



**Board Minutes  
Westover, Maryland  
June 14, 2011**

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By unanimous agreement, the Somerset County Board of Education convened in an open work session at 5:10 p.m., a closed session at 6:21 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 Sumpter, Vice Chairman Miles, Dr. Whittington, Ms. Green-Gale, Superintendent Dr. Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Wells was excused from the meeting.

The regular Board meeting began at 7:15 p.m. Present were Chairman Sumpter, Vice Chairman Miles, Dr. Whittington, Ms. Green-Gale, Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Wells was excused from meeting.

**OPEN WORK SESSION**

The Spanish trip was removed from the agenda. Ms. Jagers stated that not enough parents showed interest in the trip so the trip was cancelled. Items 10 C-1 and 10 C-2 will be tabled until the next Board meeting.

Mr. Daugherty transportation presented the Educational Facilities Plan and assured the Board that SCPS is working together with all local agencies.

The Board discussed the bus contract for Rt. #3. They were informed that three substitutes and three contractors had applied. Mr. Daugherty informed the Board that Nick Moon, a substitute driver, scored the highest on the interview process and that he would be requesting the Board's approval to award the contract for Route #3 to Mr. Moon. Dr. Whittington expressed concern that substitutes should not be given advantage points and will make a motion at the regular open session to revise the policy and remove this process. Chairman Sumpter will expect someone to table Item 9 A-2 and make a motion to review and revise the bus policy, PVA, and the substitutes. The intention is that route #3 will be re-advertised to all contractors without the point system. The Board agreed that all stakeholders involved in the bus contracts/policy be involved in the process. The revised policy will be requested to be brought forward at the June 30, 2011 Board meeting during the regular session. During the discussion the Board emphasized confidentiality as very necessary during the bus contractors' interview process. Mr. Daugherty informed the Board that Senator Otto is in favor of the 13 – 15 year PVA, but the auditors are not in favor of this practice. Dr. Brofee noted that it is all related to the budget and the Board may consider it next year for the 2013 Budget based upon their revenue.

The board discussed the proposed increase of the student lunch prices. The State informed the schools that we must establish a cost for lunch in accordance with the Federal cost. The paid lunch prices will increase by ten cents. Dr. Whittington stated that he is concerned about the quality of meals and the increase meal costs. He expressed that students need to be satisfied in order for revenue to increase. Dr. Brofee informed Dr. Whittington there are strict guidelines from the State that control meals to a much higher degree. Vice Chairman Miles stated that administrators should explain to students during an assembly how and why certain menus are prepared.

Mr. Daugherty is requesting to amend the agenda by adding a change order request and will be seeking the Board approval of change order #53 at the regular session. There is a credit for re-using the sanitary underground in the cafeteria.

Mrs. Miller informed the Board that Ethics Policy will be revised to align with the new guidelines set by the State and all directors will be required to complete disclosure forms. The Board members or any candidates will be required to complete the fourteen page disclosure packet. Chairman Sumpter stated that the State's policy requires any directors with final authority complete disclosure forms. The Board agreed to align the policy as needed, but not exceed requirements. Chairman Sumpter has requested that the all Administrators and Supervisors attend the July Board meeting.

The Superintendent distributed the interview schedule to the Board members that General Sumpter had received from MABE and suggested that MABE train students an hour before lunch rather than have them come another extra day. Julie Widdowson will be taking the spouse of the candidate on a tour of the county. It was moved by Ms. Green-Gale, seconded by Vice Chairman Miles and passed to approve the Superintendent's suggestion.

Ms. Green-Gale presented Dr. Brofee with a plaque from the bus contractors.

### **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 four Board members and the Superintendent were present. Mr. Wells 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**

It was moved by Mr. Wells, seconded by Vice Chairman Miles and passed to approve the Minutes of May 17, 2011 and May 24, 2011. The vote was unanimous.

**6. Adoption of Agenda**

A motion was called to approve the amended agenda. All four Board members approved the amended agenda and the motion was carried unanimously.

**7. Student Board Members' Introduction**

Mr. Elebash announced the names of the two new student representatives. Miss Linamen (Washington High School) and Mr. Mason (Crisfield High School).

**8. Public Participation**

Mr. Hank Ward addressed the Board expressing his concerns about the points that substitutes are given when applying for bus route contracts and stated that bus contractors and administrators should work together. Mr. Ward thanked Dr. Brofee for her commitment and years of service to the staff and students of Somerset County.

**9. A. Transportation and Facilities**

**Educational Facilities Master Plan**

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve the tabling of the Educational Facilities Master Plan. The vote was unanimous.

**Route #3 Contract Approval**

A motion was called for by Dr. Whittington, moved by Vice Chairman Miles and passed to approve the tabling of Mr. Daugherty's request to award Nick Moon the Route #3 Contract. The vote was unanimous.

**B. Human Resources**

**Job Descriptions**

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve the following revised job descriptions: Secondary Mathematics Teacher, Secondary English/Reading Intervention Teacher, Elementary Education Teacher, Secondary Visual Arts, and the IEP Clerk position. The vote was unanimous.

Dr. Whittington questioned the repetitiveness of revised secondary job descriptions. Mr. Lawson explained that the added duties and responsibilities are being added as the positions are being refilled.

### **Retiree Health Insurance**

It was moved by Dr. Whittington, seconded by Ms. Green-Gale and passed to approve the submitted revisions of the Retiree Health Insurance Plan. The vote was unanimous.

### **C. Out of County Transfers**

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve Dr. Brofee's Out of County Student Transfer Request. The vote was unanimous.

### **D. Policies**

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve the tabling of Policy #600-19, Student Assignment until the new superintendent is in place. The motion was carried unanimously

It was moved by Vice Chairman Miles, seconded by Dr. Whittington and passed to approve the tabling of Policy #600-21, Enrollment/Attendance Eligibility, Pupil Assignment until the new superintendent is in place. The vote was unanimous.

It was moved by Dr. Whittington, seconded by Vice Chairman Miles, and passed to approve Policy #600-42, Use of Video Cameras for Security. The vote was unanimous.

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve Policy #600-43, Gang Policy. There were several wording changes, expansion of school denial privileges, and an explanation of the validation criteria under the Administration Procedures. The vote was unanimous.

It was moved by moved by Dr. Whittington, seconded by Ms. Green-Gale and passed to approve revised Policy #700-09, Professional Duties and Responsibilities. The vote was unanimous. The revision to this policy dealt with whistle blowing procedures and protections.

### **E. Washington Academy and High School Trip to Spain Approval**

Ms. Collins has requested to remove this item from the agenda due to lack of parent interest.

## **10. New Business**

### **A. Finance**

#### **Monthly Finance Report**

Ms. Miller presented the monthly finance report to the Board. The Board thanked her for the information.

#### **Food Service Report**

Ms. Miller informed the Board that the Food Service Report will be delayed until the June 30, 2011 Board meeting.

#### **Lunch Costs for Students**

Mr. Daugherty informed the Board that the State now requires school districts to charge actual costs of county lunch for students. A motion was called for by Chairman Sumpter, moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve Mr. Daugherty's request to increase lunch by ten cents. The vote was unanimous.

### **B. Instruction**

Mr. Bloodsworth presented a request to revise the grading procedures beginning 2011-2012 school year. Instead of percentage grades a letter grade will be used. Further discussion is needed in deciding how assignments will weigh on grades. Dr. Whittington questioned the make-up of the group involved with the revision of the grading procedures and requested that parents are given the opportunity to provide input. It was moved by Dr. Whittington, seconded by Ms. Green-Gale and passed to approve Mr. Bloodsworth's request to revise the grading procedures with the stipulation that the procedures are presented to parents to gain their input. Mr. Bloodsworth will bring the parents' feedback to the Board at a later date for final approval. The vote was unanimous.

#### **Graduation Report**

Mr. Elebash reported that all seniors met HSA requirements, but three did not receive their diplomas. Counselors are working with students to develop a plan to reach graduate goals.

#### **Revision of Calendar 2011-2012**

It was moved by Dr. Whittington, seconded by Ms. Green-Gale and passed to approve Mr. Bloodsworth's request to revise the School Calendar for 2011-2012. The election has been moved to the First Tuesday in April and the Flex day has been changed to a professional day.

## **C. Policies**

The following policies have been tabled until the next Board meeting: Policy #700-12, Sick Leave, Policy #700-26, Tuition Reimbursement, and Policy #700-35, Family and Medical Leave Act. These policies were replaced with Mr. Daugherty's Change Order Request.

### **Change Order Requests**

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to approve Mr. Daugherty's change order request #53. SCPS will incur a credit of \$12,500 as new piping under the Washington Academy and High School terrazzo is not needed. The vote was unanimous.

## **B. Human Resources**

### **Job Descriptions**

Mr. Lawson requests that the Board review and study the Data Design Specialist's job description and vote at the next Board meeting. This position will require the individual to use the data gathered to gather information

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

It was moved by Vice Chairman Miles, seconded by Ms. Green-Gale and passed to approve Mr. Lawson's Human Resources Report.

**Resignations:** Christa Dise, Ed Bedsworth, Brandy Brady (Summer Migrant Program)

**New Hires:** Megan Phipps-Dickerson, Kim Swann, and Kelly McLaughlin, Joan Hill-Dashiell, Toni Stewart, Jeremy Holland

### **Out of County Travel**

Mr. Lawson presented the Out of County Travel Report.

## **11. Superintendent Search Update**

General Sumpter announced the invitation of the community and elected leaders to attend interviews of the candidates for Superintendent. MABE will provide the Board with feedback gathered from the interviews on June 30<sup>th</sup>. General Sumpter thanked the Board members for all their help.

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

Dr. Brofee announced that the State of Schools Luncheon went well as did the Staff Appreciation gathering. She also read a letter by Mrs. Dawn Lankford, Somerset's Teacher of the Year, thanking the Board, the staff and students of Somerset County for making her teaching career great and inspiring.

Vice Chairman Miles and Ms. Green-Gale congratulated both high schools for a great graduation ceremony and a job well done. Dr. Whittington apologized for his way of dress and missing the last Board meeting. He was out due to surgery. Dr. Whittington extended his gratitude to Dr. Brofee for her years of service and a job well done.

Chairman Sumpter thanked the Somerset County Public Schools staff for going above and beyond to support the students and the community. He also stated that Dr. Karen-Lee Brofee was one of the best Superintendent's that Somerset County has had and thanked her for her commitment to the students of Somerset County Public Schools.

- 13. July 19, 2011** – A motion was called for by General Sumpter, moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to convene an open regular session on June 30, 2011 at 7:00 p.m. at the J.M. Tawes Technology and Career Center. The Board will meet again on July 19, 2011 in an open work session at 5:00 p.m. to discuss facilities items and policies, a closed at 6:00 p.m., and in an open regular session meeting at 7:00 p.m. at the J.M. Tawes Technology & Career Center on Tuesday, June 14, 2011.

## **14. Adjournment**

It was moved by Dr. Whittington, seconded by Vice Chairman Miles and passed to adjourn the meeting at 8:35 p.m. The vote was unanimous.

Karen-Lee N. Brofee, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary