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

PUBLIC SESSION MINUTES  
Tuesday, July 14, 2020  

The Garrett County Board of Education met on July 14, 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; and Mrs. Karen DeVore, 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 Wesolowski, Executive Assistant to the Superintendent; attended the meeting via conference phone. Mr. Richard Wesolowski, Director of Maintenance, Facilities, Operations, and Transportation; Mrs. Alison Sweitzer, Director of Finance; Dr. Jane Wildesen, Director of Human Resources and Employee Relations; and Dr. Phil Lauver, Supervisor of Pupil Services; attended part of the meeting via conference or in person to present information to the Board.

1. Opening

A. Call to Order  
Mr. Tom Woods, Board President, called the meeting to order at 4:01 p.m.

B. Move to Executive Session  
Charlotte Sebold made a motion to move to Executive Session, and Rodney Glotfelty 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, July 14, 2020, at 4:04 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); 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.

Charlotte Sebold made a motion to close the meeting, and Rodney Glotfelty 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. Executive Session Minutes  
   a. June 9, 2020 Executive Session Minutes  
   The Board discussed revisions to the minutes. Monica Rinker 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. June 23, 2020 Executive Session Minutes  
   Charlotte Sebold 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. Certificated Staffing Recommendations  
   Dr. Jane Wildesen, Director of Human Resources and Employee Relations, presented certificated staffing recommendations to the Board. The Board discussed the recommendations and voted on this matter under the Consent Agenda in Public Session.

   Dr. Wildesen also provided an update on non-certificated staffing. The Board did not take action on this topic.

   b. Specific Personnel  
   The Board discussed a personnel matter relating to the Superintendent’s contract. The Board did not take action on the matter, but will set it for further discussion at the July 28, 2020, Board meeting.

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

IV. Recess and Adjournment

The Board recessed the Executive Session at 6:25 p.m. so the Board could reconvene the Public Session. The Board returned to Executive Session at 9:37 p.m. to continue discussions regarding personnel topics and 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 11:29 p.m.

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

2. Welcome

A. Re-Opening of Public Session

The Public session reopened at 6:51 p.m. whereas Mr. Woods, Board President, conducted a roll call. The Board welcomed Mr. Jarrett Miller, the new Student Member of the Board.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

Mr. Miller led the Board in the Pledge of the Allegiance.

D. Approval of the Agenda – Action

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

E. Approval of the Consent Agenda - Action

Mrs. Rinker requested the recommendation for the Agriculture Teacher be removed from the Consent Agenda to be voted on separately.

Rodney Glotfelty made the motion to approve the amended consent agenda, and Monica Rinker seconded the motion. Final Resolution: Motion Carries; Yea: Rodney Glotfelty, Charlotte Sebold, Monica Rinker, Matthew Paugh.

The amended Consent Agenda included 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>Mikaila Tice</td>
<td>4th Grade Teacher</td>
<td>Rt. 40</td>
<td>8/17/2020</td>
</tr>
<tr>
<td>Aaliyah Durst</td>
<td>4th Grade Teacher</td>
<td>Yough Glades</td>
<td>8/17/2020</td>
</tr>
</tbody>
</table>

Rodney Glotfelty made the motion to approve the recommended Agriculture Teacher at Southern Garrett High School, and Matthew Paugh seconded the motion. Final Resolution: Motion Carries in a 3:2 vote: Yea: Rodney Glotfelty, Matthew Paugh, Tom Woods; Nay: Monica Rinker, Charlotte Sebold

The Agriculture Teacher position included the following recommendation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethany Meyers</td>
<td>Agriculture Teacher</td>
<td>Southern High</td>
<td>8/17/2020</td>
</tr>
</tbody>
</table>

F. Approval of the June 9, 2020, Public Session Minutes – Action

The Board discussed revisions to the minutes. Monica Rinker made a motion to approve the June 9, 2020, Public Session Minutes as amended, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

G. Approval of the June 23, 2020 Public Session Minutes – Action

Matthew Paugh made a motion to approve the June 23, 2020, Public Session minutes, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

H. Closed Session Summaries

Ms. Barbara Baker, Superintendent, read the Closed Session Summary for the June 2020 Board Meetings.

June 9, 2020, Executive Session Meeting
The Board of Education met in an Executive Session on Tuesday, June 9, 2020, at 4:05 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); legal advice topics, pursuant to §3-305(b)(7); 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. Executive Session Minutes
   a. May 12, 2020, Executive Session Minutes
      Matthew Paugh made a motion to accept the minutes, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.
   b. Review of May 27, 2020, Executive Session Minutes
      Charlotte Sebold 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. 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.
   b. Personnel Update
      Dr. Wildesen also provided an update on non-certificated staffing. The Board did not take action on this topic.
   c. Superintendent Goals
      Ms. Barbara Baker, Superintendent, provided an updated report to the Board. The Board discussed the schedule for the Superintendent evaluation.

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 considered this information but did not take any action on this item.

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. Legal
   Mr. Brandon Hoover, Board Attorney, provided legal guidance regarding the Mutual Assistance Agreement for Disaster Response MOU.

VI. Recess and Adjournment
   The Executive Session was recessed at 6:10 p.m. so the Board could reconvene the Public Session. The Board returned to Executive Session at 9:20 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 10:55 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; 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.
June 23, 2020 Executive Session Meeting
The Board of Education met in an Executive Session on Tuesday, June 23, 2020, at 4:12 p.m. under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss the following items: 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 Rodney Glotfelty seconded the motion. Thereafter, the Board members present unanimously voted to close the session with a yea vote from Rodney Glotfelty, Monica Rinker, and Charlotte Sebold. Dr. Matthew Paugh was not present for the vote, but joined the meeting a few minutes late.

The topics discussed in the closed session included the following:

I. Personnel
   a. Student Member of the Board for FY2020-21
      Ms. Barbara Baker, Superintendent, provided an update on the Student Member of the Board for FY2020-21.
   b. 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.
   c. Specific Personnel
      Ms. Barbara Baker, Superintendent, discussed two personnel requests with the Board. The Board discussed the requests but did not take action on these matters, but set one of the matters in for further discussion at a subsequent meeting.

II. Negotiations
    Dr. Jane Wildesen shared Unit I (Teachers) and Unit III (Support Staff) employee agreements for the Board to consider for ratification. The Board discussed this information and took action on it during the Public Session.

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

IV. Recess and Adjournment
    The Executive Session was recessed at 5:50 p.m. so the Board could reconvene the Public Session. The Board returned to Executive Session at 7:00 p.m. to continue discussions regarding administrative function topics. Rodney Glotfelty made a motion to adjourn the Executive Session, and Matthew Paugh seconded the motion. The Board adjourned the Executive Session at 8:22 p.m.

Mr. Tom Woods, Board President; Mrs. Monica Rinker, Board Vice President; 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; Mrs. Charlotte Sebold, Board Member; and Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; attended the meeting remotely via video conference. Mrs. Alison Sweitzer, Director of Finance; and Dr. Jane Wildesen, Director of Human Resources; attended part of the meeting via video conference at Central Office. Dr. Matthew Paugh, Board Member, attended the meeting remotely a few minutes late.

I. Announcements
   Ms. Baker shared upcoming dates of meetings with the Board and public.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 28</td>
<td>Special Board Meeting - 5 Year Strategic Plan Virtual Meeting 5:00 - 6:30 p.m.</td>
</tr>
<tr>
<td>August 5</td>
<td>MABE New Student Board Member Orientation Virtual Meeting 9:30 am - 4:00 pm</td>
</tr>
<tr>
<td>Oct 14 - 15</td>
<td>MABE Annual Conference Virtual Meeting</td>
</tr>
</tbody>
</table>

Ms. Baker stated the Garrett County Graduation 2020 Committee met and determined that Garrett County Public schools would not hold in-person graduation ceremonies for the high schools on July 25, 2020, as was originally planned. Ms. Baker stated this decision was made as the State was not in Stage 3 of the Maryland Roadmap to Recovery Plan yet and in light of increases in COVID19 cases in Garrett County.

Ms. Baker announced that the FIRST* Robotics Competition (FRC) Team 1629 won the Chairman’s Award at the district level this year. She also announced that Ms. Laura Huelskamp, a Northern Middle School student, won first place at the
3. Public Comments

The following individual submitted public comment for the Board Meeting:

- Ms. Lynne Elmlinger submitted questions regarding school reopening.

4. New Business

A. Recovery Plan for Summer, Extracurricular, and Reopening of 2020-2021 School Year

Ms. Barbara Baker, Superintendent, spoke to the Board regarding the Recovery Plan for Summer, Extracurricular, and Reopening of 2020-2021 School Year. Ms. Baker spoke about the extracurricular activities that are occurring over the summer. Those activities are currently occurring on a voluntary basis only, and each group submitted a safety plan in advance for approval. All participants must also sign a waiver and a contact tracing form. Ms. Baker spoke about the reopening of the extracurricular activities and how protocols adhere to the Maryland Public Secondary Schools Athletic Association (MPSSAA) guidelines. She also spoke about the summer learning opportunities for secondary and elementary school levels.

Ms. Baker provided an update on the Recovery Plans. She spoke about the composition of the Targeted, Immediate, Group Execution, and Response (TIGER) Teams which meets weekly to discuss the recovery plan and school reopening plans. In addition to administrators on the teams, there are also members of the Garrett County Education Association, parents, and teachers participating on the teams. In addition, two focus groups were established to ensure parents and students were participating and providing feedback regarding the plans. She stated that each school system in Maryland must provide a reopening plan which meets the requirements as outlined in the Maryland State Department of Education’s guiding document, “Maryland Together: Maryland’s Recovery Plan for Education”. Ms. Baker discussed the continuity of learning models during COVID-19 and the four stages:

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>GCPS Online Digital Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning</td>
<td>Blended Learning</td>
<td>In-Person Learning</td>
<td>Regardless of Stage</td>
</tr>
<tr>
<td>All school activities will be conducted online and through distance learning platforms.</td>
<td>Some in person activities may commence. In accordance with Governor’s gating and social distancing measures. Combination of onsite in-person learning and eLearning at home.</td>
<td>In-person activities may fully resume, and schools can begin normal operations consistent with additional safety measures.</td>
<td>All students enrolled in this model will participate virtually full time.</td>
</tr>
</tbody>
</table>

Ms. Baker also stated that regardless of the stage the school system is in, the school system will focus on the health and safety of students and staff; gaps in learning of the students; and technology needs including devices, connectivity, and Schoology, the online platform for distance learning.

The Board discussed that additional time may be needed for staff to complete the professional development for Schoology and for the schools to plan appropriately for possible return in-person.

Matthew Paugh made a motion to postpone the FY2021 school start date to September 8, 2020, for students. Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

The Board asked Ms. Baker to provide a recommendation for which stage the schools will return in at the July 28, 2020, Board Meeting regarding the reopening of schools for FY2021.

B. 5 Year Strategic Plan/Capital Projects

Mr. Richard Wesolowski, Director of Maintenance, Facilities, Operations, and Transportation, provided an update on the 5 year strategic plan for the school system. Mr. Matthew Paugh, Board Member, provided an update regarding the Joint Committee, which recently met to discuss the school system’s capital projects and tentative 5 year strategic plan. He stated the strategic plan was discussed with the committee and the full plan will be presented at the July 28, 2020, Board Meeting including a full narrative of the proposed projects. He stated the goal is for the Board to approve the 5 year strategic plan at the August 11, 2020, Board of Education Meeting so that it can be formally presented to the County Commissioners for consideration. Mr. Wesolowski stated that the Educational Facilities Master Plan; the Capital Improvement Plan(s), CIP; the Strategic Facilities Committee Recommendations; the Comprehensive Maintenance Plans (CMP), annual facilities reports, and staff feedback along with other sources will be leveraged to compile the strategic plan. Based on the possible new State funding, the first projects will focus on improvements in the highest capacity
schools that are open space. The second projects would replace or repair systems that are expiring and/or in need of much repair, in particular HVAC systems. The strategic plan will also include smaller scale projects and security projects. The Board inquired about the status of ensuring buildings are in compliance with statewide COVID-19 requirements.

5. Policies and Procedures
   
   A. **DKA Payroll Administration and Schedules Policy and Procedure - New**
   
   Mrs. Alison Sweitzer, Director of Finance, presented the new DKA Payroll Administration and Schedules Policy and Procedure to the Board. The new policy and procedure will replace former procedures: 533.110 Work Year Procedure, 615.20 Work Year Procedure, 725.110 Payment of Salaries Procedure, and 725.121 Payroll Arrangement for Cafeteria Staff Procedure. Those procedures are scheduled to be retired at the August 11, 2020 Board Meeting.

   B. **725.01 Financial Reporting Fund Balance Classification Policy - Retire**
   
   Mrs. Sweitzer recommended that the Board retire the 725.01 Financial Reporting Fund Balance Classification Policy. She reminded the Board that the Board of County Commissioners no longer approve the school system’s fund balance, therefore this policy is no longer applicable. The newly adopted DFAB Unrestricted Fund Balance Policy and Procedure follows the GASB best practice guidelines regarding fund balance and replaces this policy.

   Matthew Paugh made a motion to retire the Policy 725.01 Financial Reporting Fund Balance Classification, and Monica Rinker seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh, Tom Woods.

6. Continuing Business
   
   A. **Student Handbook for 2020-21 School Year - Action**
   
   Dr. Phillip Lauver, Supervisor of Pupil Services, presented the revised Student Handbook for 2020-21 School Year to the Board for their approval.

   The Board discussed revisions to the handbook. Charlotte Sebold made a motion to approve the FY21 Student Handbook with revisions on page 18 regarding student expression and with a recommendation for a handout regarding updates to the preface page and school meals section. Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh.

7. Board Business
   
   A. **Student Board Member Update**
   
   Mr. Jarrett Miller thanked the Board for the opportunity to serve as Student Member of the Board for Garrett County. He stated that several students are enrolled in the Garrett College dual enrollment summer semester classes and that local businesses were currently hiring students for their work force. Mr. Miller stated that the various student body elections have been postponed until fall and the students very eager to get back to school. He also stated he understands the challenges the administrators and Board will face to make this happen properly and safely.

   B. **Board Member Updates**
   
   Mr. Woods recognized the GCPS "At Home" Summer Technology Camp that is taught by Mr. Chuck Trautwein, Resource Teacher.

8. Recess and Adjournment
   
   A. **Recess**
   
   The Board recessed the meeting at 9:20 p.m. to return to Executive Session to continue discussions on a personnel topic and administrative function topics.

   B. **Adjournment**
   
   The Board returned to the Public Session at 11:29 p.m. Rodney Glotfelty made a motion to adjourn the meeting, and Matthew Paugh seconded the motion. Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh. The meeting adjourned at 11:30 p.m.