



By unanimous agreement, the Somerset County Board of Education convened in a closed session at 6:00 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 and Mr. Taylor, Student Board Representatives were also present.

### **REGULAR SESSION AGENDA**

**1. Call to Order**

The meeting was called to order by Dr. Brofee at 7:08 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 members Mr. Cavins and Mr. Taylor were also present.

**3. Reorganizing of Board of Education**

Mr. Wells and Dr. Whittington made the following nominations during the closed session:

It was moved by Dr. Whittington, seconded by Mr. Pruitt and passed to approve the nomination of Mr. Miles as the Board Chairman. The vote was unanimous.

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve the nomination of Mr. Pruitt as the Board Vice Chairman. The vote was unanimous.

**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 Mr. Wells and passed to approve the minutes of December 15, 2009. The motion was carried unanimously.

**7. Adoption of Agenda**

A motion was called for by Chairman Miles, moved by Vice Chairman Pruitt, seconded by Mr. Wells and passed to approve the adoption of the agenda as presented. The motion was carried unanimously.

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

Mr. Taylor presented his report announcing the various activities going on within the schools. January 27, 2010 is Somerset Intermediate's Expo and PBIS committee is planning a spaghetti dinner next month.

Mr. Cavins reported that the Tawes Skills Competition is coming up, Dr. Brofee's parents for coffee went well, Crisfield Academy and High School has begun administering their HSAs and three students received scholarships from Lincoln University.

Chairman Miles thanked the Board members for their reports.

### **Mr. Ballard's Statistics Survey Class**

Mr. Ballard's Statistics class gathered data from the access period survey. Data showed that older parents (35 and older) do not understand the purpose of the access period. Younger parents seem to have a better understanding and most teachers have mixed feelings. Parents expressed that students' grades were improving. Students expressed their concern that they should be allowed to miss at least three assignments before placed on restriction and that missing assignments should not count as long as the grade is passing. Their data also showed that there are not enough clubs available during the access period. The students were thanked by the Board members.

## **9. Recognition of Ms. Stephanie Sproul**

Ms. Sproul was recognized for receiving her National Teacher's Certification. She thanked the school and staff for all their support.

## **10. Public Participation**

Several individuals spoke to the Board with input on the 2010-2011 budget and an explanation of the importance of the various school positions that were needed in the schools.

Mila Tolley, SIS School Counselor was the first to address the Board. She reported that so far there have been 667 counselor/student meetings. Counselors provide students with basic needs and are a great support team for teachers and parents.

Patti West-Smith addressed the Board explaining the importance of intervention programs. Early intervention programs in learning make it less likely that a student will have problems in high school. Reading and Math interventions have proven to show growth in students and are very helpful.

Cindy Lloyd, 7<sup>th</sup> grade Language Arts Teacher, asked the Board to consider the continuation of technical improvement and technology integration. Students are excited about using laptops. Stephanie Sproul, GED Media Specialist, also spoke about the importance of technology in our schools. They both asked that we support technology when addressing the 2010 Budget.

Louise Windsor, GES Reading Coach, briefed the Board of the position of the Reading Coaches and the importance in helping students achieve. They are used in the Math and Science classrooms and offer continued teacher and student support.

Pat Carson, CHS teacher, expressed her opinion on the need to add AP History and Science classes to CAHS. There has been an increase in the number of students taking AP courses and student scores have increased. Ms. Carson added her concern that the Administrators spend too much time with discipline and that disruptive students are distracting the other students.

Susan Finlayson, 5<sup>th</sup> grade Math and Science Teacher, advocated on the need for smaller class sizes. She stated that it is harder to provide one on one teaching to students who need extra help when the classes are so big.

Bill Williams, WAHS Band Director, thanked the Board for their continued support. He provided an overview of the performing Arts Department. Students are using various 21<sup>st</sup> Century Programs and being taught 21<sup>st</sup> Skills. Mr. Williams stated that music has a great effect in improving learning and advancing education and was thanked by the Board.

Traci Schneider, Facilitator, provided the Board with an overview of the facilitators' roles in education. The facilitators work with and provide support for the parents, teachers, and the principals.

Betsy Thomas spoke to the Board members regarding the importance of the health services in the schools. Various students have ongoing health problems and need the nurses to administer their medications. Nurses also keep logs of the number of times a student is seen and why. Ms. Thomas requested that the Board consider the nurses importance to the students.

Edie Belitza, Marion Sarah Peyton's ALC Counselor presented the Board with a hands on exercise using chopsticks and rice. This exercise was used to show the Board the length we must go in helping students. Ms. Belitza listed the various programs offered at ALC to provide student intervention and stated that 97% of ALC students have returned back to their home schools.

Carla Williams and Lena Massie, representatives of the Outpatient Hope Creek program, provided the Board members with an overview of the services offered through the program. Ms. Williams and Ms. Massie requested that the Board consider funding so that the Program can continue to serve Somerset's students.

Karen Horner addressed the Board on behalf of the school Coordinators and School Improvement Leaders. She also asked that the Board consider their importance to the teachers and students in next year's budget.

Robin Daniels spoke to the Board addressing the importance of the Fine Arts department and its impact on student behavior, creativity and achievement.

John Dolesh provided an overview of the Bridge Projects that are given to students when they have trouble passing the HSA's which are needed to increase and maintain the graduation rate.

## **11. Woodson Elementary School Report**

Ms. Welch and several of her staff showed a presentation in the form of game. There have been eleven office referrals so far this year. The younger grades have larger class sizes than the others which have made it hard to meet all students academic needs. Students are improving, but not enough to exit intervention. The 5<sup>th</sup> graders are doing challenging reading and are able to mentor the younger students. The object of the game was to show that compared to students' accomplishments there are just as many setbacks. Ms. Welch and her staff were thanked by the Board members.

## **12. Policies**

Dr. Brofee presented policies 200-00 to 200-12 for the Board's approval. It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt and passed to approve the presented 200 series policies. The vote was four to one. Mr. Wells did not vote due to a conflict with policy # 200-3.

### **Human Resources**

A motion was called for by Chairman Miles, moved by Dr. Whittington, seconded by General Sumpter and passed to approve the revised Elementary Supervisor's Job Description as presented by Mr. Lawson. The motion was carried unanimously.

## **13. Instruction**

### **A. Instructional Models**

Mr. Bloodsworth discussed students' achievement then and now. Historically teachers followed their own curriculum and students were then passed and graduated. Presently students must pass the state curriculum and prove what they learned. There two major initiatives 1) to insure all students achieve and 2) data analysis. Data is used to identify student problems and achievement need. There have been a total of 280 assessments given this year. With the collaboration of the Supervisors, Reading and Math Coaches, Facilitators, principals, and staff to provide differentiated instruction, student achievement has been successful.

### **Elementary and Secondary Reports**

Ms. Holland provided an explanation on the elementary school. There are 420 minutes in a day and seven hours in a day. The 420 minutes are broken down into the following: 90, 90, 60, 60, 30, 30 and teachers are given 60 minutes for planning. Intervention and Enrichment are given 30 minute blocks. There is an Elementary Talented Curriculum being developed. SIT, Data, and Team meetings have been collaborative and meaningful.

Mr. Elebash provided information on secondary education. Teachers have to base their instruction on data analysis and have to be fluent with the new teaching models. Collaboration and Instruction are based on data which is used in helping with future instructional planning. Benchmarks are designed to follow scope and sequence of the student and determines whether a student

understands the work. The hierarchy of the data that is used is for instructional decision making and accountability purposes. Mr. Elebash listed the strategies being used to implement the models. The best way for improvement is through analysis of collected data and the collaborative team meetings.

### **Race to the Top Funding**

Dr. Brofee provided a packet on the “Race to the Top Funding” and has asked the Board to review the participation guidelines for discussion at the February Board Meeting. This is an estimated one million dollars.

### **2010 – 2010 School Calendar**

Mr. Bloodsworth presented the 2010-2011 School Calendar for the Board’s review and study. The Board can choose Calendar A, which allows for a two week Christmas Break or Calendar B which has a shortened Christmas Break.

## **13. NEW BUSINESS**

### **A. Finance**

#### **Monthly Finance Report**

Ms. Miller presented the Finance Report to the Board. Chairman Miles thanked her for the report.

#### **Food Service Report**

Ms. Miller presented the Board with the food service report. The Board questioned the report’s budget shortfall.

#### **A133 Audit**

Ms. Miller presented the report from the A133 Audit informing the Board that we had a positive audit. There were no questions from the Board members.

### **B. Facilities and Transportation**

#### **Approval of Underground Storage Tank Removal**

It was moved by Vice Chairman Miles, seconded by Mr. Wells and passed to approve Mr. Daugherty’s request to remove and replace the Underground Storage Tank at Princess Anne Elementary School.

#### **Request to Add Smith Island Boat Contract**

A motion was called for by Chairman Miles, moved by General Sumpter, and passed to approve the addition of Betty Jo Tyler to the Smith Island Boat Contract. The motion was carried unanimously.

### **Change Order Requests**

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve Mr. Daugherty's Change Order Requests. The vote was unanimous.

### **Approval of Memorandum of Understanding with Johnson Controls, Inc.**

A motion was called for by Chairman Miles, moved by Dr. Whittington, and seconded by Mr. Wells to approve Mr. Daugherty's Memo of Understanding with Johnson Controls, Inc. The vote was unanimous.

## **D. Policies**

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

Ms. Smoker presented Policy #200-25, Information Technology Security policy. The Board will review and study for a vote at the February Board meeting.

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

Ms. Smoker presented Policy #500-19, Educational Media Materials for the Board's review. A vote will be made at the February Board meeting.

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

Mr. Lawson presented Policy #700-44, Return to Work to the Board for their review and study. A vote will be made at the February Board meeting.

## **E. Out of County Field Trip Request**

It was moved by Vice Chairman Pruitt, seconded by Mr. Wells and passed to approve the request that the AP English Class attend a field trip to Fox Island. The vote was unanimous.

## **F Human Resources Report**

### **Review of Revised Job Descriptions**

Mr. Lawson presented the revised job description for the Student Services Supervisor and ESOL Teacher.

### **New Hires, Retirees, and Resignations**

Mr. Lawson provided the Human Resources report to the Board members and reviewed in the executive session.

### **Out of State Travel**

Mr. Lawson presented the Out of State Travel to the Board members.

### **14. Superintendent's & Board Member Comments**

The Superintendent thanked everyone for attending.

- 15. February 2010** – A motion was called for by Chairman Miles, moved by Vice Chairman Pruitt, seconded by General Sumpter and passed to approve February 16, 2010 as the next open regular session. An opened called session will be held at 5:30 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