



By unanimous agreement, the Somerset County Board of Education met in an open public work session at 5:00 p.m. to discuss facilities and change orders as permitted by the Maryland Open Meetings Act, §10-508(a)(9) of the State Government Article. Present were Chairman Miles, Vice Chairman Wells, Dr. Whittington, General Sumpter, Superintendent Dr. Karen-Lee Brofee, and Melissa Tilghman, recording secretary.

### **OPEN PUBLIC WORK SESSION**

#### **FACILITIES**

Chairman Miles called the meeting to order at 5:00 p.m. Mr. Daugherty explained the following change order requests: 45) Data racks for existing school equipment; 46) Replacement of block on the wall next to steps in auditorium after they were demoed; 47) Auditorium sound system components; and 48) Survey of ball field drainage issue.

Chairman Miles raised questions about negotiations on who should bear the cost of change orders due to errors in drawings. Was work being done to lower claims? The answer was absolutely. Only the end result was being presented at these work sessions. To date there has been 6.64% of change orders and that includes the addition of the kitchen.

Mr. Daugherty discussed the GES Geothermal System and the Feasibility Study. The money will come from current budgeting fees, local accounts and professional services. SCPS will request funding from the State for 2013. Next year will be planning.

Dr. Brofee informed the Board members that the State funding potential for 2012 includes additional monies to pay for the Washington High School Renovation. The Superintendent will present SCPS's need to the Board of Public Works at the Annual "Beg-A-Thon". David Lever has requested that the new commissioners be updated on the Renovation Project.

Mr. Daugherty briefed the Board on the changes to Policy 200-13, Use of Building Facilities. The rates have been increased to reflect actual building use costs. The Board will vote at the open meeting.

#### **TRANSPORTATION**

Hank Ward addressed the Board with a PVA request for his 2010 bus purchase. Mr. Ward explained and compared the prices of the other counties. He has requested a \$17,600 PVA increase but said he would accept \$17,200. Mr. Ward's 2004 Bus is being used as a spare for which he receives an annual PVA of \$4,500 and \$11,500 PVA annual allotment for his 2010 bus purchase. Mr. Ward explained that requirements and regulations for Somerset County Public Schools Bus Contractors have changed causing an increase in the bus prices. Dr. Brofee explained that the previous decision of the Board was to keep the PVA the same and gave Mr. Ward the option of coming to the Board this year with a new request. Mr. Ward stated that he believed Somerset County Public Schools is now financially stable and has requested retroactive pay from July 01, 2010 instead of the PVA change becoming effective as of December 14, 2010. The Board will discuss this issue and respond to Mr. Ward at a later date. Chairman Miles has requested that Mr. Daugherty be present during the PVA discussion.

## **BOARD RETREAT**

Dr. Brofee discussed the planning of a Board retreat. MABE has agreed to come to Somerset County if we have ten or more Board members attending. Kitty Blumsack has requested to do a retreat like last year. The Board agreed on April to hold the retreat. They will review a list of workshops and decide which ones to ask MABE to offer.

## **JOB SHARING**

The Superintendent discussed the Job Sharing option with the Board members. This option involves two employees sharing the same job position, but working on different days or different times in a given day (one morning and one afternoon). The Board expressed concern about the fairness of this practice and its benefits to the school system. Dr. Brofee will develop a policy and bring it to the Board members for further discussion.

## **Adjournment**

The Board's open session meeting was adjourned at 6:10 p.m.

## **REGULAR SESSION AGENDA**

### **1. Call to Order**

The meeting was called to order by Chairman Miles at 7:30 p.m.

### **2. Swearing in of Board of Education Member**

Ms. Margo Green-Gale, newly elected Board member, was sworn in by Ted Phoebus.

### **3. Roll Call**

The roll was called by Melissa Tilghman indicating that all five Board members, the Superintendent and both Student Representatives were present.

### **4. Declaration of Quorum**

It was declared that a quorum was present.

### **5. Pledge of Allegiance**

Chairman Miles led the Board in the Pledge of Allegiance.

### **6. Approval of Minutes**

A motion was called for by Chairman Miles, moved by Dr. Whittington, seconded by General Sumpter and passed to approve the minutes of October 19, 2010 and November 9, 2010. The motion was carried unanimously.

### **7. Adoption of Agenda**

It was moved by Vice Chairman Wells, seconded by General Sumpter and passed to adopt the amended agenda. The vote was unanimous.

## **8. Student Board Members' Activities Report**

Miss Elmore reported that Washington High School had raised over \$100 for needy children. There will be a talent show held on January 26, 2011. Deal Island Elementary School's water safety class went well, Princess Anne Elementary School's Christmas bizarre went well, Greenwood Elementary's Christmas concert went well and Somerset Intermediate won the STEM Lego competition.

Ms. Sturgis reported that the Woodson Elementary's Christmas bizarre will be held December 15, 2010 and the Christmas concert will be held December 17, 2010. Crisfield High School held a career fair with eighteen different vendors and an annual blood drive will be held December 16, 2010. Ms. Sturgis also requested the Board's consideration of Crisfield High School's petition for a football team. The Board members thanked both students for their reports.

## **9. Public Participation**

There was no public participation.

## **10. Introduction of Somerset County Public Schools' Christmas Card Artist**

Dr. Brofee introduced Crisfield Academy and High School's 2010 Christmas Card Artist. The student was awarded a gift card and was thanked by the Board members.

## **11. Old Business**

### **A. Facilities**

#### **Change Order Requests**

It was moved by General Sumpter, seconded by Dr. Whittington and passed to approve Mr. Daugherty's Change Order requests. The vote was unanimous.

#### **Use of School Facilities, Policy #200-13**

A motion was called for by Chairman Miles, moved by Dr. Whittington, seconded by Vice Chairman Wells and passed to approve Mr. Daugherty's revised Policy 200-13, Use of School Facilities. The vote was unanimous.

#### **Storage Tank Transfer to Commissioners**

Mr. Daugherty informed the Board members that the commissioners have decided to give the storage tanks at Somerset Intermediate to the Deal Island Fire Company.

### **B. Finance**

#### **Jobs for Education Revenue**

The Superintendent requested to move this item to new business.

## **C. Policies**

### **Policy 300-13, Fixed Assets**

It was moved by Dr. Whittington, seconded by Vice Chairman Wells and passed to approve Ms. Miller's request to revise the Fixed Assets Policy. The change includes the increase of the capitalization threshold asset to \$5,000.

## **D. Human Resources**

### **Job Descriptions**

It was moved by General Sumpter, seconded by Vice Chairman Wells and passed to approve the following job descriptions presented by Mr. Lawson at the December Board meeting: ALC Teacher, Assistant/Vice Principal, and Dean of Students.

## **12. New Business**

### **A. Finance**

#### **Monthly Finance Report**

Dr. Brofee presented the monthly finance report to the Board.

#### **Category Transfer**

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve Ms. Miller's category transfer request. The transfer moves funds from the Instructional category to the Mid Level Administration category. The vote was unanimous.

#### **Food Service Report**

Dr. Brofee presented the Food Service Report to the Board. General Sumpter questioned the inventory procedure and management practices. The Board members expressed concern that students are carrying lunch instead of purchasing it at the school.

#### **FY2012 Budget Discussion**

Dr. Brofee provided a breakdown of the current and future budget outlook. Property Tax Revenue has gone down as well as Income Tax. Somerset went down by -\$315,304. The general funding for Somerset also went down. With Job for Education funding 20% of the funding can be considered new money while the other 80% will be absorbed by the State contribution for 2012.. SCPS will be losing unrestricted funds which are being replaced by restricted funding. We will also be losing ARRA and SFSF funding which includes some contractual positions.

A motion was called for by Chairman Miles, moved by General Sumpter, seconded by Dr. Whittington and passed to approve the Superintendent's request to carry the 170,000 of Jobs for Education Funds forward to 2012 instead of adding new positions. The motion was carried unanimously.

The Superintendent continued with a budget breakdown reporting that 80% of total budget is salaries and fringes, \$600,000 is Stabilization Funds that will not be available next year. Over \$420,000 of ARRA funding will be gone in FY2012. The ratio of retirees to the active members has shown a significant increase and is increasing the State's structural deficit. The bottom line is Somerset County needs a total of \$1,222,447 to maintain today's programs. Dr. Brofee requests the Boards input on high probable shortfall, input on how to build the budget, suggestions on where eliminations and reductions should occur, and direction as to how the public input should be gathered. Vice Chairman Wells stated that he would like to talk and listen to the principals and has requested exact numbers instead of percentages in regards to the budget. Dr. Brofee stated that she would set-up a work session for the Board with the administrators.

General Sumpter also expressed concern that SCPS find areas with redundant expenses and requested an early work session in January. Dr. Whittington expressed his concern that the Board be involved in future development of the budget. Chairman Miles stated that SCPS should continue offering budget community input and addressed that current procedures be followed in doing what is best for the students. He also expressed that employees are not taking the crisis serious and requested to meet with Vicki Miller after the meeting.

## **B. Policies**

### **Policy 800-11, Title I Parent Involvement**

Ms. Holland requested that the Board review and study revised Policy #800-11, Title I Parent Involvement for a vote at the January Board meeting. The revision includes the addition of Item H (providing opportunities for parent training through multiple formats on new resources as they become available in the county and Item I (providing materials and opportunities for training to help parents work with their children to improve achievement, such as math, literacy, and technology training.

## **C. Student Services**

### **Homeless Monitoring Visit/Update**

Ms. McLaughlin provided an update report on the Homeless Monitoring visit. There are currently 52 homeless students in the SCPS school system. The monitoring visit checks to make sure we are following procedures and are in compliance. Somerset County Public Schools has reserved funding to help the homeless families. There have been several grants received to aid in the purchasing of schools supplies and uniforms. Two homeless seniors have graduated. All students are given the opportunity to continue going to their home school as many of Somerset's homeless students live in Wicomico/Worcester due to the lack of shelters in Somerset County. Title I funding can now be used in non Title I schools for homeless student's needs.

## **D. Facilities and Transportation**

### **Feasibility Study for GES HVAC Replacement**

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve the Feasibility Study for the GES HVAC Replacement with Gipe Associate, Inc.

### **Approval of Contract for Route #28**

It was moved by Vice Chairman Wells, seconded by Dr. Whittington and passed to approve Mike Greco for the Route #28 bus contract. The vote was unanimous.

### **Approval of Substitute Bus Driver Training**

A motion was called for by Chairman Miles, moved by Vice Chairman Wells, seconded by General Sumpter and passed to approve Mr. Daugherty's request to train Diane Daniels and Preston Hinman as Substitute Bus Drivers. The motion was carried unanimously. Dr. Whittington questioned the hiring practice of bus contractors and the awarding of additional points to substitutes giving them an advantage in being chosen for open positions.

## **E. Instruction**

### **Race to the Top**

Mr. Bloodsworth provided the Board with an update on the Race to Top. MSDE is using the funding to hire 56 new employees. Maryland is one of 12 states to win funding and will receive 250 million dollars for reform, of which 125 million went to MSDE. The reform is based on standards and assessments, data, great teachers and leaders, STEM, and the turn around of low achieving students. Schools will be expected to continue making AYP while making transition. MSDE will track students from 4<sup>th</sup> grade to college. Maryland is required to identify the lowest performing schools. Somerset had to develop a scope of work on how its funds will be expended over 4 the years. Extra duty stipends are available for STEM Teachers, funding for data infrastructure, data design, and technology facilitators. The 1:1 laptop initiative will begin with the upcoming ninth graders in January 2011. Those ninth graders will be offered the opportunity to purchase the laptops upon graduation. The teachers' evaluations will be tied to student growth. Parent Involvement funds are available. Mr. Bloodsworth distributed handouts to the Board members explaining Race to the Top. Vice Chairman Wells expressed concern of the funding and scope's impact on student achievement.

## **F. Human Resources**

### **Job Descriptions**

Mr. Lawson presented the Early Childhood Education Teacher, Tutor, and School Administrative Associate II revised job descriptions for the Board's review and study. The Board will vote at the January Board meeting.

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

It was moved by General Sumpter, seconded by Dr. Whittington and passed to approve Mr. Lawson's Human Resources Report. The vote was unanimous.

**Retirees:** Patti Howeth, Lillie Beckett, Donna Dugan; **New Hires:** Bobby Smith, Patricia Carter, Michael Greco

### **Out of State Travel**

Mr. Lawson presented the Out of State travel to the Board for informational purposes only.

### **G. Request for January 18, 2011 Board Meeting Change**

A motion was called for by Chairman Miles, moved by Vice Chairman Wells and passed to approve the Superintendent's request to move the January 18, 2011 Board meeting to January 25, 2011. Dr. Brofee and Chairman Miles will be out of town. The motion was carried unanimously.

### **13. Superintendent and Board Member Comments**

The Superintendent thanked everyone for helping with the Christmas performances that were held during the month. She also announced that Title I monitoring and audit went extremely well due to Ms. Holland's continuous efforts. General Sumpter announced that he attended Crisfield High School's JROTC dining and that it was great and went extremely well. Vice Chairman Wells thanked everyone who attended and wished a Merry Christmas to all. Chairman Miles asked that the media and attendees spread the word of the upcoming budget input and awareness session and that all should be aware of the budget deficit.

- 14. January 25, 2011** – A motion was called for by Chairman Miles, moved by Vice Chairman Wells, seconded by General Sumpter and passed to hold an open work session at 5:00 p.m. to discuss change order requests, an executive session at 6:00 p.m., and an open regular session meeting at 7:00 p.m. at the J.M. Tawes Technology & Career Center on January 25, 2011.

### **15. Adjournment**

It was moved by General Sumpter, seconded by Dr. Whittington and passed to adjourn the meeting at 9:40 p.m. The vote was unanimous.

Karen-Lee N. Brofee, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary