measures, demand control ventilator, facility management system upgrades, and personal computer management systems.

Johnson Controls looked at all of the elementary schools and is looking at the cost savings projects in each one.

D. Johnson Controls Reducing Operational Costs Proposal

This information was not available for the Board meeting. Mr. Cavanaugh stated he will provide a detailed proposal to the Board at a later date.

E. Electrical Appliance Procedure

Mr. Swift stated that in order to meet safety, health and energy conservation initiatives, personal electrical appliances including refrigerators, microwaves, coffee pots, personal heaters, fans, etc. will not be permitted unless approved by supervisors and Maintenance through an authorization process. This procedure was implemented due to requests from

the Maryland State Fire Marshalls Office after recent inspections. The procedure which includes an Appliance Authorization Form were distributed to directors, supervisors and principals to distribute to their staff members in March. The deadline to complete the forms is April 6, 2015.

F. Two Calendar Proposals for 2015-16

Mr. Thornburg spoke about the Calendar Committee and how they met to come up with the two calendars: one for a possible post Labor Day start and a non-post Labor Day start. They have published both of these calendars and are asking for feedback from the public prior to the Board voting on the final calendar at the April Board meeting.

5. Continuing Business

A. Foundation Update

Mr. McKenzie, Director of Finance, provided a brief update on the Foundation. It is currently in the process of getting set up as a 501c3 after initially being set up as an LLC.

B. Final Draft Superintendent Budget

Mr. Larry McKenzie, Director of Finance, presented the Superintendent's Proposed Fiscal 2016 Budget. He discussed the revenues including local, direct state aid, federal and state restricted and miscellaneous appropriations. He also shared the budget additions including Pre-Kindergarten expansion, funding for textbooks and tech books, maintenance, operations projects, etc. He spoke about budget reductions including reduced positions through attrition, retiree replacement salaries, reduction of transportation costs, etc. Mr. McKenzie presented the unrestricted expenditures by category and object. He then presented the budget highlights including expansion Pre-Kindergarten opportunities, textbook appropriations, inclusion of instructional opportunities, document scanning initiatives and replacement of HR/Finance package. He spoke of FY2016 Open Items including ongoing negotiations, additional retirements, enrollments, and state legislation.

C. Broad Ford Elementary Modular Units - Update

Mr. Swift, Director of Maintenance, Operations, and Security provided an update on the Broad Ford Elementary modular classrooms. A sprinkler system will need to be installed which will delay the time frame for usage until summer. Mobile Modular, Inc. will be on-site April 1, 2015 to begin work on the interior and exterior finishes.

6. Public Comments

A. Public Comment

Carrie Hook, parent, spoke regarding the proposed health curriculum. She is concerned about the students viewing the DVD "Sexual Abuse: It's Not Your Fault" which shows some explicit detail. Ms. Hook stated she is worried that the material could be counterproductive and possibly harmful to students.

7. Adjourn Work Session

A. Adjourn the Meeting

Motion to Adjourn the Meeting

A motion was made by Thomas Carr and seconded by Cynthia Downton.

Final Resolution: Motion Carries; Yea: Charlotte Sebold, Thomas Carr, Cynthia Downton, Monica Rinker

The Work Session adjourned at 8:49 p.m.