

**Minutes of Special Open Meeting  
Westover, Maryland  
March 4, 2013**

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**TIME: 4:00 p.m.**                      **Location: J.M. Tawes Technology & Career Center**

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

Chairman Miles declared a quorum was present and called the meeting to order.

**Pledge of Allegiance**

**Adoption of Agenda**

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

**CLOSED MEETING**

4:06 p.m. – Pursuant to Section 10-508 of the **Annotated Code of Maryland**

Motion – Mr. Kuebler and seconded by Vice Chairman Wells; unanimously carried to convene in closed session

**APPROVED CLOSED MEETING MINUTES**

None

**DISCUSSED PERSONNEL MATTERS – SECTION 10-508 (a)(1)**

Received, discussed and approved personnel matters and related issues.

Received and discussed transportation personnel issues.

**DISCUSSED MATTERS NOT RELATING TO PUBLIC BUSINESS – SECTION 10-508(a)(2)**

Discussed student appeal

**PERFORMED ADMINISTRATIVE FUNCTIONS – SECTION 10-503**

None

**CONSULTED WITH COUNSEL TO RECEIVE LEGAL ADVICE**

Received legal advice from Board Attorney

**PRESENT:** Board Members: Chairman Miles, Vice Chairman Wells, Mr. Sumpter, Ms. Green-Gale and Mr. Kuebler; Superintendent Miles and Board Secretary Tilghman; Ms. Nancy Smoker was also present.

**Reconvened in Open Special Session at 6:05 p.m.**

**NEW BUSINESS**

**Curriculum & Instruction**

**Student Achievement – Student Textbooks**

Mr. Elebash reported that due to the new upcoming Common Core curriculum change, a decision was made that the purchase of additional textbook series aligned to the current curriculum would be postponed until the new textbook series are available. Teachers have been developing their own lesson plans and textbooks have not been needed.

**Facilities and Transportation**

**Bus Substitute Training Approval**

Motion – Mr. Kuebler and seconded by Mr. Sumpter to approve Mr. Jefferson’s bus substitute driver training request of the following individuals: Jonathan East, John Conner, Geomar Handy Curtis Hartman, and Antuan Torney; motion carried unanimously. In addition, bus substitute applications will be added to the website.

**Capital Improvement Plan – Administrative Close-out for WAHS Renovation**

Mr. Jefferson asked to rescind his request for the Board’s approval of the Administrative Close-Out Renovation for Washington Academy & High School. Mr. Jefferson will bring this matter back before the Board upon the completion of the State’s Department of General Services review.

**Portable Audio and devices**

Mr. Jefferson presented details and the cost to purchase a portable audio system. Mr. Kuebler suggested that Mr. Jefferson go with the least expensive corded microphone.

**SCPS Accreditation Update**

Dr. Miles provided the Board with an update on the SCPS Accreditation status. The application has been completed and both the application and \$500 application fee have been submitted.

## **Human Resources Report**

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

Motion – Mr. Sumpter and seconded by Mr. Kuebler to approve Ms. Beth Whitelock’s Human Resources report; unanimously carried.

### **Policy #700-57, Social Media**

Mr. Lawson presented revised policy #700-57, Social Media for the Board’s review. Mr. Kuebler requested that all draft policies be posted to the website for the public’s review.

### **Budget Update**

Ms. Smoker provided the Board with an update on the budget. She informed them that Mr. Blye and Ms. Rounds have done research within other counties and found that the e-finance system set-up has a glitch in it. These glitches are being corrected. The Board has been informed that there has been a spending freeze put on the budget, a process that has been practiced over the past ten years to allow the finance department time to balance the end of year budget. Some of the reasons associated with the budget shortfall are cost relating to health insurance, substitutes, Special Education needs, equipment costs, and food service expenses.

### **Budget Calendar (Revised)**

Ms. Smoker informed the Board that the revised budget calendar has been posted to the SCPS website.

### **Substitutes**

The Board requested a report on the attendance incentive provided to staff that use less than five sick or personal leave days.

### **Approval of Minutes**

Motion – Mr. Kuebler and seconded by Mr. Sumpter to approve the revised minutes of February 6, 2013 and February 19, 2013; motion carried unanimously.

## **Superintendent and Board Member Comments**

The Board members thanked the community for attending and congratulated the Teacher of the Year candidates.

Dr. Miles read her letter of resignation to the community and asked for her staff's support and assistance until the end of the school year.

## **ADJOURNMENT**

Motion – Mr. Kuebler and seconded by Mr. Wells and passed to adjourn the meeting at **7:40 p.m.**; motioned carried unanimously.

Dr. Marjorie E. Miles, Superintendent

Recorded and Prepared by: Melissa Tilghman/Board Secretary