



The Somerset County Board of Education met at the J. M. Tawes Technology & Career Center, Tuesday August 14, 2007 at 5:30 p.m. to review the SIS Tawes Construction Project. Upon completion of the SIS Tawes Construction Update the Board met in a closed session meeting at 6:30 p.m.

The regular Board meeting began at 7:10 p.m. Present were Chairman Scott, Vice Chairman Miles, Mr. Willing, Mr. Pruitt, Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Paul asked to be excused due to an illness. There were no Student Board members in attendance as these positions have not yet been filled.

By unanimous agreement, the Somerset County Board of Education met in a closed session at the J.M. Tawes Technology & Career Center, Tuesday, August 14, 2007 at 6:30 p.m. 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 Scott, Vice Chairman Miles, Mr. Willing, Mr. Pruitt, Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Paul was out sick.

OPEN WORK SESSION

The Somerset County Board of Education met in an open work session at 5:30 p.m. Present were Chairman Scott, Mr. Willing, Mr. Pruitt, Dr. Brofee and recording secretary, Melissa Tilghman. Vice Chairman Miles arrived fifteen minutes after the meeting began. Mr. Daugherty and Mr. Catanzaro were also present at the meeting.

The meeting was called to order by Chairman Scott, moved by Mr. Willing and seconded by Mr. Pruitt to go into open work session. Mr. Daugherty began the meeting by informing the Board that change order requests had not been submitted. He informed the Board members that the contractor would like to wait until September 18, 2007 to present change orders. Mr. Catanzaro requested that a letter of action be sent to the contractor to speed up the change order requests. The Board agreed that a hold up of the contractor's payment to the workers could seriously damage Somerset's reputation and hinder future projects. Mr. Catanzaro stated that he is working on a punch list which will help get things completed. The Board members were pleased with the progress of the SIS construction project has progressed. Dr. Brofee informed the Board members that the contract with John Catanzaro ended August, and that she would like to extend the contract. The additional cost will be \$80,000.00 which is still in contingency and in the budget.

Mr. Daugherty discussed the conditions of Washington High School with the Board members. He stated that during the process of school renovations WHS had been neglected. MSDE has added a new renovations category labeled "Limited Renovations – Systematic Renovations". This particular category allows for electrical, window, lighting, roofing and HVAC renovations. Mr. Daugherty explained that Washington High School's structure is in good shape. Dr. Brofee asked for the Board's approval to pursue this request to the state. The Superintendent will ask the commissioner's permission along with the request to reassess WHS student capacity. Mr. Daugherty explained that any additional square footage needed will come from the space already available.

A motion was called for by Chairman Scott, moved by Mr. Pruitt, seconded by Mr. Willing, and passed to give Mr. Daugherty and Dr. Brofee permission to pursue the limited renovation at Washington High School.

REGULAR SESSION AGENDA

1. Call to Order

The meeting was called to order by Chairman Scott 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. Chairman Scott announced that Mr. Paul asked to be excused due to illness. The Student Board Members' positions remain vacant.

3. Declaration of Quorum

Chairman Scott declared a quorum to be present.

4. Pledge of Allegiance

Chairman Scott led the Board in the Pledge of Allegiance.

5. Approval of Minutes

A motion was called for by Chairman Scott, moved by Mr. Willing and seconded by Mr. Pruitt to approve the minutes of June 19, 2007. The vote was unanimous.

6. Adoption of Agenda

Dr. Brofee asked to table 11–A1, Change order approvals for Somerset Intermediate School. A motion was called for by Chairman Scott, moved by Mr. Willing and seconded by Mr. Pruitt to adopt the agenda with the amended request. The vote was unanimous with all four present Board members in agreement.

7. Public Participation

There was no public participation.

8. Student Board Members' Report and Recognition of Service

There were no Student Board Members' Reports. Dr. Brofee made a request to the media to announce and publicize the vacancy of the Student Board Member positions.

9. Gear Up

Ms. Johnson provided highlights on the Gear Up Program beginning with the success of Camp STEM, an ongoing UMES camp. Britany Curo and Kate Austin were two students involved in this experience. Kate attended the summer camp at UMES for Fine Arts. She thanked Ms. Johnson for the opportunity to attend. Britany Curo spoke briefly to the Board with highlights from the sailing camp.

The Somer's Cove Yacht Club presented Ms. Johnson with a plaque for her exemplary partnership.

10. Summer Program Attendance Results

Ms. Carter presented an attendance and expenditure report on grants the summer reading grants. Mrs. Forbush and teachers were thanked for all their help.

OLD BUSINESS

11. Facilities and Transportation

Dr. Brofee requested at the beginning of the meeting that Change Order Approvals for Somerset Intermediate be tabled until the next Board meeting. The request was approved by all four Board members in attendance.

The board announced the results from the telephone poll that was conducted on July 28, 2007 regarding the opening and move to Marion Sarah Peyton school. The expenditure request to reopen Marion Sarah Peyton was approved with all Board members voting unanimously.

Policies

Upon the recommendation of the Superintendent Mr. Pruitt moved and Mr. Willing seconded to approve revised policy #100-13, Board of Education Meetings Administrative Policies.

A motion was called for by Chairman Scott, moved by Mr. Miles and seconded by Mr. Pruitt to approve revised Policy #600-7, Student Attendance. At the Elementary/Intermediate level a student is counted present for ½ day if in attendance at least two (2) hours but not more than four (4) hours of the school day. A student is counted present for a full day if in attendance for four (4) or more hours of the school day. At the High School/Academy grade level a student is counted present for a full period if in attendance for more than ½ of the class period. Revisions to this policy also eliminates the use of "Make Up Time". The vote was unanimous with all four Board members in attendance.

Upon recommendation of the Superintendent Mr. Miles moved and Mr. Pruitt seconded to approve revised policy #700-53, SRO Policy. The policy explains that SRO Intervention authority with principals in the schools will only be imposed if criminal activity is occurring. The school administration will be the leading authority in a disciplinary situation. The vote was unanimous with all four Board members in attendance.

Response to Parent Advisory Council Comments of 06/19/07

Mr. Daugherty responded to the Parent Advisory Council's concerns from the June Board meeting. Parents were concerned about students arriving to school without teacher supervision upon their arrival. Mr. Daugherty explained that the buses are not bringing the children to school early, but the parents are taking them to school too early and the walkers are arriving before the teachers are supposed to be there. Mr. Daugherty's response to the second question concerning buses not giving students enough time to catch the bus was that students are socializing. This is the reason they are missing the bus. Parents were also concerned that students had to wait an additional ½ hour after school was out before the bus arrived to take them home. Mr. Daugherty stated the video cameras showed students had an approximate wait of seventeen minutes between the ending of the school day and getting on the bus.

Mr. Willing questioned if we were liable for students on the property. Mr. Miles stated that the bus issue relies on the responsibility of the students. He also asked the Public Relations department to promote the parents responsibility in dropping their kids off during school hours and not before.

NEW BUSINESS

12. Master Plan Progress Report: System Summary 2006-2007

Dr. Brofee began discussing the first half of the Master Plan Progress Report Summary explaining the various parts of the Master Plan and how it is broken down. Groups collect data and complete progress documents to analyze what works and what doesn't. Mrs. Smoker took over the presentation and discussion by providing the Board with a presentation on the Master Plan, its purpose, and the information compiled. The schools are doing a better job in collecting data which has helped in compiling more factual information. Progress Reports show significant approval. Mrs. Smoker discussed the importance of collecting data accurately and correctly and note that more focus will be placed during 2007-2008 on efficient and accurate means of data collection and analysis.

Policies

Dr. Brofee presented revised policy #700-13, Work Schedule and Leave for Employees of Somerset County. Revisions made were 1) Resigning staff with five or more years may not accumulate more than 10 days of paid vacation and 2) Retirees can be paid for up to 25 days of vacation. The Superintendent requests the Board's review and study of this policy for a vote at next month's Board meeting.

Facilities and Transportation

A motion was called for by Chairman Scott, move by Mr. Willing, and seconded by Mr. Miles to approve Mr. Daugherty's request to approve the Food Service Contracts for the 2007-2008 School year. The vote was unanimous.

Human Resources Report

Upon recommendation of the Superintendent it was moved by Mr. Willing, seconded by Mr. Pruitt and passed to approve the following personnel actions: **Retirees** – Mary Susan Carey; **Resignations** – Mary Jane Ward, Matthew Rosati, Rachel Illari, Sheila Mapp, Tishara Collins, Willie Giddens, James Fedderman, Amanda Carrick, and George Parker III; **New Hires:** Nicole Andrews, Melvin Armstrong, Scott Baker, Kelly Bond, Megan Carey, Jessica Brittingham, Jennifer Czawakiel, Emily Ewald, George Holmes, Linda Kinhart, Amanda Lankford, Gregg Lee, Maria Poole, Michael Tremper, Patricia West-Smith, Dr. Lloyd Tyler, Edward Bedsworth, Lorie Tull, Frank DelPiano, Ryan Bell, Christine Abrams, Christina Broyles, Jessica Hickman, Connie Taylor, Edward Weeast, Phyllis Gaines, Christina Gunter, Patricia Simpson, Benita Tilghman, Rhonda Powell, Henry Ward, Donte Johnson, Susan Marsh, Barbara Hicks, and Verna Corbin.

The Board requested Mr. Lawson to provide an annual summary of the Human Resources Report at the next Board meeting.

Out of State Travel

There was no Out-of-State Travel to report this month.

Special Education Staffing Report

Mrs. Reich presented the Board with the Special Education Staffing Report. The Board will review and study for a vote at the next Board meeting.

Finance Report

Policy #200-20

Mrs. Miller presented the revised policy #200-20, Travel and Transportation Reimbursement and Expenses to the Board for review and study. The revisions were the right to request documentation and the detailed procedure for conference cancellations.

Category Transfers

A telephone poll was taken on July 28, 2007 where the Board members made a unanimous vote to approve Mrs. Millers Budget transfer request.

Monthly Finance Report

Mrs. Miller presented the Board with the Monthly Finance Report and was thanked by Chairman Scott.

Monthly Food Service Report

Mrs. Miller presented the Food Service report. She explained to the Board members that while it does show a loss of profit, she believe that the extra expenditures for equipment was the reason.

17. Superintendent & Board Member Comments

The Superintendent thanked Mr. Lawson, Mrs. Smoker, and all the administrators for all their hard work on the Master Plan. She announced the official opening of school, August 20, 2007. The Board members and the public were invited to attend the Open House which will begin at 8:00 a.m. at Washington High School. Dr. Bingham, former head of North Bay, will be the guest speaker. The Superintendent ended her comments with the announcement of the first day of school which will be August 27, 2007.

- 18. September 2007 –** It was moved by Mr. Pruitt, seconded by Mr. Willing, and passed to approve the September 18, 2007 as the next open regular session. Closed session will begin at 6:30 p.m. and the open regular session will begin at 7:00 p.m. at the J.M. Tawes Technology & Career Center. The vote was unanimous.

19. The Board meeting was adjourned at 8:55 p.m.

Karen-Lee N. Brofee, Ed. D., Superintendent
Recorded and Prepared by Melissa Tilghman/Secretary