Garrett County Board of Education

40 S Second Street
Oakland, MD 21550

PUBLIC SESSION MINUTES
Tuesday, May 12, 2020

The Garrett County Board of Education met on May 12, 2020 via a teleconference due to the COVID-19 pandemic and Governor’s executive order prohibiting public gatherings. Mr. Tom Woods, Board President; Mrs. Monica Rinker, Board Vice President; Mrs. Charlotte Sebold, Board Member; Ms. Barbara Baker, Superintendent; Mr. Brandon Hoover, Board Attorney; Dr. Jane Wildesen, Director of Human Resources and Employee Relations; Mrs. Alison Sweitzer, Director of Finance; Mr. Richard Wesolowski, Director of Maintenance, Facilities, Operations, and Transportation, and Mrs. Karen Brewer, Executive Assistant to the Superintendent, were present in the Board Room at Central Office. Mr. Rodney Glotfelty, Board Member; Dr. Matthew Paugh, Board Member; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; Ms. Katherine Catulle, Student Member of the Board, attended the meeting via conference phone. Mrs. Penny Proudfoot, Director of Elementary Education and Early Childhood, and Mrs. Stephanie Wesolowski, Supervisor of English Language Arts and Social Studies, attended part of the meeting to present information to the Board.

1. Opening

A. Call to Order

Mr. Tom Woods, Board President, called the meeting to order at 4:06 p.m.

B. Move to Executive Session

Monica Rinker made a motion to move to Executive Session and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

Thereafter, Mr. Woods took attendance at the meeting and ascertained the Board Members were meeting in private and that no one was in the room with them.

C. Executive Session - Closed to the Public

The Board of Education met in an Executive Session on Tuesday, May 12, 2020, 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); negotiations topics, pursuant to §3-305(b)(9); and administrative function topics. The meeting was conducted via a video conference due to the COVID-19 pandemic and Governor’s executive order prohibiting public gatherings.

Monica Rinker made a motion to close the meeting, and Charlotte Sebold seconded the motion. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Matthew Paugh, and Charlotte Sebold.

The topics discussed in the closed session included the following:

I. Review of April 14, 2020 Executive Session Minutes

Rodney Glotfelty made a motion to accept the minutes, and Matthew Paugh seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

II. Personnel

a. Student Member of the Board for FY2020-21

Mrs. Stephanie Wesolowski, Supervisor of English Language Arts and Social Studies, introduced the FY2020-21 new Student Member of the Board to the Board Members. Both individuals joined the meeting via video conference. Mr. Jarrett Miller was selected as the Student Member of the Board for FY2020-21 and will be a senior at Southern Garrett High School.

b. Professional Leave Request

Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, presented a professional leave form (PLF) request for a staff member to attend PowerSchool University. Mr. Rodney Glotfelty made a motion to approve the PLF request and Matthew Paugh seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

c. Certificated Staffing Recommendations

Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented certificated staffing recommendations to the Board. The Board voted on the certificated recommendations under the Consent Agenda in Public Session.

d. Personnel Update

Dr. Wildesen provided an update on personnel matters. The Board did not take action on these matters.

e. Superintendent Goals

Ms. Barbara Baker, Superintendent, provided an updated report to the Board however due to time constraints the Board was not able to discuss this topic. They will move this topic to the next Board Meeting.

III. Negotiations

a. Healthcare Update

Dr. Wildesen and Mrs. Alison Sweitzer, Director of Finance, provided an update on healthcare recommendations.

b. Salary Parameters

Dr. Wildesen and Mrs. Sweitzer shared proposed negotiated agreement for various bargaining groups and proposed language changes for negotiations

The Board will take action on this topic in the Public Session under the Consent Agenda.

IV. Administrative Function
The Board discussed various Administrative Function topics. The Board considered these topics but did not take any action on these items.

**V. Recess and Adjournment**

The Executive Session was recessed at 6:47 p.m. so that the Board could reconvene the Public Session. The Board returned to Executive Session at 10:50 p.m. to continue discussions regarding administrative function topics. Charlotte Sebold made a motion to adjourn the Executive Session, and Monica Rinker seconded the motion. The Board adjourned the Executive Session at 11:51 p.m.

Mr. Tom Woods, Board President; Mrs. Monica Rinker, Board Vice President; Mrs. Charlotte Sebold, Board Member; Ms. Barbara Baker, Superintendent; Mr. Brandon Hoover, Board Attorney; and Mrs. Karen Brewer, Executive Assistant to the Superintendent; joined the meeting via video conference at Central Office. Mr. Rodney Glotfelty, Board Member; Dr. Matthew Paugh, Board Member; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; Mrs. Stephanie Wesolowski, Supervisor of English Language Arts and Social Studies; and Mr. Jarrett Miller, Student Member of the Board for FY2021; attended the meeting remotely via video conference. Mrs. Alison Sweitzer, Director of Finance; Dr. Jane Wildesen, Director of Human Resources; and Mr. Richard Wesolowski, Director of Maintenance, Operations, Facilities; and Transportation; attended part of the meeting via video conference at Central Office.

1. **Welcome**
   a. **Re-Opening of Public Session**

   The Public session reopened at 7:02 p.m. where Mr. Woods, Board President, conducted a roll call. Due to technical difficulties with the live stream the meeting was paused and restarted at 7:25 p.m.

   b. **Moment of Silence**

   c. **Pledge of Allegiance - Student Board Member**

   Ms. Katherine Catulle, Student Member of the Board, led the Board in the Pledge of the Allegiance.

   d. **Approval of the Agenda – Action**

   Mr. Woods provided an update to the agenda. He stated that the Budget Transfer topic under New Business will be removed. Matthew Paugh made a motion to approve the agenda as amended and Monica Rinker seconded the motion. Motion by Matthew Paugh, second by Monica Rinker. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

   e. **Approval of the Consent Agenda – Action**

   Mr. Tom Woods asked if any member wished to remove any items from the Consent Agenda. Monica Rinker asked to remove the STEM Supervisor position from the Consent Agenda. Thereafter, Monica Rinker made a motion to Approve the Consent Agenda. Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

   The consent agenda included salary parameters for negotiations and the following certificated staffing recommendations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtney Sines</td>
<td>5th Grade Teacher</td>
<td>Broad Ford</td>
<td>8/17/2020</td>
</tr>
<tr>
<td>Sarah Decker</td>
<td>4th Grade Teacher</td>
<td>Broad Ford</td>
<td>8/17/2020</td>
</tr>
<tr>
<td>Alexis Rickell</td>
<td>2nd Grade Teacher</td>
<td>Grantsville</td>
<td>8/17/2020</td>
</tr>
</tbody>
</table>

   Thereafter, Tom Woods asked for a Motion for the STEM Supervisor position. Matthew Paugh made the motion to approve the Superintendent’s recommendation regarding the STEM Supervisor position and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries in a 3:1 vote; Yea: Rodney Glotfelty, Charlotte Sebold, Matthew Paugh; Nay: Monica Rinker. The STEM Supervisor position included the following staff member:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Schipp</td>
<td>STEM Supervisor</td>
<td>CO</td>
<td>7/1/2020</td>
</tr>
</tbody>
</table>

   f. **Approval of the April 14, 2020 Public Session Minutes – Action**

   Charlotte Sebold made a motion to approve the April 14, 2020 Public Session Minutes and Rodney Glotfelty seconded the motion. Motion by Charlotte Sebold, second by Rodney Glotfelty. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

   g. **Closed Session Summaries**

   Ms. Barbara Baker, Superintendent, read the Closed Session Summary for the April 14, 2020 Board Meeting.

   The Board of Education met in an Executive Session on Tuesday, April 14, 2020, at 4:14 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); negotiations topics, pursuant to §3-305(b)(9); and administrative function topics. The meeting was conducted via a video conference due to the COVID-19 pandemic and Governor’s executive order prohibiting public gatherings. Mr. Tom Woods, Board President, took attendance at the meeting and ascertained the Board Members were meeting in private and that no one was in the room with them.

   Monica Rinker made a motion to close the meeting, and Matthew Paugh seconded the motion. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelty, Monica Rinker, Matthew Paugh, and Charlotte Sebold.

   The topics discussed in the closed session included the following:

   **I. Review of Minutes**
   a. **March 10, 2020 Executive Session Minutes**

   The Board discussed the March 10, 2020 Executive Session Minutes and recommended a revision. Rodney Glotfelty made a motion to accept the amended minutes, and Matthew Paugh seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

   b. **March 24, 2020 Executive Session Minutes**

   The Board discussed the March 24, 2020 Executive Session Minutes and recommended various changes. Charlotte Sebold made a
II. Personnel
a. Certified Staffing Recommendation
Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented a certificated staffing recommendation to the Board. The Board voted on the certificated recommendation under the Consent Agenda in Public Session.

b. Personnel Update
Dr. Wildesen provided non-tenured teacher recommendations. Based on guidance of legal counsel, Matthew Paugh made a motion to approve the non-tenured teacher recommendations, and Rodney Glotfelty seconded the motion. The motion passed in a 3:2 vote: Yea: Matthew Paugh, Rodney Glotfelty, Tom Woods; Nay: Charlotte Sebold, Monica Rinker.

Dr. Wildesen also provided an update on other personnel matters. The Board did not take action on these matters.

III. Negotiations
a. Healthcare Update
Dr. Wildesen and Mrs. Alison Sweitzer, Director of Finance, provided an update on several healthcare recommendations.

b. Salary Parameters
Dr. Wildesen and Mrs. Sweitzer shared proposed negotiated agreement for various bargaining groups and proposed language changes for negotiations

The Board considered these topics but did not take any action on these items.

IV. Administrative Function
The Board discussed various Administrative Function topics. The Board considered these topics but did not take any action on these items.

V. Recess and Adjournment
The Executive Session was recessed at 5:49 p.m. so that the Board could reconvene the Public Session. The Board returned to Executive Session at 7:52 p.m. to continue discussions on negotiations and administrative function topics. Matthew Paugh made a motion to adjourn the Executive Session, and Charlotte Sebold seconded the motion. The Board adjourned the Executive Session at 10:04 p.m.

The Board discussed various Administrative Function topics. The Board considered these topics but did not take any action on these items.

VI. Public Comments
The following individuals submitted feedback to the Board via email to be included as Public Comment.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Public Comment Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tom Doyle</td>
<td>Opposition to capital expenses covering sports</td>
</tr>
<tr>
<td>2</td>
<td>Lois Swartzentruber</td>
<td>Concerns about sports fields projects</td>
</tr>
<tr>
<td>3</td>
<td>Jerry Fike</td>
<td>Concerns with the relocation of Southern Garrett High School field</td>
</tr>
<tr>
<td>4</td>
<td>Von Johnson</td>
<td>Opposition to relocate SH field</td>
</tr>
<tr>
<td>5</td>
<td>Cory Bosley</td>
<td>In favor of new turf fields at both high schools</td>
</tr>
<tr>
<td>6</td>
<td>Amanda Shumaker</td>
<td>In favor of new football complexes at high schools</td>
</tr>
<tr>
<td>7</td>
<td>Michelle Davis</td>
<td>In favor of new football field and track</td>
</tr>
<tr>
<td>8</td>
<td>Matthew Ashby</td>
<td>In favor of athletic facilities improvements</td>
</tr>
<tr>
<td>9</td>
<td>Lu-Jean Bosley</td>
<td>In favor of turf fields at both high schools</td>
</tr>
<tr>
<td>10</td>
<td>Robert Boal</td>
<td>In Opposition to relocate SH field and costs</td>
</tr>
<tr>
<td>11</td>
<td>Dawn Washington</td>
<td>In support of new fields and tracks at high schools</td>
</tr>
<tr>
<td>12</td>
<td>Mike Bittinger</td>
<td>In favor of turf fields at both high schools</td>
</tr>
<tr>
<td>13</td>
<td>Kambrie Bosley</td>
<td>In favor of new sports complexes at both high schools</td>
</tr>
<tr>
<td>14</td>
<td>Fannie Johnson</td>
<td>In Opposition to relocating SH fields</td>
</tr>
<tr>
<td>15</td>
<td>Mike Sweitzer</td>
<td>In support of athletic field upgrades at high schools</td>
</tr>
<tr>
<td>16</td>
<td>James Sweitzer</td>
<td>In favor of funding on sports complex</td>
</tr>
<tr>
<td>17</td>
<td>Kevin Lillier</td>
<td>In favor of football field projects at both high schools</td>
</tr>
</tbody>
</table>

Ms. Baker also announced that Mrs. Kista Powell, Allied Health and Biomedical Science Teacher at Northern Garrett High School, is the FY2019-20 Garrett County Teacher of the Year. She welcomed Mr. Jarrett Miller as the FY2020-21 Student Member of the Board for FY2020-21. Jarrett will be a senior at Southern Garrett High School. She also announced that Ms. Leah Elizabeth Wilt, who will be a junior at Southern Garrett High School, will be the alternate Student Member of the Board for FY2020-21.

Ms. Baker stated she was happy to announce that the school system will be hosting an in-person modified graduation for seniors. The graduation committee will meet on Thursday, May 14, 2020, to finalize the details and an official announcement will go out soon. Northern Garrett High School will hold their graduation ceremonies first and all ceremonies will be held at Garrett College in the CARC building.

2. Public Comments

The following individuals submitted feedback to the Board via email to be included as Public Comment.
4. Policies and Procedures

A. JEB Enrollment Requirements Procedure

Dr. Phillip Lauver, Supervisor of Pupil Services, presented revisions to JEB Enrollment Requirements Procedure. He stated that cell phone bills were previously acceptable documentation for student residency however will no longer be permitted.

5. New Business

A. Project Bid Awards - Action

Mr. Richard Wesolowski presented information regarding project bid awards to the Board for their approval.

i. The first bid was for the Accident Elementary School security vestibule and Harbel, Inc. was the low qualified bidder for this project. Charlotte Sebold made a motion to accept Harbel, Inc. as the vendor to complete the Accident Elementary Security Vestibule project.

   Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

   Monica Rinker seconded the motion.

   ii. Mr. Wesolowski presented the recommended the vendors that were the lowest qualified bidders to complete the field turf installation and construction at Northern Garrett High School and Southern Garrett High School. Rodney Glotfelty made a motion to approve Sprint Turf as the vendor to install the turf fields at Northern and Southern Garrett High Schools and BYCO Enterprises as the vendor to complete the turf field construction at both schools. Matthew Paugh seconded the motion. Motion passed in a 3:2 Vote Yea: Rodney Glotfelty; Matthew Paugh; Tom Woods; Nay: Monica Rinker; Charlotte Sebold

B. Insurance Bid Approval - Action

Mrs. Sweitzer presented a recommendation to the Board to renew the property and automobile coverage policy with the current the insurance carrier, Markel.

Matthew Paugh made a motion to approve the renewal of the property and automobile coverage policy with Markel. Monica Rinker seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

6. Continuing Business

A. Proposed Reading/Language Arts Curriculum - Action

Mrs. Penny Proudfoot, Director of Elementary Education and Early Childhood, and Mrs. Stephanie Wesolowski, Supervisor of English Language Arts and Social Studies, requested the Board approve the proposed reading/language arts curriculum, American Reading Company (ARC) Core Curriculum, for prekindergarten to 5th grade. She stated the public was able to view the curriculum online and provide feedback for a month.
Monica Rinker made a motion to approve the curriculum and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

B. Contracts - Action

**Bus Contracts**
Mr. Richard Wesolowski, Director of Maintenance, Operations, Facilities, and Transportation, requested the Board approve payment to the bus contractors for the remainder of their 2019-20 contract year less the fuel costs for May and June. This would fulfill the 180-day transportation contract payments with exception of the fuel costs.

Charlotte Sebold made a motion to accept the recommendation and Matthew Paugh seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

**Spring Contracts**
Ms. Baker recommended the Board approve the payment of the spring sports contracts in full. Monica Rinker made a motion to approve the recommendation and Charlotte Sebold seconded the motion. Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

C. FY21 Superintendent’s Proposed Budget
Mrs. Alison Sweitzer, Director of Finance, and Ms. Barbara Baker, Superintendent, presented the FY2021 Superintendent’s Budget for the Board’s review. Mrs. Sweitzer discussed changes to the structure and template of the book based on requirements of the Every Student Succeeds Act (ESSA). Updates included an addition of table of contents, changes to page positions, additions of more details in the subgroups, and classification changes. She also provided the FY21 Budget Planning Reconciliation document which outlined other budgetary changes.

D. Quarterly Finance Report
Mrs. Alison Sweitzer, Director of Finance, presented the FY2020 third quarter financial report to the Board. She presented the unrestricted budget amounts compared to actual expenditures for third quarter as compared to third quarter in FY2019. She presented various department categories including, but not limited to, administration, mid-level administration, instructional salaries, instructional supplies, and special education.

7. Board Business

A. Student Board Member Update
Ms. Katherine Catulle, Student Member of the Board, stated that student feedback regarding the continuity of learning process had improved since the prior month.

B. Board Member Updates
Ms. Charlotte Sebold, Board Member, stated that she didn’t have an updates but sincerely missed attending student activities and end of year awards programs because of the COVID-19 pandemic and school closings.

8. Informational Items

A. May 2020 Home and School Connection

9. Recess or Adjournment

A. Recess
The Board recessed the meeting at 10:39 p.m. to return to Executive Session to continue discussions on administrative function topics.

B. Adjournment
The Board returned to the Public Session at 11:51 p.m. Charlotte Sebold made a motion to adjourn the meeting, and Rodney Glotfelty seconded the motion. Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh. The meeting adjourned at 11:52 p.m.