



By unanimous agreement, the Somerset County Board of Education met in a closed meeting at 4:30 p.m to discuss the Superintendent's Evaluation, an open public work session at 5:48 p.m. to discuss facilities and policies, and convened in a closed session at 9:50 p.m. to discuss personnel and legal matters 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.

The regular Board meeting began at 7:30 p.m. Present were Chairman Miles, Vice Chairman Wells, Dr. Whittington, General Sumpter, Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. WAHS Student Board member was also present.

OPEN PUBLIC WORK SESSION

FACILITIES ITEMS AND POLICY REVIEW

The Superintendent discussed the changes to Policy 600-21, Attendance and Enrollment. The change included the addition of retirees who are not Somerset County residents to seek permission for their children/grandchildren to attend SCPS. Retirees will had to have worked in the system for ten years or more in order for request to be considered.

The Superintendent also discussed the change to Policy #300-13, Fixed assets. The revision will allow the increase from \$1,000 to \$2,500. The Board agreed that a list of organizations were needed in order to align and comply with revised changes in policy. Chairman Miles expressed concern that increase would not cause a community perception of these items being donated and not sold. The Superintendent informed the Board that items discarded are first shown to the schools to be used.

The Board discussed policy #200-18, Transportation. Dr. Whittington expressed concern that that the county was paying to train substitute drivers that were not needed as we already have a list of available substitute drivers.

Mr. Daugherty introduced the Washington Academy and High School kitchen renovation project. A brief history of funding for the entire project was given. After an unacceptably high estimated cost and denial of State support, several items were deducted from the original design and the renovation was State approved. The estimated cost of the WHS Renovation was \$25 million. The State extended their support over three years. The commissioners agreed to go forward with the Renovation Project including forward funding.

General Sumpter requests a breakdown on the repair costs of the original equipment to include the grease trapping cleaning costs for the past few years. Mr. Daugherty stated that new equipment would be more efficient. The Board was informed that the State would be paying 88% of the \$397,000 that was quoted in the beginning stages of the renovation. The current renovation costs is \$500,000 and unless the prices are locked in now, they could increase again. Dr. Whittington agreed with Mr. Daugherty that the current figures should be agreed upon and locked in so that the future

risk of the cost increasing would not be an issue. General Sumpter has requested to see the original language of assessment and the initial renovation agreement. Dr. Brofee and Mr. Daugherty will meet with the commissioners to seek their support of the project.

Vice Chairman Wells requested the Board's permission to purchase the Poly Disposal Tanks at the Somerset Intermediate School. The Superintendent informed the Board that the tanks had been purchase with Capital funding from the commissioners and that the Fire Department would need to get permission from the commissioners.

The meeting was adjourned at 6:33 p.m.

REGULAR SESSION AGENDA

1. Call to Order

The meeting was called to order by Chairman Miles at 7:25 p.m.

2. Roll Call

The roll was called by Melissa Tilghman indicating that four Board members, the Superintendent and the WAHS Student Representative were present. Crisfield Academy and High School Representative 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 Wells, and passed to approve the minutes of September 21, 2010. The motion was carried unanimously.

6. Adoption of Agenda

It was moved by General Sumpter, seconded by Dr. Whittington and passed to adopt the amended agenda. The vote was unanimous.

7. Student Board Members' Activities Report

Student Board member Ashley Elmore presented her report and was thanked by the Board members.

8. Public Participation

There was no public participation.

9. Character Award

Mrs. Scott provided the Board with an explanation of Character Education. Somerset County received an Honorable Mention Character Education Award.

10. Proclamation to Delegate Elmore & Senator Stolfus

The Superintendent presented Proclamations to Senator Stolfus and Delegate Elmore, wife of the late Delegate Elmore. Both were thanked for their dedication and support for the Somerset County Public School System. Senator Stolfus stated that he respected and appreciated SCPS staff for all their hard work. Ms. Elmore stated that Delegate Elmore had been very proud of the testing scores, students' achievements and most of all our staff.

11. Old Business

A. Human Resources

Job Descriptions

It was moved by General Sumpter, seconded by Vice Chairman Wells and passed to approve the following job descriptions; Food Service Worker, Elementary Math/Science Coordinator and Custodial Trainer/Courier. The vote was carried unanimously.

New Hires, Retirees, Resignations

A motion was called for by Chairman Miles, moved by Dr. Whittington, seconded by Vice Chairman Wells and passed to approve the Human Resources extended leave request.

Facilities

Change Order Requests

Mr. Daugherty did not have any change order requests.

B. Policies

Policy #600-21, Enrollment/Attendance Eligibility/Pupil Assignment

It was moved by Vice Chairman Wells, seconded by General Sumpter and passed to approve revised Policy #600-21, Enrollment/Attendance Eligibility/Pupil Assignment. The revision states that SCPS retirees living out of the county and with ten or more years worked in the SCPS school system can send their children to Somerset County Schools. The vote was unanimous. The Board also granted permission to allow Mr. Taylor's daughter attend Pre - K.

Policy #300-13, Fixed Assets

The Board unanimously agreed to Table Policy #300-13, Fixed Assets until the November Board meeting.

Policy #300-15, Record Retention – Financial Documents

It was moved by General Sumpter, seconded by Vice Chairman Wells and passed to approve revised Policy #300-15, Record Retention. The vote was unanimous.

12. New Business

A. Finance

Monthly Finance Report

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

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 ordering lunch out instead of at the school.

Jobs For Education Revenue

Dr. Brofee explained the Jobs for Education Revenue expected to be given to the Board in the amount of \$170,000. The funds are to be used to hire teachers, aides, ARRA positions or job replacement. The Board stated they would await a specific recommendation from the Superintendent for the funds but would not consider its use for a salary increase.

B. Technology

SharePoint Demonstration

Ms. Smoker presented a presentation on Share Point which is similar to the Board Docs program. She stated that this would be a paperless way to manage and create Board packets. Board Docs is very expensive, SharePoint is not. SharePoint is a secure sight and is a good organizational tool. SharePoint is currently being used by the A&S and central office staff and expanding its use to Board meetings, agendas, calendar space announcements, documents and other important links would be a good paperless measure. There are three systems in the state that currently use SharePoint for their Board meetings. The Board thanked Ms. Smoker for her presentation.

C. School Based Health Center

Betsy Thomas introduced the development of the School-Based Health Center. The center will provided preventative and primary health care services to students in a school setting. It will also provide follow-up care to students and dental screenings. Primary doctors will

receive the diagnosis results from the center. Medicines will be kept on-hand as well as a nurse practitioner and an on-call doctor. The School-Based Health Center will help reduce absenteeism for students with doctor's appointments and parents will not have to leave work. The center will provide emotional and discipline assistance when needed and also perform student athletic physicals. Three Lower Counties will provide the liability insurance and students or parents will not receive bills or co pays. Vice Chairman Wells requested the expansion of the athletic physicals to be extended to the Crisfield High School students. Dr. Whittington requested that the Board members be informed of any programs or decisions made prior to its planning and implementing stages and to be considerate of the new Board members and their awareness of any new programs. General Sumpter questioned whether children other than Washington High School students would be treated at the school-based center. SCPS costs from the medical center would include phone lines, lighting, and custodial fees. Mrs. Thomas was thanked by the Board members.

D. Instruction

Master Plan Update Discussion and Approval

A motion was called for by Chairman Miles, moved by General Sumpter, seconded by Vice Chairman Wells and passed to approve the Master Plan Update. The vote was unanimous. Vice Chairman Wells was impressed by the progress of SCPS students. He also stated that SCPS should look for reasons that certain subgroups are problematic and agreed that a Reading Coach is needed at Somerset Intermediate School. He suggested that new funds be used to fill that position. General Sumpter questioned the increase in bullying. A bullying prevention plan has been developed.

Student Achievement

Mr. Bloodsworth presented an update report on Student Achievement to the Board. The elementary schools made AYP. Somerset Intermediate also made AYP and was ranked second in Maryland. SCPS was one of four systems that made System AYP. A side note was made that all Pre-K students can be enrolled in schools regardless of their eligibility.

Maryland Business Roundtable Data Report

Ms. Carter presented a report on the Maryland Business Round Table. Business volunteers talk to students about taking higher level courses and discuss available opportunities provided to them and the various business related jobs that they may be interested in. Student can take higher level AP courses and receive a college credit by the time they graduate. Each teacher is trained and must submit a curriculum for approval to teach the AP course. Dr. Whittington expressed concern as to whether or not all students were given the opportunity to take the AP courses.

E. Facilities

A motion was called for by Vice Chairman Wells, seconded by Dr. Whittington and passed to approve the training of Nellie McCready and Audrey Waters as Substitute Bus Drivers.

Policy 200-13, Use of School Facilities

Mr. Daugherty presented Policy 200-13, Use of School Facilities for the Board's review and study. The Board will vote at the November Board meeting.

F. Human Resources

Job Descriptions

Mr. Lawson presented the ALC Teacher, the Assistant/Vice Principal, and the Dean of Students revised job descriptions for the Board's review and study. The Board will vote at the November Board meeting.

New Hire, Retires, and Resignations

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

G. Student Services.....Gang Prevention Proposal

Vice Chairman Wells presented a Gang Prevention Workshop Proposal to the Student Services Department. He had attended a Gang Awareness Prevention Workshop in Wicomico County that was very informative. Gang activity has increased and Somerset County has three known gangs. The Superintendent informed the Board that Ms. McLaughlin is working on a new Safe Schools grant. General Sumpter expressed that strong collaboration needs to be made with SCPS, law enforcement and ECI in identifying actual gang members.

H. Out of County Approval

It was moved by Vice Chairman Wells, seconded by General Sumpter and passed to approve the Out of County School Request. The vote was unanimous.

14. Superintendent and Board Member Comments

The Superintendent announced that Washington High School's Renovation is going well. The Parent Advisory Council Meeting was held with very good parent attendance. On October 27, 2010 a PAC meeting will be held at Tawes to discuss CTE programs. The Superintendent also provided the Board with information received from a recent Technology Conference that she and Nancy Smoker attended. The availability of AP Online courses are being developed. General Sumpter attended the Teacher of the Year Banquet and thanked all the teachers who attended. Chairman Miles thanked the community for their support and also thanked the teachers for all their hard work.

- 15. November 2010** – A motion was called for by Chairman Miles, moved by Vice Chairman Wells, seconded by General Sumpter and passed to hold the Superintendent's evaluation discussion at 4:30 p.m., an open called 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 November 9, 2010. The vote was unanimous.

16. Adjournment

It was moved by Dr. Whittington, seconded by General Sumpter and passed adjourn to the meeting at 9:45 p.m. The vote was unanimous.

Karen-Lee N. Brofee, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary