



By unanimous agreement, the Somerset County Board of Education met in an open policy review session at 5:30 p.m. and convened in a closed session 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 Miles, Vice Chairman Pruitt, Dr. Whittington, General Sumpter, Mr. Wells, Superintendent Dr. Karen-Lee Brofee, and Melissa Tilghman, recording secretary.

The regular Board meeting began at 7:00 p.m. Present were Chairman Miles, Vice Chairman Pruitt, Dr. Whittington, General Sumpter, Mr. Wells Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Cavins CAHS Student Board Representative was also present. Mr. Taylor was absent from the meeting.

### **POLICY REVIEW SESSION**

Dr. Brofee began the meeting discussing the teachers/students snow days. There are four student days beyond the allotted calendar days and five teacher days. The Board agreed that the decision will be placed on hold until the Maryland State Department of Education has ruled on the waiver of the days. Chairman Miles interrupted to call the meeting to order. The Superintendent apologized and continued with her discussion of informing the Board that it will be their decision to waive the missed days. The Board was also informed of the circumstance with Woodson Elementary being closed an extra day due to heating issues. The Superintendent was given permission to request an exemption of this day from the State. Mr. Wells questioned the effect that the snow days had on the MSA Testing.

The Superintendent discussed the revised 200 series policies for the Board's review and study. Upon review the Board requested that changes be made to several policies.

Chairman Miles questioned the absence of pictures of the previous Superintendents at the Central Office. Dr. Brofee informed Chairman Miles that the Board has not been able to locate any pictures of the former Superintendents but would initiate the search again.

Mr. Daugherty addressed the Board providing some history on the revisions made to the Student Transportation Policy. Dr. Whittington suggested that changes made to policies should be reviewed with the individual being impacted by the changes. Specifically he bus contractors in this case. Dr. Brofee requested that Mr. Daugherty respond to the Board's previous concern about bus drivers having more than one contract. Mr. Daugherty explained that the contracts were awarded to the interested contractors and that each is allowed to hold up to four contracts. The Superintendent sought the Board's opinion. The Board decided that input from the contractors and principals were needed before they could respond. Mr. Daugherty voiced his concern on the importance of the policies' revisions and their alignment with CoMAR Regulations.

The Board was also informed by the Superintendent that SCPS is one of the counties that by contract must pay the bus contractors 180 days whether school is cancelled or not. Teachers will need to make-up their missed days. Dr. Brofee will bring a proposal on that to the next Board meeting. Dr. Whittington voiced his concern about following the policy when having someone else drive the bus of a contractor or when a contractor purchases a bus that he/she can no longer drive.

There were no change order requests to report.

## REGULAR SESSION AGENDA

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

The meeting was called to order by Dr. Brofee at 7:15 p.m.

### **2. Roll Call**

The roll was called by Melissa Tilghman indicating that all five Board members and the Superintendent were present. Student Board member Mr. Cavins was also present. Mr. Taylor was absent from the meeting.

### **3. Declaration of Quorum**

It was declared that a quorum was present.

### **4. Pledge of Allegiance**

Chairman Miles led the Board in the Pledge of Allegiance.

### **5. Approval of Minutes**

A motion was called for by Chairman Miles, moved by General Sumpter, seconded by Vice Chairman Pruitt to approve the minutes of January 19, 2010. The motion was carried unanimously

### **6. Adoption of Agenda**

It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt and passed to approve the amended Board Meeting Minutes of January 19, 2010. The amendment was the tabling of Item 12-D, Approval of the 2010-2011 School Calendar, Item 11, AASA Report, and Item 13-B2, 500-20 Athletic Policy until the March Board meeting. TOY will replace the AASA Report. The vote was unanimous with all Board members in agreement.

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

Mr. Cavins presented his report to the Board. PBIS Incentives are being offered and CHS has an upcoming Career Fair. Mr. Taylor's report was presented by Dr. Brofee. The SIS nurses club collected over \$600 and the Somerset Intermediate's North Bay Trip has been scheduled.

### **8. Princess Anne Elementary School Report**

Ms. Johnson presented her school report to the Board. The staff at Princess Anne Elementary are focused on students needs. K-2 students presented their exhibitions and Family Night was a success. The 5<sup>th</sup> grade students had a fundraiser to send funds to Haiti. PAES has met the AMO and the MSA

scores have increased.

## **9. DAR Essay Contest**

Ms. Bloodsworth introduced the 2010 DAR Essay Contest Winner from Crisfield Academy and High School. The essay was to describe how he/she felt in 1869 when the transcontinental railroad was implemented. Vincent did an exceptional job when reading his essay and was thanked by the Board members. He also received a \$50 savings bond.

## **10. Teacher of the Year Overview**

Mr. Lawson informed the Board members of the upcoming Teacher of the Year Program and explained the process done when choosing the TOY. This individual must be a leader, have the respect of the community, certificated, highly qualified and have five years of teaching experience. This individual will be required to attend many events. The committee panel is made up of twelve past TOY or teachers. A presentation was shown on the past Teachers' of the Year. Dr. Whittington suggested that the committee needed to be reorganized as per the recommendation of the NAACP.

## **11. Old Business**

### **A. Policies**

#### **#200-25, Information Technology Security Policy**

It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt and passed to approve #200-25 Policy, Information Technology Security Policy. This policy was revised following recommendations from the Audit. The vote was unanimous.

#### **#500-19, Selection of Educational Media Materials**

A motion was called for by Dr. Whittington, moved by Vice Chairman Pruitt, and passed to approve the revised #500-19 policy. The motion was carried unanimously.

#### **#700-44, Return to Work**

It was moved by Vice Chairman Pruitt, seconded by General Sumpter and passed to approve Policy #700-44, Return to Work. The vote was unanimous.

### **B. Human Resources**

#### **Approval of Job Descriptions**

It was moved by Vice Chairman Pruitt, seconded by General Sumpter and passed to approve Mr. Lawson's request to approve the revised Student Services Supervisor's job description. The vote was unanimous. The ESOL Teacher's job description will be reviewed and studied for a vote at the

March Board meeting.

### **C. Facilities and Transportation**

#### **WHS Change Order Requests**

Mr. Daugherty did not have any change order requests up for approval.

### **D. Approval of 2010 – 2011 School Calendar**

It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt to table the approval of the 2010-2011 School Calendar. The Board members agreed that before they could rule on the calendar, more input is needed from the calendar committee and the community. The decision was unanimous.

### **E. Participation in Race to the TOP**

Upon recommendation of the Superintendent, it was moved by General Sumpter, seconded by Mr. Wells and passed to give the Superintendent permission to “express interest in participating in” Maryland’s Race to the Top Application. The vote was unanimous.

## **12. New Business**

### **A. Finance**

#### **Monthly Finance Report**

Ms. Miller presented the Monthly Finance report to Board. The Board members thanked her for the report.

#### **Food Service Report**

Ms. Miller presented the Food Service report to the Board. The Board expressed concern about the current deficit.

#### **Superintendent’s Consideration for the FY2011 School Budget**

Dr. Brofee showed a presentation on the FY2011 School Budget. Students continue to achieve and teachers continue to provide effective instruction. SCPS goals are to obtain 100% student proficiency rate, ELL student success, HQ Teachers, a safe learning environment, and that all students graduate with career oriented goals. It is the goal of SCPS staff to provide students with a chance to succeed. The Thornton funding increased resources tremendously, but now Maryland’s schools are experiencing no increase in State revenue. Somerset specifically is losing revenue. Stimulus funding (SFSF and ARRA) are temporarily filling the gap. When asking for input it was revealed that Core Progress and Academic and Professional Development were most important to the Budget. The State has required that schools offer Pre K, but they do not provide costs reimbursements.

The Superintendent's priorities are the continued funding of core programs, maintaining highly qualified and effective teachers, expanding secondary and access of technology, and the expansion of elementary staff skill with current technology. The Superintendent is seeking the Board's input on the presentation.

Vice Chairman Pruitt expressed concern with the lack of Technology in the secondary schools. Mr. Bloodsworth explained the Bridge Projects and that everything seemed to have been going well. Dr. Whittington stated that the Somerset County Board members should be more involved with the development of the school budget.

The Superintendent announced the schedule for the next few budget meetings and is as follows:

March 12, 2010 – Public Board Work Session  
March 23, 2010 – Budget to the Commissioners  
April 13, 2010 – Public Hearing on the Budget  
May 25, 2010 – Board Approval of the Budget

## **B. Policies**

### **#200 Series Policies**

The Superintendent introduced the following revised 200 series policies for the Board's review and Study:

200-13 Use of School Facilities  
200-14 Bidding and Purchasing  
200-15 Donations and Gifts  
200-16 Minority Business Enterprises (removed – covered in #400-19)  
200-17 School Dedication Plaques  
200-19 Drug & Alcohol Testing – School Vehicle/Boat Operator

Mr. Daugherty presented policy 200-18, Pupil Transportation. The Board agreed that this policy would be further discussed at the March Board meeting.

### **#500-20, Athletic Policy**

Mr. Webster addressed the Board concerning the Athletic Policy. Chairman Miles announced the tabling of this item as further discussion is needed before a vote on the revision can be made on this policy. Mr. Webster informed the Board that Somerset County Policy is the stiffest on the shore. Dr. Whittington voiced concern that students shouldn't be punished if they are having problems in a particular class. A student should be allowed to have one "E" as long as the other grades are passing and as long as they have a GPA of 2.0. Chairman Miles stated that students should be able to achieve the GPA with no E's, and tutoring should be given to help the student increase their GPA. Mr. Webster stated that it would be hard for coaches to keep up with students' grades as most coaches

have other jobs and are only at the school to coach. He provided data to the Board members in regards to students making a 2.0 with one E.

Dr. Whittington questioned the students who played in the basketball game on Saturday. He made reference to Policy #500-20, the Athletic Policy when scheduling future games held when schools are not in session. Mr. Bloodsworth explained the reason the game was played on a Saturday and the approval procedures that were followed.

### **#500-38, Physical Education Athletic Programs for Students with Disabilities**

Mr. Webster reviewed and explained this new, required policy to the Board members. Every student is to have the opportunity to play athletics. He is working with the Physical Education and Special Education Department to develop a “comparable program: that will meet requirements.

### **#700-7, Personnel Records and Data Storage**

Mr. Lawson presented the revised Personnel Records and Data Storage Policy for the Board’s review and study. The Board will vote at the next Board meeting.

### **#700-10, Employment Practices**

Mr. Lawson presented several changes he made to policy #700-10. These changes were suggested by the Board. The Board will vote at the next Board meeting.

### **#700-17, Personnel Practices**

Mr. Lawson presented revised policy #700-17, Personnel Practices. The Board will vote at the next Board meeting.

## **C. Human Resources**

### **Review and Study of Revised Job Descriptions**

Mr. Lawson presented the Accounting/Administrative Associate I and the Maintenance Foreman revised job descriptions for the Board’s review and study. Chairman Miles questioned the inconsistency in the qualifications of the Accounting/Administrative Associate I. Dr. Whittington asked Mr. Lawson to amend the description of the Accounting/Administrative Associate I to include a skills test instead of five years experience.

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

A motion was called for by Chairman Miles, moved by Mr. Wells, seconded by General Sumpter and passed to approve Mr. Lawson’s Human Resources report. The vote was four to one as Dr.

Whittington was not in favor of approving the report.

**Resignations:** Cocklyn McCready, Karen Bowden; **New Hires** – Susan Corbin

**Out of State Travel (Informational Purposes Only)**

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

**13. Superintendent and Board Member Comments**

The Superintendent made several announcements to the Board. The National Superintendent of the Year was from Maryland, Maryland's MSA scores were #1, and Wor Wic will be offering Gifted and Talented programs to students. Dr. Brofee also announced the holding of the annual Steering Team meeting on February 17, 2010 at 8:00 p.m. Dr. Whittington ended by commending Vincent Kenney on the reading of his essay.

- 15. March 2010** – A motion was called for by Chairman Miles, moved by Vice Chairman Pruitt, seconded by General Sumpter and passed to approve March 16, 2010 as the next open regular session. An opened called session will be held at 5:00 p.m. to discuss policies and facilities, an executive session will be held at 6:00 p.m. followed by the open regular session at 7:00 p.m. at the J.M. Tawes Career & Technology Center. The motion was carried unanimously.

**16. Adjournment**

It was moved by Dr. Whittington, seconded by Mr. Wells and passed to adjourn. The vote was unanimous.

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