The Garrett County Board of Education met on April 14, 2020 via a teleconference due to the COVID-19 pandemic and Governor’s executive order prohibiting public gatherings. Mr. Tom Woods, Board President; 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. Mrs. Monica Rinker, Board Vice President; Mr. Rodney Glotfelty, Board Member; Mrs. Charlotte Sebold, Board Member; Dr. Matthew Paugh, Board Member; Mrs. Karen DeVore, Executive Assistant to the Superintendent; and Ms. Katherine Catulle, Student Member of the Board, attended the meeting via conference phone.

1. Opening

A. Call to Order

Mr. Tom Woods, Board President, called the meeting to order at 4:02 p.m.

B. Move to Executive Session

Monica Rinker made a motion to move to Executive Session and Matthew Paugh 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, 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

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

The Board discussed the March 24, 2020 Executive Session Minutes and recommended various changes. Charlotte Sebold made a motion to approve the minutes as amended, and Matthew Paugh seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

II. Personnel

a. Certificated 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.

I. 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
Mr. Tom Woods, Board 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. Mrs. Monica Rinker, Board Vice President; Mr. Rodney Glotfelter, Board Member; Dr. Matthew Paugh, Board Member; Mrs. Charlotte Sebold, Board Member; and Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration; attended the meeting via video conference. Mrs. Alison Switzer, 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.

2. Welcome - 6:00 p.m.

A. Re-Opening of Public Session

Mr. Woods called the meeting to order at 6:14 p.m.

Mr. Woods conducted a roll call as the meeting was held virtually.

B. Moment of Silence

C. Pledge of Allegiance - Student Board Member

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

D. Approval of the Agenda - Action

Mr. Woods discussed an addition to the agenda. Matthew Paugh made a motion to approve the agenda as amended, and Monica Rinker seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelter, Charlotte Sebold, Matthew Paugh

E. Approval of the Consent Agenda - Action

The Consent Agenda included a certificated staffing recommendation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ryan Wolf</td>
<td>Principal</td>
<td>SGHS</td>
<td>7/1/2020</td>
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Matthew Paugh made a motion to approve the consent agenda and Rodney Glotfelter seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelter, Charlotte Sebold, Matthew Paugh

F. Approval of the March 10, 2020 Public Session Minutes - Action

The Board discussed revisions to the minutes. Rodney Glotfelter made a motion to approve the minutes as amended, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelter, Charlotte Sebold, Matthew Paugh

G. Approval of the March 24, 2020 Public Session Minutes - Action

The Board discussed a change to the minutes. Monica Rinker made a motion to approve the minutes as amended, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelter, Charlotte Sebold, Matthew Paugh

H. Closed Session Summaries

Ms. Baker read the closed sessions summaries for the March meetings.

Closed Session Summary for March 10, 2020 Board Meeting

The Board of Education met in an Executive Session on Tuesday, March 10, 2020, at Central Office in the Board Room 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); negotiations topics, pursuant to §3-305(b)(9); legal topic pursuant to §3-305(b)(7); and administrative function topics.

Monica Rinker made a motion to close the meeting, and Rodney Glotfelter seconded the motion. Thereafter, the Board unanimously voted to close the session, with a yea vote from Rodney Glotfelter, Monica Rinker, Matthew Paugh, and Charlotte Sebold. The topics discussed in the closed session included the following:

I. Executive Session Minutes:

The Board reviewed the Executive Session minutes from the March 10, 2020, meeting. Matthew Paugh made a motion to approve the minutes, and Rodney Glotfelter seconded the motion. The Board approved the minutes: Yea vote: Monica Rinker, Rodney Glotfelter, Charlotte Sebold, Matthew Paugh.

II. Personnel pursuant to §3-305(b)(1):

a. Personnel Update & Recommendation

Dr. Jane Wildesen provided the Board with an update on several staffing matters. She also presented two certificated staffing recommendations.

b. Superintendent Goals

Ms. Barbara Baker, Superintendent, provided the Board with an update on her goals for the school system. Due to time constraints, the Board did not discuss this topic.

The Board took these matters into consideration and voted on the certificated recommendations under the Consent Agenda in Public Session.

III. Negotiations pursuant to §3-305(b)(9):

a. Healthcare Trust / Coalition

Dr. Jane Wildesen, Director of Human Resources, and Mrs. Alison Switzer, Director of Finance, provided the Board with an update on the healthcare trust. They presented an insurance expenses analysis and the proposed healthcare benefit language changes for negotiations.

b. Salary Parameters

Dr. Wildesen and Mrs. Switzer shared proposed negotiated agreement for various bargaining groups and proposed salary parameters for negotiations.

The Board took these matters into consideration and voted on the salary parameters under the Consent Agenda in the Public Session.

IV. Legal pursuant to §3-305(b)(7):
The Board of Education met in an Executive Session on Tuesday, March 24, 2020, via Zoom, a video conference platform, under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss personnel topics, pursuant to §3-305(b)(1); and negotiations topics, pursuant to §3-305(b)(9).

Rodney Glotfelty made a motion to go into Executive Session, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh. The topics discussed in the closed session included the following:

I. Personnel pursuant to §3-305(b)(1)
Dr. Jane Wildesen, Director of Human Resources, and Employee Relations, and Mrs. Alison Sweitzer, Director of Finance, discussed personnel topics with the board including essential employees and a personnel matter. The Board considered this information but did not take any action on these topics.

II. Negotiations topics, pursuant to §3-305(b)(9)
Mrs. Sweitzer and Dr. Wildesen provided an update to the Board regarding negotiations. The Board took no action on this topic.

III. Administrative Function
Ms. Baker discussed administrative function topics with the Board. The Board considered this information but did not take any action on these topics.

IV. Adjournment
Matthew Paugh made a motion to the close the meeting, and Charlotte Sebold seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh. The topics discussed in the closed session included the following: The Board adjourned the Executive Session at 2:58 p.m.

Mr. Tom Woods, Board President; Ms. Barbara Baker, Superintendent; and Mr. Brandon Hoover, Board Attorney; were present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at the meeting. Mrs. Alison Sweitzer, Director of Finance, and Dr. Jane Wildesen, Director of Human Resources, were present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at the meeting for the purpose of taking the minutes.

Closed Session Summary for March 24, 2020 Board Meeting
The Board of Education met in an Executive Session on Tuesday, March 24, 2020, via Zoom, a video conference platform, under authority §3-305 of the General Provisions Article of the Annotated Code of Maryland to discuss personnel topics, pursuant to §3-305(b)(1); and negotiations topics, pursuant to §3-305(b)(9).

Ms. Barbara Baker, Superintendent, provided legal guidance on the proposed Healthcare Trust MOU with the Board of Education, Board of County Commissioners and the Board of Trustees of Garrett College.

IV. Administrative Function
Ms. Barbara Baker, Superintendent, discussed an administrative function topic with the Board. The Board took this matter into consideration but took no action.

VI. Recess and Adjournment
The Executive Session was adjourned at 6:19 p.m. so that the Board could reconvene the Public Session. Matthew Paugh made a motion to adjourn the Executive Session, and Monica Rinker seconded the motion. The Board unanimously approved adjourning the Executive Session with a yeas vote from Rodney Glotfelty, Charlotte Sebold, Monica Rinker, and Matthew Paugh.

Board Members present included Mr. Tom Woods, Board President; Mrs. Monica Rinker, Board Vice President; and Board Members: Mr. Rodney Glotfelty and Dr. Matthew Paugh. Mrs. Charlotte Sebold, Board Member, attended the meeting via conference phone. Mrs. Barbara Baker, Secretary -Treasurer / Superintendent of Schools; Mrs. Karen DeVore, Executive Director of Curriculum, Instruction, and Administration, and Mr. Brandon Hoover, Board Attorney; were also present at the meeting. Mrs. Alison Sweitzer, Director of Finance, and Dr. Jane Wildesen, Director of Human Resources, were present for part of the meeting. Mrs. Karen Brewer, Executive Assistant to the Superintendent, was present at the meeting for the purpose of taking the minutes.

3. Public Comments
The following individuals submitted public comment for the April Board Meeting via email:

- Ms. Jessica Whitehead submitted concerns with the educational packets and provided recommendations.
- Ms. Jeannie Wilt spoke to the Board regarding concerns about students completing service learning hours during COVID-19.
- Ms. Michelle Richter spoke about assignments during the week.
- Ms. Jessica Whitehead submitted concerns with the educational packets and provided recommendations.
- Ms. Tammy Walling inquired about technology and internet accessibility for the students.
- Ms. Baker discussed administrative function topics with the Board. The Board considered this information but did not take any action on these topics.

4. Recognitions

A. School Library Month Proclamation - April 2020
Mrs. Woods declared April 2020 as School Library Month by reading a proclamation.

B. School Nurse Day Proclamation - May 6, 2020
Mrs. Woods recognized School Nurse Day, May 6, 2020, by reading a proclamation.

5. New Business

A. Project Bids - Action
Mr. Richard Wesolowski, Director of Maintenance, Facilities, Operations, and Transportation, presented two project bids to the Board for their approval. He initially discussed these projects, the Southern Garrett High School Façade Renovation and the Yough Glades Elementary School security vestibule, at the March 10, 2020 Board Meeting. Mr. Wesolowski stated that Harbel, Inc. was the only vendor to respond to both of the project bid requests for proposals.
Matthew Paugh made a motion to accept the bid proposal from Harbel, Inc. to complete the Yough Glades Elementary School security vestibule project. Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

Monica Rinker made a motion to accept the bid proposal from Harbel, Inc. to complete the Southern Garrett High School Facade Renovation and Repairs. Rodney Glotfelty seconded the motion. Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

**B. Budget Amendment - Action**

Mrs. Alison Sweitzer, Director of Finance, requested the Board approve a budget amendment request.

She stated it is necessary to transfer budget funds to the appropriate category in Other Expenses for Insurance. She also stated another transfer is required due to the Board’s expense of the Strategic Facilities Study. A portion of this overall expense was paid in FY2019. It is necessary to transfer $45,000 to Administration Contracted Services to cover this expense. Details regarding the transfer are below:

- Reduce Operations Other - Property Liability Insurance by $37,570
- Increase Pupil Transportation Other - Vehicle Insurance by $30,000
- Increase Maintenance Other - Vehicle Insurance by $7,570
- Reduce Operations Other - Heat by $45,000
- Increase Administration Contracted Services by $45,000.

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

**C. FY2020 Calendar Revision - April 28, 2020**

Ms. Baker reminded the Board that Governor Hogan moved the Maryland Primary Election day from Tuesday April 28, 2020, to Tuesday, June 2, 2020. She recommended the Board utilize April 28, 2020, as a makeup day for instruction.

Matthew Paugh made a motion to approve April 28, 2020 as an instruction day, and Rodney Glotfelty seconded the motion. Final Resolution: Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh

**6. Policies and Procedures**

**A. DFAB Fund Balance Policy – New**

Mrs. Alison Sweitzer, Director of Finance, presented the draft DFAB Fund Balance Policy to the Board for their first review. The policy was created to document a target range for the unrestricted Current Expense Fund balance (Unrestricted Fund Balance) and guidelines associated with its use. She reminded the Board that now that they can maintain its own fund balance without Commissioner approval, the Government Accounting Standards Board (GASB) recommends a government entity follow an approved fund balance policy. She stated the proposed policy presented follows the GASB best practice guidelines. The Board will take action on the policy at the May 12, 2020 Board Meeting.

**7. Board Business**

**A. Student Member of the Board Update**

Ms. Katherine Catulle, Student Member of the Board, provided feedback from students regarding the GCPS Continuity of Learning Plan during the school closings due to the COVID-19 pandemic.

**B. Board Member Updates**

Ms. Baker responded to the student updates and urged students to reach out to their teachers and administrators.

Mrs. Sebold thanked the teachers, students, parents, and administration for their efforts in continuing the learning process during the pandemic. Mr. Woods thanked the IT department for all of their efforts with assisting students and staff with electronic devices and online resources.

**8. Informational Items**

**A. April Home and School Connection**

**9. Recess and Adjournment**

**A. Recess**

The Board recessed the meeting at 7:36 p.m. to return to Executive Session to continue discussions on negotiations and administrative function topics.

**B. Adjournment**

The Board returned to the Public Session at 10:04 p.m. Matthew Paugh made a motion to adjourn the meeting, and Monica Rinker seconded the motion. Motion Carries; Yea: Monica Rinker, Rodney Glotfelty, Charlotte Sebold, Matthew Paugh. The meeting adjourned at 10:05 p.m.