



By unanimous agreement, the Somerset County Board of Education met in an open budget session at 5:00 p.m. and convened in a closed session at 6:45 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 Vice Chairman Pruitt, Dr. Whittington, Mr. Wells, Superintendent Dr. Karen-Lee Brofee, and Melissa Tilghman, recording secretary. General Sumpter arrived later into the meeting. Chairman Miles called during the meeting to inform the Board members he was not able to attend due to illness.

The regular Board meeting began at 7:15 p.m. Present were s, Vice Chairman Pruitt, Dr. Whittington, General Sumpter, Mr. Wells Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Taylor WAHS Student Board Representative was also present. Mr. Cavins CAHS Student Board Representative was excused from the meeting to attend the Student Page Program in Annapolis.

OPEN BUDGET SESSION

Vice Chairman Pruitt called the open session budget to order at 5:00 p.m. Mr. Daugherty presented a change order request on the Washington High School Renovation. This request consists of replacing the ceiling strip which will prevent column replacement in the classrooms. The State is paying 92% of the cost. One million of the commissioners funding will not be needed. Overall the renovation project is looking good.

Dr. Brofee began the budget meeting explaining the proposed FY2011 budget cuts. The budget has to be revised due to the recent cuts in the ELL program of \$120,419 or more. The Superintendent listed several priorities which include some replacement furniture and one to one lap top initiative. Ms. Smoker has researched the netbook leasing cycle for four year plan – begins with 7th grade and follows student through graduation. Ms. Smoker provided a brief description on the differences between a netbook and a laptop. Mr. Elebash added that netbooks have longer battery lives. She also noted that having textbooks will soon be online so that hard copies would not have to be purchased. Mr. Wells questioned the priority of Crisfield High School's weight room. General Sumpter entered later in the meeting.

Dr. Brofee discussed the maintenance of effort and stated that the commissioners really helped with facility costs. She also noted that a significant amount of dollars would be refunded as it will not be needed.

Ms. Miller explained that State funding will not be given after next year.

Dr. Brofee discussed teacher's assurance, the need to establish data, high quality assessments with rigorous standards, the need for reliable data back up system, the continuation of PBIS incentives and special education services, summer school, intervention teachers, and computer replacement cycles. These programs cost approximately \$590,000.

Dr. Brofee discussed the \$109,000 decrease in elementary and secondary textbooks. She voiced concern that new textbooks should not be purchased due to current curriculum changes. Vice Chairman Pruitt agreed that it would be a good idea to wait on textbook purchasing. Administrative fees are going up along with audit expenses. Ms. Smoker has discovered that we use more paper than we need and a lot of things can be done online, such as Human Resources applications.

Administrative costs were decreased in travel and meeting expenses, part-time clerical support, and the use of the time clock. Dr. Brofee discussed the issue with teachers missing days and the additional monies paid out to teacher substitutes. It was suggested that Unit II be offered the same as Unit III, a bonus for five or less days absent. Dr. Whittington added that a closer look should be made in identifying individuals taking Mondays and Fridays off.

The Voyager program, an afterschool program that provides extra help to students, costs the Board around \$70,000 to operate. This year more local organizations have applied for this grant so the grant award could go either way. The Textbook allotment is being based on the individual school's request. Textbook has been moved to physical stabilization monies as well as consultant fees.

Special Education has been using ARRA funds and will be able to return some funding to the local budget. Miss Beccy's Outing, funding used to provide Field Trips for challenged students, health services are already low on funding,

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. Student Board member Mr. Taylor was also present. Chairman Miles was out due to illness and Mr. Cavins was excused to attend the Student Page Program in Annapolis.

3. Declaration of Quorum

It was declared that a quorum was present.

4. Pledge of Allegiance

Vice Chairman Pruitt led the Board in the Pledge of Allegiance.

5. Approval of Minutes

A motion was called for by Vice Chairman Pruitt, moved by General Sumpter, and seconded by Mr. Wells to approve the amended minutes of February 16, 2010. The motion was carried unanimously.

6. Adoption of Agenda

It was moved by Mr. Wells, seconded by General Sumpter, and passed to adopt the agenda as presented.

7. Student Board Members' Activities Report

Mr. Cavins requested to be excused to take part in the Student Page Program in the House of Delegates. Mr. Taylor presented his report to the Board members and was thanked by Vice Chairman Pruitt.

8. Crisfield Academy and High School

Ms. Ward provided an update report on the happenings at Crisfield High School. Eighth grade remediation is available with instructional tutoring before school. Continuing efforts are being made to improve attendance and decrease tardiness. Promethean Boards have been added to the 8th grade classrooms which has Crisfield High moving forward in the 21st Century. Ms. Ward was thanked by the Board members.

9. Parent Involvement Matters Award

Ms. Nelson called upon Ms. Scott who introduced volunteer parents Muna Elobaid, Lori Long, Debra Pratte, and Sue Hahn. Ms. Elobaid volunteers at Princess Anne Elementary, has written grants, and helped buy a T.V. for the cafeteria. Ms. Long volunteers two days a week and acts as a teacher's assistant doing various duties such as copying, chaperoning and running errands. Ms. Pratte is a volunteer in the Deal Island School's Art class. Ms Hahn is involved in Greenwood Elementary School's after school chorus, PAC, and PTO. She is an active church member, served on the steering committee, and operated the Green Gate Farm. All volunteers were congratulated by the Board members.

10. School Social Workers Governor's Proclamation

The Superintendent read the School Social Works Governor's Proclamation and commended the Learning Support Specialist for all their hard work. There were no Support Specialist present so awards will be given at a later date.

11. Old Business

A. Policies

It was moved by Dr. Whittington, seconded Mr. Wells, and passed to approve the revisions to the following policies:

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

The vote was unanimous with all four present Board members in agreement.

Policy #500-20, Athletic Policy

It was moved by General Sumpter, seconded by Dr. Whittington and passed to approve the tabling of the Athletic Policy. General Sumpter requested that the full Board be present before a vote on this policy is made.

Policy #500-38, Physical Education Athletic Program

It was moved by General Sumpter, seconded by Dr. Whittington and passed to approve Policy #500-38, Physical Education Athletic Policy. The vote was unanimous with all four present Board members in agreement.

Policy #700-07, Personnel Records and Data Storage

It was moved by General Sumpter, seconded by Dr. Whittington and passed to approve revised Policy #700-07, Personnel Records and Data Storage. The vote was unanimous will all four present Board members in agreement.

Policy #700-10, Employment Practices

It was moved by Mr. Wells, seconded by General Sumpter and passed to approve revised Policy #700-10, Employment Practices. The vote was unanimous will all four present Board members in agreement.

Policy #700-17, Personnel Practices

A motion was called by Vice Chairman Pruitt, moved by Mr. Wells, seconded by General Sumpter and passed to approve revised Policy #700-17, Personnel Practices. The motion was carried unanimously.

B. Human Resources

Approval of Job Descriptions

It was moved by Dr. Whittington, seconded by Mr. Wells, and passed to approve Mr. Lawson's request to approve the revised Accounting/Administrative Associate I, Maintenance Foreman, and ESOL Teacher job descriptions. The vote was unanimous.

C. Approval of the 2010 School Calendar

It was moved by General Sumpter, seconded by Mr. Wells and passed to approve the 2010-2011 School Calendar. This is the third calendar developed which includes a lengthened December vacation and a scheduling of the inservice on election days. The vote was unanimous.

D. Facilities and Transportation

WHS Change Order Requests

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve Mr. Daugherty's change order request to use carbon fiber in the installation of Washington High School's Ceiling Strip Replacement. The vote was unanimous.

12. New Business

A. Board Retreat: Mission and Norms

It was moved by General Sumpter, seconded by Mr. Wells and passed to approve the tabling of the Board Retreat report. The present Board members agreed to wait until the full Board was present.

B. Instruction

Brief Overview on Special Education

Ms. Reich provided the Board with a brief overview of the Special Education Program. There are 404 special education students. Co-teaching modules are in place and ARRA funds allow autism training and an extended school year. Data is being collected and analyzed on the effect of co-teaching modules.

Out of County Field Trips

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve Darlene Taylor's request to carry the Gear-Up students to visit Northern schools and colleges. The vote was unanimous.

C. 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.

FY2011 School Budget

Dr. Brofee explained that the Budget information was discussed and presented at the 5:00 open work session.

D. Policies

#500-28, Home and Hospital Instruction

Ms. Reich presented Policy #500-28, Home and Hospital Instruction for the Board's review and study. The Board will vote at the April Board meeting.

E. HSA Bridge Projects Update

Mr. Bloodsworth provided an update on the students completing the HSA Bridge Projects. Out of 25 students, 7 seniors have passed the test, 6 students need to pass four or more projects, and 12 students need to pass three or less projects. Mr. Bloodsworth also stated that several students have problems with their grades and that HSA's are not a factor.

F. School Make Up Days

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve the proposed waiver of 5 student school days missed due to inclement weather. The vote was unanimous.

It was moved by General Sumpter, seconded by Mr. Wells, and passed to approve the future discussion of means staff can make up lost work time. The vote was unanimous. The Superintendent requests a waiver for two teacher days. Professional Development will be done on election days or 24 make up hours done. Two surveys were conducted requesting teachers' input.

G. WES Waiver Request

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve the Superintendent's request to waiver February 16, 2010 for Woodson Elementary School students. Due to a mechanical breakdown causing the school to be without heat, Woodson was closed for that day. The vote was unanimous with all present Board members in agreement.

H. Out of County School Request

It was moved by Dr. Whittington, seconded by General Sumpter and passed to approve the Out of County request of a student to attend Greenwood Elementary School. The vote was unanimous.

It was moved by General Sumpter, seconded by Mr. Wells to approve the Out of County request of a student to attend Deal Island Elementary School. This approval is for one year while the student attends Pre-K only and no reimbursement fee will be required. The vote was 3 to 1. Dr. Whittington

did not vote.

I. Human Resources

Review and Study of Revised Job Descriptions

Mr. Lawson presented the School Nurse I, Administrative Office Associate I – Student Services, and External Diploma Coordinator revised job descriptions for the Board’s review and study. The Board will vote at the April Board meeting.

New Hire, Retires, and Resignations

A motion was called for by Vice Chairman Pruitt, moved by General Sumpter, seconded by Mr. Wells, and passed to approve Mr. Lawson’s Human Resources report as discussed in executive session. The vote was unanimous.

Out of State Travel

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

13. Superintendent and Board Member Comments

The Superintendent commended the Board members on the Board retreat and Ms. Reich for her successful Special Education audit. The Superintendent announced that she had testified on the Fairness and Negotiations bill and that the Board members will be put in the Connect Ed. call list to receive announcement of school closings or delays.

- 14. April 2010** – A motion was called for by Vice Chairman Pruitt, moved by Mr. Wells, seconded by Dr. Whittington, and passed to approve April 20, 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.

15. Adjournment

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

Karen-Lee N. Brofee, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary