

**Minutes of Open Work Session Meeting  
J.M. Tawes Technology & Career Center  
February 19, 2013**

---

**OPEN WORK SESSION**

**TIME: 10:00 a.m.**                      **Location: J.M. Tawes Technology & Career Center**

**PRESENT:** Board Members: Vice Chairman Robert Wells, Mr. Warner Sumpter, Ms. Margo Green-Gale and Mr. Dan Kuebler; Superintendent Dr. Marjorie Miles; and Board Secretary Melissa Tilghman. Supervisors were also present.

**Vice Chairman Wells called the meeting to order.**

Motion – Mr. Kuebler and seconded by Mr. Sumpter to amend the Open Work Session agenda; motion carried 4:0, Chairman Miles was not present to vote.

**POLICIES**

**Policy #700-09, Professional Duties and Responsibilities/Whistle Blower Policy**

The revisions to Policy #700-09 were presented to the Board for review. The Board requested that the policy mirror the State Board's Whistle Blower Policy, be clear and concise, and be reviewed by the Board's Attorney, Fulton Jeffers.

**Policy #100-13, School Board Meetings**

The Board suggested and agreed on the following revisions to Policy 100-13:

- Public input at the end of the agenda
- Extension of Public Participation segment from fifteen minutes to twenty minutes long – two minute rule will be enforced
- Board meetings held on the 1<sup>st</sup> Wednesday and 3<sup>rd</sup> Tuesday of each month

Public input will be sought from the community on this policy before revisions are presented to the Board for approval.

**HUMAN RESOURCES**

Ms. Whitelock presented the Board's requested detailed information on the Maintenance Courier's job description. The inspections and maintenance of bleachers, dugouts, field goals, and all other facility equipment will be added to the job description.

**BUDGET PRESENTATION**

Due to Mr. Blye's absence, Ms. Smoker presented the Financial Reports to the Board. Ms. Smoker has been asked to oversee the Financial Operations Department and review the state of the budget. She informed the Board that figures have been fluctuating due to incorrect figures and calculations within the E-finance system. The workmen's compensation and social security figures were set-up incorrectly, but have since been

corrected. Ms. Smoker reported that the actual current budget balance is \$2.7 million and that the county is not currently in deficit status. Mr. Kuebler had several questions about category percentage increases and decreases. Ms. Smoker will have additional information on the budget once she has looked further into the E-finance budget.

Dr. Miles informed the Board that there has been a spending freeze and credit cards have been pulled and can only be used for Out of State Travel.

### **TRANSPORTATION**

The Board agreed that the Student Transportation Policy #200-18 should be revised to include all drivers that are qualified. and serve as the best policy for the Somerset County School system.

### **FACILITIES**

Mr. Kuebler expressed his concern regarding the lack of adequate heating in some classrooms of Crisfield Academy & High school effect on students' achievement. Mr. Jefferson explained that CHAS works on a two broiler heating and cooling system and any renovation funding requests presented to Public Works must include the entire school. Mr. Kuebler suggested that Mr. Jefferson talk to local HVAC contractors for low cost renovation assistance.

### **W-2's**

The Board discussed concerns with the E-finance and W-2's.

### **FY2012 AUDIT**

Mr. Kuebler requested that the 2012 Audit be forwarded to the commissioners.

### **FY2014 BUDGET**

The Board was informed that the timeline for the FY2014 budget was being revised.

### **Superintendent's & Board Members' Comments**

The Board members thanked Supervisors for the presented information. Vice Chairman Wells announced that the CAHS vs. WAHS basketball game went really well and the teams and community provided very positive support.

Motion – Ms. Green-Gale and seconded by Mr. Kuebler to adjourn the meeting at 11:50 a.m. and the Board convened in an open regular session.

**Minutes of Open Regular Session Meeting  
Crisfield Academy & High School  
February 19, 2013**

---

**OPEN SPECIAL SESSION**

**TIME: 4:30 p.m.**                      **Location: Crisfield Academy & High School**

**PRESENT:** Board Members: Vice Chairman Robert Wells, Mr. Warner Sumpter, Ms. Margo Green-Gale and Mr. Dan Kuebler; Superintendent Dr. Marjorie Miles; and Board Secretary Melissa Tilghman. Supervisors were also present.

**ADOPTION OF AGENDA**

Motion: Mr. Sumpter and seconded by Ms. Green-Gale to adopt the amended agenda; motion carried 4:0

**PUBLIC COMMENTS**

Mr. Matt Lankford addressed the Board with concerns of the quality of school lunch. He commended Mr. Davenport at Greenwood Elementary School for the Math games played during lunch, but challenged the Board members to visit the schools and observe what is wrong with the lunch program.

**CLOSED MEETING:**

4:40 p.m. – Pursuant to Section 10-508 of the **Annotated Code of Maryland**  
Motion: Mr. Kuebler and seconded by Mr. Sumpter; motion carried 4:0;

**Approval of minutes**

The approval of minutes was deferred.

**Performed Administrative Functions – Section 10-503**

Discussed Board Governance Matters and approved Interim Board Governance Rules of Conduct

**Discussed Personnel Matters – Section 10-508(a) (1)**

Received, reviewed and discussed personnel matters relating to:

- New Hires, Retires, Resignations
- Transportation Personnel
- **Potential National Board Certificated Teachers**

**Consulted with Attorney to Obtain Legal Advice – Section 10-508 (a)(7)**

Received advice from the Board Attorney on Board Governance

**PRESENT:** Board Members: Vice Chairperson Robert Wells, Ms. Margo Green-Gale, Mr. Warner Sumpter, Mr. Dan Kuebler, and Board Attorney Fulton Jeffers; Superintendent Miles; and Board Secretary Tilghman. Human Resource Supervisor, Beth Whitelock was also present.

**The Board reconvened in Open Regular Session - 6:00 p.m.**

**Pledge of Allegiance**

**Approval of Open Regular Session Minutes**

The Board unanimously agreed to defer the approval of minutes until the March Board meeting.

**Announcement of Closed Meetings:**

Vice Chairman Wells announced that the Somerset County Board of Education met in a Closed Session on the following dates pursuant to Section 10-508 and Section 10-503 of the **Maryland Annotated Code** for the reasons listed below:

- January 22, 2013
  - Performed Administrative Functions – Section 10-503
    - Board’s Annual Evaluation
- January 30, 2013
  - Discussed Public Safety Issues – Section 10-508 (a) (14)
    - School Safety, Emergency Plans, and Truancy Mitigation
- February 6, 2013
  - Discussed Personnel Matters – Section 10-508 (a)(7)
    - Transportation Personnel/Board Personnel
- February 19, 2013
  - Performed Administrative Functions – Section 10-503
    - Discussed Board Policy & Procedures
  - Discussed Personnel Matters – Section 10-508 (a)(1)
    - New Hires, Retires, Resignations

- National Board Certified Staff
  - Transportation Personnel
  - Finance
- Received Advice from Legal Counsel – Section 10-508(a)(7)

### **Student Board Members' Activities Reports**

Washington Academy & High School student representative, Mr. Cavins, was excused from the meeting. Mr. Mason, Crisfield Academy & High School Representative presented his report and was thanked by the Board members.

### **OLD BUSINESS**

#### **Job Description**

Ms. Whitelock informed the Board that the Maintenance Courier and Custodial Trainer's job description was being revised.

### **NEW BUSINESS**

#### **Curriculum & Instruction**

Ms. Hopkins showed a presentation Common Core and PARCC transitions. Some of the future changes that are being made are that English III classes will be more complex and if students pass the English III assessment, college placement tests will not be needed or remedial classes. Algebra II will include pre calculus, probability and statistics. Diplomas will list the assessments that the student has passed. Most of the Supervisors are on the committees and have been assisting in the development of the common core assessments. Vice Chairman Wells requested that all parents be made aware of the upcoming changes. Mr. Kuebler requested that Ms. Hopkins develop a plan to provide yearlong Math classes to students.

#### **Finance – Monthly Finance and Food Service Reports**

The board discussed the presented finance reports. Ms. Smoker informed the Board that E-finance budgets were being reviewed. Mr. Kuebler suggested finance seek remittance of the projected Food Service revenue before the end of FY2013.

#### **Special Education Report – Promise Academy/High Roads Academy Expansion**

Dr. Miles and Ms. Johnson presented an update report on the Special Education department and the High Road/Promise Academies. She stated that it is pertinent that professional development is provided to teach teachers how to deal with disruptive students. Mr.

Kuebler requests that additional room be made available in the High Road Academy/Promise Academy to house current disruptive students in the schools.

### **Student Services Report**

Ms. McLaughlin provided a Student Services report update. Student referrals have increased due to new school administration enforcement of school uniforms and cell phone use. A list of the various student behavior intervention steps that are being implemented at the schools was presented. Dr. Miles informed the Board that by 2015 a student will have to be 17 to dropout and by 2016 the age will raise to 18 years old. Vice Chairman Wells encouraged the community to contact the legislatures and request assistance to fund requests to increase enrollment at the High Road Academy.

### **Facilities and Transportation**

#### **School Security**

Mr. Jefferson informed the Board that Woodson Elementary School security review has been completed. Crisfield Academy and High School is scheduled for February 20, 2013. One School will be done per week until all schools have been completed. Upon completion, the Board will be given a full security assessment of all schools. Alarm Engineering has invited the schools to meet with them on February 21, 2013.

#### **Athletic Fields Committee Update**

Motion – Mr. Sumpter and seconded by Ms. Green-Gale to approve Mr. Jefferson’s request to go forward with the baseball and softball fields bidding for renovations for Crisfield and Washington High Schools in the amount of \$21,000; Motion carried 4:0; Mr. Kuebler stated that the sports teams could maintain the athletic fields. The next Athletic Field meeting will be held on February 27, 2013.

The Board was informed that the field lights would cost approximately \$150,000.

#### **Bleachers Update**

Mr. Jefferson provided an update on the bleachers. New Bleachers for both high schools would cost approximately \$80,495. The cost to recondition one side of the bleachers at WAHS would cost approximately \$99,487.00.

#### **Pole Buildings**

Motion – Mr. Kuebler and seconded by Mr. Sumpter to accept the presented Pole Building contract; motion carried 4:0; Chairman Miles was absent and did not vote.

#### **Transportation Report**

Mr. Jefferson updated the Board on the status of the Transfinder Software program. He stated that the training for use of the program is currently having bandwidth issues, but once the program is up and running, the transportation system will be more efficient and will provide costs savings to the Board. Special Education students are considered when building bus routes.

## **Policies**

### **Policy #100-13, School Board Meetings**

Dr. Miles presented requested revisions to Policy #100-13, School Board policies. A draft of the revisions will be posted to the website for public input.

### **Policy #700-09, Professional Duties and Responsibilities/Whistle Blower**

Dr. Miles presented changes and revisions to Policy #700-09 for the Boards review.

### **Out of County Student Travel**

Motion – Mr. Kuebler and seconded by Ms. Green-Gale and passed to approve the SGA to attend the Student Government Leadership Training in Ocean City; motion carried 4:0;

## **Human Resources**

### **New Hire, Retires, Resignations**

Motion: Mr. Kuebler and seconded by Ms. Green-Gale to approve the Human Resources report; motion carried 4:0;

### **Job Descriptions**

Ms. Whitelock presented the following job descriptions for the Board's review and study:

- Local Accountability Coordinator
- Student Information Specialist
- Paraprofessional
- Paraprofessional – Special Education

## **SUPERINTENDENT AND BOARD MEMBER COMMENTS**

The Board thanked the community for attending. Mr. Kuebler informed the community that public participation would be at the end of all future Board meeting. He also stated that a community cafeteria committee is being proposed and cafeteria staff are invited to assist.

Dr. Miles thanked the Board for all their hard work and Board meeting support.

Vice Chairman Wells announced that the next Board meeting will be held on March 4, 2012 at 4:00 p.m. in an open work session and an open special session at 6:00 p.m. at the J.M. Tawes Technology & Career Center.

### **ADJOURNMENT**

Moved – Mr. Kuebler and seconded by Mr. Sumpter to adjourn the meeting at 8:15 p.m.;  
unanimously carried

Dr. Marjorie E. Miles, Superintendent

Recorded and Prepared by: Melissa Tilghman/Board Secretary