



By unanimous agreement, the Somerset County Board of Education convened in an open work session at 5:00 p.m., and a closed session at 6:00 p.m. on September 20, 2011 to discuss personnel and legal matters as permitted by the Maryland Open Meetings Act, S10-508(a)(9) of the State Government Article. Present were Chairman Sumpter, Vice Chairman Miles, Dr. Whittington, Superintendent Dr. Marjorie Miles and Melissa Tilghman, recording secretary. Mr. Wells entered the meeting after it had began.

The regular Board meeting began at 7:10 p.m. Present were Chairman Sumpter Vice Chairman Miles, Mr. Wells, Dr. Whittington, Superintendent Dr. Marjorie Miles, and Melissa Tilghman, recording secretary.

OPEN WORK SESSION

The meeting was called to order at 5:04 p.m. The Superintendent briefed the Board on the matter concerning Nick Moon. The Board received a letter from Mr. Moon's attorney threatening to sue in regards to the bus contract #3 award. The Board's attorney informed the Board members that the Transportation Policy is flawed and based on the current policy Mr. Moon did not meet the eligible requirements to be awarded bus contract #3. Mr. Moon's attorney has thirty days to appeal the Board's decision.

Chairman Sumpter expressed his concern to Dr. Whittington in regards to Board members responding to the public's comments during public participation. Chairman Sumpter communicated to the Board members that their position is to listen and express to the public that their concerns are being heard. Dr. Whittington stated that the individuals addressing the Board should provide the Board members with the information they are presenting before the Board meeting so that they may have time to study the concern and respond. Chairman Sumpter stated that the public should be aware that the Board's position is to develop the policies to provide guidelines for the school system to run effectively. Vice Chairman Miles stated that the Board should announce at the beginning of each meeting that they will not respond to any questions, but merely take their comments and concerns into consideration for further discussion.

The Board members continued their discussion on the Student Transportation Policy. Chairman Sumpter stated that the transportation matrix received from Dr. Miles was aligned with the policy. Dr. Whittington questioned section #3 Administration – Other Personnel and wanted to know if the additional personnel was a state requirement. Mr. Daugherty explained that Comar requests the additional personnel and requires a Supervisor, Driver Instructor, and or Special Education Assistant. Dr. Whittington questioned if one of these positions could be held by the Supervisor of Transportation. Dr. Miles explained the position of each personnel staff on the bus. Dr. Whittington also expressed that contractors need to be aware that bus contractors know that the Board will not be responsible in assisting contractors with selling their bus and that SCPS will not guarantee that the incoming contractor will purchase the bus. The Board agreed that the contractors should receive a hard copy of the revised policy in order to hold them accountable. The Board will

make sure that a copy of the revised policy is given to the bus contractors. They will be required to sign for the policy showing acknowledgment that they received the policy.

Dr. Whittington questioned the approval of additional substitutes when they do not have anyone to drive for. Mr. Daugherty stated that current substitutes have to submit the person that they will be driving for. Dr. Whittington stated that due to finance reasons, SCPS should make sure that substitutes are needed before the approval is brought forth. Dr. Miles explained that some substitutes may refuse to drive for someone; therefore additional names are needed to choose from.

Dr. Whittington questioned how Mr. Moon found out that he was being presented the contract. Dr. Miles stated that if Mr. Moon could not share with the Board where he got the information it was pure conjectural. Dr. Miles added that the Route #3 was being run by an interim contractor who was the original contractor of the route.

Mr. Daugherty informed the Board that SCPS is required to have a driver instructor on staff and that Mr. King will be retiring at the end of the school year. The state only offers training once a year so an individual will need to be appointed in order to get them certified. Dr. Whittington questioned the requirements in the driver training position and whether or not the contractor could be the trainer. He also questioned whether or not the Supervisor of Transportation could hold the driver training position. Dr. Miles will look into and check COMAR.

Mr. Daugherty presented Change Order requests #58-67. Most of the Change Orders were credits from unused allowance and were as follows

- #58 – Credit in the amount of \$7,778.00 (Demolition Credit)
- #59 – Credit in the amount of \$3,872.00 (Misc. Metals)
- #60 – Charge in the amount of \$3,130.94 (To replace bring and block at wall opening on north side of kitchen for access during demolition. Repairs were made to walls that were unsafe during demolition.
- #61 – Credit in the amount of \$1,365.00 (Casework-Cabinetry, Countertops etc.)
- #62 – Change order was pulled, further discussion is needed with the contract
- #63 – Credit in the amount of \$4,295.00 (Ceramic Tile)
- #64 – Credit in the amount of \$3,017.00 (VCT, Carpet, & Athletic Flooring)
- #65 – Credit in the amount of \$9,205.91 (Painting)
- #66 – Credit in the amount of \$3,236.50 (Food Service Equipment & Residential Appliances)
- #67 – Charge in the amount of \$1,905.00 (Labor and material to flash patch areas in the cafeteria.

The total amount of change orders ended with a credit of over \$23,000.00. The Board agreed that the change orders will be voted on as a group. Mr. Daugherty informed the Board that the State will received 88% of the credited funding and that the county commissioners will receive 12%. There were no questions in regards to the Comprehensive or Capital Improvement Plan. Mr. Daugherty informed the Board that the Greenwood renovation would be and expensive one renovation but SCPS should not have any problems getting the funding. He also stated that the

State has been pushing for counties to look for alternative funding on renovation projects. Dr. Whittington questioned the enrollment at Washington Academy and High School and asked if reconstruction was really needed. Dr. Miles responded that enrollment was a little over 500 but the building had a capacity of 900. Dr. Miles questioned the utilization of space in the building. Mr. Daugherty added that Princess Anne, Woodson, and Greenwood Elementary schools' enrollment was almost at capacity.

Dr. Miles stated that she had attended a tri county council meeting and will be serving on the Economic and Budget Development Committee along with Jim Webster, Conal Turner, and others. The council is working on a 5-10-20 year plan in Somerset's economic development. The Walmart Distribution Center is expected to begin construction in 2019.

The Board members went into closed session at 6:00 p.m.

REGULAR SESSION AGENDA

1. Call to Order

The meeting was called to order by Chairman Sumpter at 7:10 p.m.

2. Roll Call

The roll was called by Melissa Tilghman indicating that four Board members and the Superintendent were present. Ms. Green-Gale was excused from the meeting.

3. Declaration of Quorum

It was declared that a quorum was present.

4. Pledge of Allegiance

Chairman Sumpter led the Board in the Pledge of Allegiance.

5. Approval of Minutes

Vice Chairman made a motion to hold the vote on the August 16, 2011 minutes. The corrected minutes will be approved at the October Board meeting. The motion was unanimous.

6. Adoption of Agenda

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve the amended agenda. The vote was unanimous.

7. TGM Group, LLC, Auditor

Ms. Miller introduced the auditor, Mr. Hickman. Mr. Hickman thanked Ms. Miller and staff for all of their assistance in obtaining needed information. Compliments were given to Ms. Miller on the handling and monitoring of the budget. Mr. Hickman stated that the Food Service Department needed to bring in more revenue as the general funds could not support the Food Service deficit.

Mr. Hickman recommended that a risk assessment plan be implemented and suggested the monitoring of schools' activities monies. He ended his report stating that overall SCPS had a great audit and internal controls. A final report will be done by Monday. Ms. Miller stated that the numbers in the budget audit will not change.

8. Student Board Members' Reports

The new student Board members introduced themselves and provided very informative reports. Chairman Sumpter thanked the students for their reports. Dr. Miles added that the Promise Academy is going well. She explained the new structure and additional resources added to the school. She would also like to extend the Promise Academy students' learning to the JM Tawes Career and Technology Center. Ms. Carter and Mr. Hankerson are doing well and the new structure setup is off to a great start.

9. Public Participation

There was no public participation.

10. Old Business

A. Facilities and Transportation and Change Order Requests

It was moved by Dr. Whittington, seconded by Vice Chairman Miles, and passed to approve Mr. Daugherty's presented change order requests #58 - #67. The vote was unanimous with all but one Board member. The approval of these change order requests excluded Change Order #62.

Comprehensive Maintenance Plan

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve Mr. Daugherty's Comprehensive Maintenance Plan. The vote was unanimous with all four Board members in agreement.

Capital Improvement Plan

It was moved by Vice Chairman Miles, seconded by Mr. Wells and passed to approve Mr. Daugherty's Capital Improvement. The vote was carried unanimously.

Policy #200-18, Pupil Transportation

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve Policy #200-18, Pupil Transportation. The vote was carried unanimously.

Route #3 Contract Approval

This item was removed from the agenda.

B. Student Services

Policy #600-21, Student Enrollment

Mr. Wells made a motion to table Policy #600-21, Student Enrollment. The Board agreed that the transportation policy was flawed and that further review and discussion was needed before a vote could be made.

C. Human Resources

Policy #700-15, Workers Compensation

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve revised Policy #700-15, Workers Compensation. The vote was unanimous. Accidents will now be reported to the Director of Human Resources.

Policy #700-26, Tuition Reimbursement

The Board approved the withdrawal of policy #700-26, Tuition Reimbursement. They agreed that they will look into the negotiation agreement to raise reimbursement grade from a "C" average to a "B". The Board agreed to vote on the policy after negotiations have been completed.

Policy #700-29, Classified Employee Probationary Period

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve Policy #700-29, Classified Employee Probationary Period. The vote was unanimous.

Policy #700-55, National Board Certification Assessment

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve the National Board Certification Assessment policy. The vote was unanimous.

Job Descriptions

It was moved by Mr. Wells, seconded by Vice Chairman Miles and passed to approve the following revised job descriptions: Director of Curriculum and Instruction and Principal. The vote was unanimous.

11. New Business

A. Instruction

Master Plan 2011 Update

Mr. Bloodsworth discussed the Master Plan Update with the Board members. Chairman Sumpter stated that he appreciated the humorous presentation which was followed by great detail.

Out of County Field Trip Request

Chairman Sumpter removed item 11 A-2 from the Board agenda as approval is not needed for Out of County Field Trip Request. Approval is only needed when students will be staying overnight.

Out of Student Transfer

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve the following students school transfer request:

- David and Bryan Sproul (WHS)
- Zoe Taylor (PAES)

The vote was unanimous with all Board members in agreement.

B. Human Resources

Job Descriptions

Mr. Lawson presented the Board with the revisions to the Bus Driver Trainer and Job Coach for their review and study. The Board will vote at the October Board meeting.

10. Superintendent and Board Member Comments

Chairman Sumpter announced that future Board meetings will be held at the various schools throughout the school system. There were no other comments from the Board.

- 11. October 2011** – It was moved by Dr. Whittington seconded by Vice Chairman Miles and passed to approve October 18, 2011 as the next open regular session. An open work session will be held at 5:00 p.m. to discuss facilities and policies, a closed session at 6:00 p.m. and an open regular session at 7:00 p.m. at the J.M. Tawes Technology & Career Center. The vote was unanimous.

12. Adjournment

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to adjourn the meeting at 8:15 p.m. The vote was unanimous.

Dr. Marjorie Miles, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary