

OPEN WORK SESSION

TIME: 6:00 p.m.

Location: Princess Anne Elementary School

PRESENT: Board Members: Chairman Warner Sumpter, Vice Chairperson Margo Green-Gale, Mr. William Miles, and Mr. Robert Wells; Superintendent Dr. Marjorie Miles; and Board Secretary Melissa Tilghman. Also present were supervisors, media, community members and presenters.

Moved – Vice Chairperson Green-Gale and seconded by Mr. Miles to convene in an open work session at 6:00 p.m.

BUDGET PRESENTATION

Mr. Blye presented monthly financial reports to the Board and informed the Board that with guidance from the Superintendent a Food Service Budget was being developed. He explained that the Food Service Budget is currently \$-71,977 and is due to the fact that expenses exceed revenue. Mr. Blye explained the Operating Budget has been absorbing the Food Service deficit for years. Dr. Miles stated that every food service operation in the State of Maryland operates in the negatives.

He informed the Board that fixed expenses would be impacting the budget.

FACILITIES ITEMS

Pole Barn Building

Board Member Dan Kuebler requested Mr. Jefferson provide a copy of the advertisement and the names of the newspapers the Pole Building contract ad was placed. He expressed his concern that only one bid was received for the contract. The contract was emailed to several contractors as well as mailed. Mr. Wells asked that Mr. Jefferson asked the commissioners will they pay the bill directly or will SCPS send the bill to the commissioners for the commissioners to pay directly. He said he was aware that the contract was advertised and that several contractors submitted bids but rescinded.

Dr. Miles explained that the Scope of Work was advertised with the funding that the commissioners were allotting, \$108,000 and there were few bids submitted from contractors willing to construct the pole building for the amount SCPS has allotted. Mr. Jefferson will be presenting the final bid, which is almost \$50,000 over the original bid, to the commissioners for the additional funding.

Food Service Equipment Report

Mr. Jefferson presented copies of a Food Service Equipment Report which contained a new steamer for Greenwood Elementary School and a repair order for Deal Island Elementary School.

Building Security

Ms. Carter presented a bulleted list of security measures currently being taken. Additional security is being set up at athletic events, Connect Ed will be used to inform parents of crisis situations, information was received from Mr. Jefferson to help with improving building security, and staff have been looking for grants which will help pay for Student Resource Officers at the schools. Board Member Sumpter requested that the Board follow legislative rules are followed. Chairman Miles asked Ms. Carter to publish through the media and post on the SCPS website the steps that SCPS has been taking to provide safety for Somerset's students.

Whistle Blower Policy Presentation

Dr. Miles presented research information on a Whistle Blower Policy. Dr. Miles will use information from the following policies to develop a Whistle Blower Policy: Policy 700-4, Anti Harassment Policy; 100-03, Ethics Policy; 800-12, Federal/State Statute Regulations-Complaint.

The Board requested the Superintendent to draft a Whistle Blower Policy.

The Board agreed that additional meeting per month would be needed and requested the Superintendent to revise the School Board Policy, 100-13 to increase the number of meetings per month. The Board discussed holding regular Board meetings on the first and third Tuesday every month

Motion – Board Member Sumpter and seconded by Mr. Kuebler to adjourn the meeting at 6:40 p.m. and the Board convened in an open regular session.

**Minutes of Open Regular Session Meeting
Princess Anne Elementary School
January 15, 2013**

OPEN REGULAR SESSION

TIME: 4:00 p.m. **Location: Princess Anne Elementary School**

PRESENT: Board Members: Chairman Sumpter, Vice Chairperson Green-Gale, Mr. Miles, and Mr. Wells; Superintendent Miles; and Board Secretary Tilghman. Also present were supervisors, media and community members.

REORGANIZATION OF THE BOARD

Motion – Ms. Green-Gale and seconded by General Warner Sumpter to elect Mr. William Miles as the Board Chairman; unanimously agreed. Mr. Miles accepted the nomination as Board Chairman.

Motion – Mr. Kuebler and seconded by General Sumpter to elect Mr. Robert Wells as the Board’s Vice Chairman; unanimously agreed. Mr. Wells accepted the nomination of Board Vice Chairman.

ADOPTION OF AGENDA

Motion: Mr. Wells and seconded by Ms. Green-Gale to adopt the amended agenda; unanimously carried.

PUBLIC COMMENTS

NONE

CLOSED MEETING:

4:20 p.m. – Pursuant to Section 10-508 of the **Annotated Code of Maryland**

Motion: Mr. Wells and seconded by Mr. Kuebler; unanimously carried

Reviewed and Approved Closed Minutes

December 18, 2012

Performed Administrative Functions – Section 10-503

Administrative Procedures were not discussed

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

Received, reviewed and discussed personnel matters relating to:

- New Hires, Retires, Resignations
- Transportation Personnel

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

Received advice from the Board Attorney on the Solar Energy Project

Discussed Transportation Contracts – Section 10-508 (a) (14)

Discussed Bus Substitute hiring procedures

PRESENT: Board Members: Chairman Miles, Vice Chairperson Wells, Ms. Green-Gale, General Sumpter, and Mr. Kuebler; Superintendent Miles; Beth Whitelock and Paul Jefferson; and Board Secretary Tilghman.

The Board reconvened in Open Regular Session - 7:00 p.m.

Pledge of Allegiance

Approval of Open Regular Session Minutes

Motion: Board Member Green-Gale and seconded by Vice Chairman Wells to approve the minutes of December 18, 2013 with a 4:1 vote. Mr. Kuebler abstained from voting as he was not yet a Board member when the December 18, 2012 Board meeting was held.

Announcement of Closed Meetings:

Chairman Miles announced that the Somerset County Board of Education met in a Closed Session on the following dates on January 15, 2013 pursuant to Section 10-508 of the **Maryland Annotated Code** for the reasons listed below:

January 10, 2013

- Performed administrative functions – Section 10-503
- Discussed personnel matters – Section 10-508(a) (1)
- Received advice from Legal Counsel – Section 10-508 (a)(7)

January 15, 2013

- To review and approve the closed meeting minutes of December 18, 2012
- To perform administrative functions – Section 10-503
- To discuss personnel matters – Section 10-508(a) (1)
- To seek advice from Legal Counsel – Section 10-508 (a)(7)
- To consider matters related to contracted agreements – Section 10-508 (a)(14)

Public Comments

Mitch Simpson presented a list of SCPS safety and security measures he would like to see implemented within the schools.

Mark Konalpolskey, Crisfield City Councilman, stated he would like to work more closely with the Board and would like to be an intricate part of school improvement.

Phil Riggin, a concerned citizen, welcomed the Superintendent and the new Board member. He stated that the Board should be more actively involved in the school system and that a Board member should attend the annual budget meeting of SCPS and the commissioners. The commissioners should know exactly what SCPS is requesting within the budget.

Henry Teagle, addressed the Board regarding school safety. He stated that the building perimeter around the schools should be more safe & secure to protect students and that the courthouse has better security than the schools. There are home security grants available and the schools must apply. Mr. Teagle stated trained qualified individuals must be in the schools. Mr. Teagle stated that he would provide a five step plan to help the Board acquire home security funding.

Garland Hayward, town commissioner, requested a response from the Board regarding Mr. Kuebler being in violation of the Sunshine Law by posting communications between Mr. Kuebler and Dr. Miles. Mr. Miles stated that the Board had talked to Board Attorney Jeffers and was informed that Mr. Kuebler was not in violation. Mr. Hayward requested that the Board put a policy in place to disallow personal communications from being posted on blogs.

Bernard Johnson, bus contractor, informed the Board of the recent visit from Mr. Kuebler. He expressed to the Board that Mr. Kuebler had approached him in a disruptive manner. Mr. Johnson was offended with Mr. Kuebler's line of questioning.

Lucy Webster, GES cafeteria worker, questioned the Board about possible loss of jobs due to the Chartwell company taking over. The Board informed Ms. Webster that Chartwell was just showing a presentation and no decisions have been made, but either way the Board did not discuss any jobs lost within the food service dept.

Student Board Members' Activities Reports

Crisfield Academy & High School student representative presented a very informational report and was thanked by the Board members. Mr. Mason informed the Board that two students from the Comprehensive Class were attending Wor Wic for continuing education. Washington Academy & High School student representative was excused from the meeting.

OLD BUSINESS

Job Descriptions

Motion: Mr. Kuebler and seconded by General Sumpter to approve the revised job description for the Data Specialist Associate; unanimously carried

Policy #800-11, Parent Involvement

Motion – Vice Chairman Wells and seconded by Ms. Green-Gale to approve revised policy #800-11, Parent Involvement; unanimously carried

Vice Chairman Wells exited the meeting at 7:45 p.m., due to illness.

NEW BUSINESS

Curriculum & Instruction

Ms. Hopkins showed a presentation on academic intervention. She stated that if a student does not pass common assessments extra assignments are given. Students who did not achieve a passing score on their Benchmarks are pulled out of class for reassessment. Tutoring and intervention is available during lunch. Biology Benchmark scores are low. Schools are tracking student success. Students who need additional assistance are separated into small groups within the classroom and done on a daily basis.

There is a Three Tier Cycle used in student achievement implementation. Tier 1 provides instruction and assessment to all students are involved. Students needing additional assistance are put in Tier 2. In Tier 2, formal assessments are given to all students and are used to put data together. Students are put into intervention classes and allowed to get tutoring at lunch. Tier 3 intervention is for students who have significant gaps in their achievement. Benchmark assessments do not determine if students are working at grade level. The number of students in Tier 1, Tier 2 and Tier 3 levels fluctuate daily depending on the students' test scores.

Mr. Kuebler requested additional information. He questioned the reason for the decline in students Reading scores when they enter SCPS. Student intervention and remediation is needed. Mr. Kuebler requested a detailed explanation as to why CHS and SIS Tier Levels are so low and what plans are being implemented to increase the scores. Mr. Kuebler requested the number of students in each Tier Group and data results.

Finance – Monthly Finance and Food Service Reports

Mr. Blye presented the projected revenue and budget expenditures to the Board. The food

service deficit is currently \$71,997.00. Mr. Kuebler expressed concern about the operating budget being overspent by what appears to be \$1.5 million. Mr. Blye stated that the over expenditure is due to the Food Service deficit.

Chairman Miles questioned the concern that schools had a shortage of textbooks. Due to the Secondary Supervisor being out sick, Mr. Blye was unable to answer that question.

Mr. Blye explained to the Board that the 2002 Legislative Audit projected future budget deficits.

The Board understood the Budget shortfall in regards to instructional costs but expressed concern about administrative costs. Mr. Kuebler questioned the purchase of new office furniture.

TGM Financial Audit Report

Mr. Blye presented the TGM Financial Audit Report to the Board. The findings were SCPS is in compliance.

TGM Retirement Audit Report

There were no findings to report

General Sumpter requested that Mr. Blye provide the county commissioners with a copy of the audit.

Special Education Report

Ms. Johnson showed a presentation on the Special Education Program. Professional Development is being planned for teachers and principals to help improve Special Education Students' achievement. There are currently 435 students in the Special Education Program and 47 staff members. Of those 435 students, 48 are receiving speech/language therapy and 162 are receiving speech/language as a related service and 4 language pathologists. Ms. Johnson informed the Board that all paraprofessionals are highly qualified and all staff are required by Human Resources Department to have 48 hours of college credits and must have passed the para pro test. Beth Whitelock entered into the discussion confirming that all paraprofessionals were Highly Qualified.

Ms. Johnson explained the High Road Academy Program. This program is designed to meet the individualized academic and therapeutic needs of students with emotional/behavioral disabilities, autism spectrum disorder, intellectual disabilities and learning disabilities. Services are provided for students in grades K – 12. There are two classrooms, one for elementary and one for secondary. Each classroom holds 9 students each. The elementary class is filled and there is one opening in the secondary classroom.

Mr. Kuebler stated that more speech teachers are needed compared to the number of students receiving speech/language therapy and expressed concern that not all paraprofessionals in the comprehensive classrooms are Highly Qualified. Mr. Kuebler also stated that more licenses were needed to allow all Special Education students to use the Kurtzweil Program.

Ms. Johnson informed the Board that professional development on the Kurtzweil Program was being implemented and that more site licenses were being planned for future purchasing. The Special Education Department is collaborating with the Maryland Association of Nonpublic Education Facilities (MANSEF) to bring more services and training to the staff here in Somerset County.

Student Services Report

Ms. Carter provided an update on student attendance. Mr. Kuebler questioned the reason that SCPS students failed the State attendance rate for the high schools. Mr. Miles added that secondary attendance is a problem across the United States.

Ms. Carter informed the Board that the suspensions are from fighting and extreme classroom disrespect.

Mr. Kuebler requested additional information on developing a plan to solve the increase in the suspension rate. Ms. Carter will bring the information to the next regular Board meeting.

Policy #200-20, Travel and Transportation Reimbursement

Motion – Mr. Kuebler and seconded by Ms. Green-Gale to approve revised Policy #200-20, Travel and Transportation Reimbursement. The travel reimbursement has been changed to match the federal guidelines at a reimbursement rate of .565%. The vote carried unanimously.

Substitute Bus Driver Training Requests

Motion – Mr. Kuebler and seconded by Ms. Green-Gale and passed to table Mr. Jefferson's substitute bus driver training request; unanimously carried.

Out of County Field Trip Request

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; unanimously carried

Human Resources

New Hire, Retires, Resignations

Motion: Mr. Kuebler and seconded by General Sumpter to approve the Human Resources report; unanimously carried.

Job Descriptions

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

- Maintenance Courier and Custodial Trainer

Mr. Kuebler questioned the justification and time allotted for the individual in this position to complete the job and questioned the worthiness of the salary paid. Ms. Whitelock will get a more detailed draft of the job description.

Out of State Travel

Ms. Whitelock presented the Board with the Out of State Travel Report.

AWD Wind Power Energy

Motion – Mr. Kuebler and seconded by Mr. Sumpter and passed to deny the AWD Wind Energy Proposal; carried unanimously

Solar Power Purchase Agreement

Dr. Miles presented the Solar Power Purchase Agreement for the Board’s review and study. The Board will review purchase agreement with the Board Attorney.

Motion – Mr. Kuebler and seconded by Mr. Sumpter and passed to deny the Solar Power Purchase Agreement; unanimously carried

Somerset County Planning and Zoning

Mr. Mark Konalpelsky addressed the Board with his concern that the 500 x 500 Solar Energy Panels would encroach the entire critical area of the Tawes Campus. He stated that the Solar Energy Panels would not be cost effective and the development would be built on

the last piece of buildable property. He requested that the Kenyon Solar Energy contact the city council so they could explain.

PUBLIC COMENTS

There was a comment from a community member expressing a concern relating to all grade level special education students using the Kurzweil Program in the same classroom and stated that students should be separated by grade.

Ms. Billie Jo Chandler stated that the newspaper printed that food service workers would be losing their jobs. Dr. Miles informed the community that the food service workers jobs were never in jeopardy, the Board was just looking into external resources to help generate money in the food service department.

SUPERINTENDENT AND BOARD MEMBER COMMENTS

The Board thanked the community for attending. Mr. Kuebler thanked Mr. Teagle for his presentation and stated that the Board must look into forming a committee to address building security concerns and corrective action plans.

Chairman Miles thanked the community for attending and asked that concerns be addressed to the Superintendent and that by contacting the Superintendent for clarifying answers to questions would help squash the "Rumor Mill".

ADJOURNMENT

Moved - Chairman Miles and seconded by Ms. Green-Gale to adjourn the meeting at 9:20 p.m.; unanimously carried

Dr. Marjorie E. Miles, Superintendent

Recorded and Prepared by: Melissa Tilghman/Board Secretary