WORK SESSION

Election of Officers

- Mr. Thomas Carr was elected President of the Board of Education for 2014.
- Mr. Rodney Reckart was elected Vice President for 2014.

Recognition

- Miss Shelby Stegall, a 10th grade student at Southern High School, was the designer of the Christmas card which was sent from the Board of Education and the Superintendent to all employees, each Maryland school superintendent, and various county and state agencies in December 2013.

Policy

Board Policy #725.301 – Board Member Expenses

- Mr. Larry McKenzie, Director of Finance, presented the first reading and proposed revisions to the policy.
- Mr. McKenzie proposed wording changes in the policy to reflect the reimbursement for travel and other expenses by the Board as defined in the Education Article of the Annotated Code 3-603 and 4-107.
- Other minor wording changes were proposed in the policy.

Administrative Procedure

Administrative Procedure #857.221 – Late Opening or Closing of School Due to Emergencies or for Safety Reasons

- The purpose of the policy is to establish a liberal leave for non-emergency 12-month employees. During inclement weather and other non-emergency conditions, liberal leave is intended to provide non-essential employees with flexibility as it relates to their work day.
- Under certain emergency situations, non-essential 12-month employees who do not report to or remain at work under a liberal leave declaration may use specific accumulated leave (annual or personal) for compensation purposes.

- Mr. Tim Thornburg, Director of Human Resources, presented this new procedure.
- The Superintendent of Schools or designee shall make all decisions regarding the closure or delayed opening of schools in accordance with Board of Education Policy 857.22.
- To the extent possible, the decision related to delayed openings or the closure of schools will be made prior to 5:45 AM. Opening/closing status of the school system will be posted on the school system’s website (www.garrettcountyschools.org) and on the web at www.SchoolsOut.com.
- School personnel and the public will also be notified by public service announcements carried on radio and television stations.
- Procedures regarding Essential Employees and Nonessential Employees are outlined concerning report times during late openings, early dismissals and school closures.
Legal Policy Statements
- Dr. Janet Wilson, Superintendent of Schools, presented this informational item.
- Dr. Wilson provided legislative priorities for 2014 as highlighted by the Public School Superintendent’s Association of Maryland.
- Some priorities include the review of the current state funding formula, including pre-kindergarten students in the full-time-enrollment component of the formula, as well as other areas of capital improvement, employee relations, teacher retirement system, education reform, student safety and security, and local autonomy.

Advocacy Committee Updates
- Dr. Janet Wilson, Superintendent of Schools, presented this informational item.
- With the Board not moving forward on school closures, the former Advisory/School Consolidation Committees will become part of an Advocacy Committee to plan for the future of Garrett County Public Schools.
- The Advocacy Committee will be comprised of a specified number of members and will meet at least five times during the current school year. Members of the Advocacy Committee will be appointed by the Superintendent, with the members of the former Advisory/School Consolidation Committees having the opportunity to express interest for initial consideration. If committee seats are not filled through the initial appointment process, the public will then be able to apply for the Advocacy Committee.
- The Advocacy Committee will be looking at various topics: Financial/Human resources, Instructional programs, Transportation and Enrollment, and Strategic planning.

Budget Priorities
- Mr. Larry McKenzie, Director of Finance, presented this informational item.
- The IRS has decreased the standard mileage rate for mileage reimbursement from $0.565 per mile to $0.560 per mile effective January 1, 2014. Garrett County Public Schools should follow the same rate and decrease the mileage reimbursement rate to $0.560 per mile.

Common Core (Secondary Education)
- Mr. Paul Edwards, Director of Secondary Education, presented this informational item.
- Mr. Edwards shared the high school transition plan based on the 8 outcomes identified by central office staff, building principals and Educator Effectiveness Academy participants in 2013-14.
- The plan will implement high quality professional development that is aligned with the Learning Forward Standards of Professional Learning to help teachers develop new knowledge, skills, and practices necessary for full implementation of the Maryland Common Core State Curriculum, STEM Education, and the Teacher and Principal Evaluation system.

Project Lead the Way Sustainability
- Mr. Paul Edwards, Director of Secondary Education, presented this informational item.
- Mr. Edwards reviewed the Garrett County Project Lead the Way Sustainability Plan to improve the matriculation through the Project Lead the Way program. The 6 step plan will increase enrollment numbers beyond the introductory courses and increase completion rates (especially for non-traditional female students).
- Project Lead the Way will be prioritized as a program of studies and not as a sequence of electives.

4.0 Grading Scale
- Mr. Paul Edwards, Director of Secondary Education, presented this informational item.
- Mr. Edwards shared a 4.0 grading scale to be used by middle and high schools due to changes implemented within PowerSchool.
- The scale is based upon the widely-accepted College Board 4.0 scale. Colleges and Universities as well as those organizations issuing scholarships often request the reporting of grades on a 4.0 scale. In addition, the Maryland Longitudinal Data System also collects data based on the 4.0 scale.

Facility Engineer Associates and Bushey Feight Morin Architects Inc.
- Mr. Paul Swanson (FEA) and Mr. Mike Gehr (BFMA) presented this informational item.
- Both gentlemen were present to answer any questions the Board may have concerning the future needs of the school system, based on their assessments.
- Both stressed community involvement and teamwork for future decisions.
- To be cost effective, Mr. Reckart asked about cutting out a certain amount of square footage in the renovation of Southern Middle School. Mr. Gehr indicated that all depends upon what the
Board’s vision is for that building before renovation.

• Mr. Swanson suggested that whatever schools in the future may be closed, there needs to be a lot more busses on the road than we have now to assist with the time students will spend on the bus ride.

**Open Meeting Act on Hearing of Constituents**

• Ms. Miriam Sincell, Attorney, presented this informational item.

• Mr. Carr, Mrs. Downton, and Ms. Sincell completed their certification of completions for Maryland’s Open Meetings Act.

• The Open Meeting Compliance Board and Act says the Board does not have to answer questions and/or make comments during the public comment sessions. The Board should not answer because one person cannot speak for the group.

• For inquiries from the public, the public should make verbal questions beginning at the local schools and follow the chain of communication up to the Board. She suggested that the current policy needs to be revised.

**HSA / AP Testing**

• Mr. Jim Morris, Supervisor of Research, Evaluation and Information, presented this informational item.

• Mr. Morris shared 2012-13 high school test results for HSA, SAT, PSAT, ACT, and AP assessments.

• In the High School Assessments (HSA), students graduating in 2013 had 99.3% of the students passing Algebra/Data Analysis, 95.9% in Biology, 98.0% in English, and 85.9% in Government.

• SAT results had Garrett County students scoring higher than the state of Maryland in Reading and Mathematics, but lower in Writing.

• ACT results show Garrett County students scored higher than the State in English, but just below in Math, Reading, and Science.

• PSAT results have Garrett County students 2 – 4 percentage points below the state in Reading, Math, and Writing.

• On the AP assessments, 59.5% of Garrett County students scored a 3 or higher. This is the highest percentage in the past 10 years.

**Feedback on High School Graduation Date**

• Mr. Jim Morris, Supervisor of Research, Evaluation and Information, and Mr. Paul Edwards, Director of Secondary Education, presented this informational item.

• Mr. Morris shared graduation date feedback that came to the Public Information Office over the past month. The Board at last month’s meeting requested public comment on the graduation date. The request was posted on the school system’s website, Facebook and Twitter.

• There were 8 comments submitted. Four comments indicated that the May 31st date was fine.

• The other 4 comments suggested: waiting to set the graduation date later in the year after snow days have been rescheduled; having police assistance at the intersection leading to Garrett College before and after graduation; having better parking and a better sound system at the CARC; and allowing seniors to decide when and where graduation should take place.

• Mr. Edwards indicated that at the beginning of the school year a team of constituents looked at last year’s problems at the CARC and have worked to solve them.

• Mr. Edwards indicated that there will be a packet of information sent to all seniors concerning graduation and parking.

**Hearing of Constituents**

• There were no comments at this time.

**BUSINESS MEETING**

**Announcements**

• January 20  Martin Luther King, Jr. Day – Schools Closed
• January 23  End of Second Grading Period (Secondary)
• January 23-24  Mountain Maryland PACE Reception
• January 24  Professional Day – Students Dismissed 3 Hours Early
• January 30  Report Cards Issued – Secondary
• January 30  Special Board Meeting at 6:00 PM - Budget Priorities

**Special Upcoming Date:**

• April 24  Dr. Lowery will be visiting each Maryland Blue Ribbon School. She will be visiting Northern High School from 10:00-11:30 AM. (Dr. Lowery requests the Superintendent and Board Members attend this school visit as well.)
Hearing of Constituents
• Monica Rinker, parent, expressed a concern as to why the transportation director was not present at the meeting with FEA and BMI since bussing issues were discussed. She also had concerns with advocacy participation, and their purpose. Also, she had concerns regarding overcrowding at Broad Ford and Yough Glades and the renovation of Southern Middle School.

Continuing Business
Board Policy #345.3 – Gifted and Talented and School-wide Enrichment
• Mrs. Barbara Baker, Assistant Superintendent of Schools, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #345.3 – Gifted and Talented and School-wide Enrichment.

Board Policy #725.4 – Purchasing
• Mr. Larry McKenzie, Director of Finance, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #725.4 – Purchasing.

Board Policy #532.5 – Personnel Files for Certificated Employees
• Mr. Tim Thornburg, Director of Human Resources, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #532.5 – Personnel Files for Certificated Employees.

Board Policy #635 – Personnel Files for Supporting Services Personnel
• Mr. Tim Thornburg, Director of Human Resources, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #635 – Personnel Files for Supporting Services Personnel.

Board Policy #563.121 – Use of Sick Leave by Certificated Employees
• Mr. Tim Thornburg, Director of Human Resources, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #563.121 – Use of Sick Leave by Certificated Employees.

Board Policy #650 – Use of Sick Leave by Supportive Services Employees
• Mr. Tim Thornburg, Director of Human Resources, presented this second reading and action item.
• The Board unanimously voted to accept the revisions to Board Policy #650 – Use of Sick Leave by Supportive Services Employees.

Graduation Date
• Mrs. Barbara Baker, Assistant Superintendent of Schools, presented this action item.
• The May 31st graduation date at the CARC was accepted unanimously by the Board.

New Business
Mileage Rate
• Mr. Larry McKenzie, Director of Finance, presented this action item.
• It was proposed in the Work Session to change the mileage reimbursement from $0.565 to $0.560, the new IRS rate.
• The Board unanimously voted to accept the mileage rate of $0.560.

Board Business
Student Board Member Report – John Major III
• Mr. John R. Major III indicated he is still working on a Bullying Prevention program and a Common Core presentation. He will be attending the Maryland Leadership Workshop at Frostburg State University.

Maryland Association of Boards of Education (MABE)
• Thomas Carr, Board Member, presented an informational item.
• Mr. Carr has been attending MABE sessions. The Maryland Legislature will deal with approximately 300 bills this year that will affect education. Bullying is also being addressed by the legislature. MABE ethics and media workshops will be available for Board members.

Other
• A schedule of dates for events were discussed: PACE reception is January 23-24; MABE Legislative Luncheon is January 29; Board of Education Budget Priorities meeting is scheduled for January 30; Board of Educaton Budget Meeting to adopt the fiscal year 2015 budget is March 25.
Mr. Carr read a letter that the Board had written to the Garrett County Commissioners thanking them for support and funding of the public school system for the academic year 2014-15.

**Next Meeting**

- The Board of Education will conduct a FY15 Budget Priorites meeting on Thursday, January 30, 2014, beginning at 6:00 PM. The meeting will be held at the Garrett County Board of Education on the third floor.
- The next regular meeting of the Board of Education will be held on Tuesday, February 18, 2014, beginning at 5:00 PM. The meeting will be held at the Garrett County Board of Education on the third floor.