



By unanimous agreement, the Somerset County Board of Education convened in a closed session at 5:50 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, 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, Superintendent Karen-Lee Brofee, and Melissa Tilghman, recording secretary. Mr. Taylor, WAHS Student Board Representative was also present. Mr. Cavins, CAHS Student Board Representative asked to be excused from the meeting to participate in his school's soccer game.

REGULAR SESSION AGENDA

1. Call to Order

The meeting was called to order by Chairman Miles at 7:00 p.m.

2. Roll Call

The roll was called by Melissa Tilghman indicating that all four Board members and the Superintendent were present. The WAHS Student Board Representative was also present.

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 Dr. Whittington, seconded by General Sumpter and passed to approve the minutes of August 18, 2009. The motion was carried unanimously.

6. Adoption of Agenda

Chairman Miles asked if the Board was ready to adopt the agenda. Dr. Brofee requested consideration for the addition of two items: Items 12-H, Out of State Field Trip Request and Item 12-I WHS Renovation Approval. A motion was called for by Chairman Miles, moved by Dr. Whittington, seconded by General Sumpter and passed to approve the amended agenda. The motion was carried unanimously.

7. Student Board Members' Reports

Mr. Taylor presented the Board with various highlights of the northern schools. Greenwood Elementary reported that the school uniforms are going well. Deal Island School has an upcoming field trip to the Wetlands; Parent Observation Day is on September 25 and the first PTA meeting is on September 24. Somerset Intermediate has begun the student Laptop Program. They also have Bullying & Harassment Programs and After-School Tutoring. Princess Anne Elementary's open house and back to school night was successful. The WAHS one hour lunch has been going well. Students with a 60% grade or less and missing assignments are placed on restriction. Parent Conferences will be held September 28 from 4-6 p.m.

8. Audited Financial Statement Presentation

Ms. Miller introduced auditor Mr. Hickman. Mr. Hickman provided a brief summary of the auditing results. We are in compliance with no material or funding weaknesses. We have a strong undesignated fund balance and a good reserve. Mr. Hickman expressed some concern for Food Services stating that revenues were down along with food sales. The Board was encouraged to read the management narrative which provides a good explanation of the audit. The Board and staff were thanked for all their help, cooperation and promptness.

It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt and passed to approve the Audited Financial Report presented by Mr. Hickman. The vote was carried unanimously.

9. Public Participation

There was no public participation.

10. JM Tawes Career and Technology Center Report

Mr. Webster presented the JM Tawes Career and Technology Center report. There has been a 30% increase in CTE class enrollment. Brochures explaining the programs offered at Tawes were distributed to each Board member. The ALC program began the 2009-2010 school year with eleven students, there are now thirteen. A student has to keep their grades up and earn twenty-two points to exit the ALC. Students transferring from other counties will continue the discipline actions from the exiting school when entering Somerset's ALC. Dr. Whittington showed concern that students entering from another school with discipline referrals should not be labeled. He also questioned the Center's academics and stated that general perception of VoTech classes were for low level learners. Mr. Webster stated that this perception was changing. Dr. Brofee stated that an academic Crisfield Academy and High School student had just recently transferred to Washington Academy and High School so that her schedule would allow her to continue her involvement in CTE's Nursing Program.

11. OLD BUSINESS

A. Facilities

Capital Improvement Plan

A motion was called for by Chairman Miles, moved by General Sumpter, seconded by Dr. Whittington and passed to approve Mr. Daugherty's Capital Improvement Plan. The motion was carried unanimously.

Comprehensive Maintenance Plan

A motion was called for by Chairman Miles, moved by Vice Chairman Pruitt and seconded by Dr. Whittington to approve the Comprehensive Maintenance Plan. The motion was carried unanimously.

B. Transportation Report

Mr. Daugherty showed a presentation on the breakdown of bus contractors and their routes. The Board was informed that buses are allowed to travel out of state with Board approval. Each bus contractor can have 10% or 4 buses per contract. Dr. Whittington questioned the procedure of bus contracting when special events are involved, such as trips or athletic events. He suggested a monopolization of the bus contracts by some drivers. Currently there are seven buses and five contractors available for special events.

C. Human Resources

Staffing Report

Mr. Lawson presented a breakdown of the individuals hired for 2009-2010. Chairman Miles questioned the hiring of a person of conditional status versus hiring someone who is already qualified. Dr. Whittington questioned the practice of required certification and asked to speak to Mr. Lawson in a private meeting. The Board was informed that the 2009 school year had the highest % of teachers retained in the past decade. The Board was also briefed on the teacher transfer procedure. Several meetings are held and the transfer is determined by the need of the school or the request of the individual. Dr. Whittington voiced concern of the number of minority instructional assistants at the one particular school. Mr. Lawson stated that some placements are to accommodate the individual.

Approval of Revised Job Descriptions

It was moved by Dr. Whittington, seconded by Vice Chairman Pruitt and passed to approve following the job descriptions: Secondary Literacy Coach, Computer Lab Teacher, and Computer Aided Drafting Teacher. The Secondary Literacy Coach does not have direct interaction with the student.

12. New Business

A. Finance

Policy Guidelines #200-20, Travel

Ms. Miller informed the Board of proposed revisions made to guidelines for Policy #200-20, the travel policy. Guidelines continue the daily \$50 meal allowance with sales tax reimbursement and suggests a distribution of the \$50 as \$8 for breakfast, \$12 for lunch, and \$30 for dinner.

B. Master Plan Update Report

Dr. Brofee presented an overview of the Master Update distributed to the Board. She explained that this was a very early and incomplete draft and may have formatting errors. Mr. Bloodsworth assisted with the presentation and both he and Dr. Brofee presented a detailed and informative presentation. The goal of the Master Plan Update is to monitor the improvement of students' achievement and performance and to appropriate allocation and expenditures of funds.

The class of 2010 is the second cohort to have to meet the HSA requirement. HSA Intervention is being offered during afterschool tutoring. Teachers will have professional development emphasizing the recognition of student weaknesses and addressing them before they take the High School Assessments. A Pilot Program has been developed for 5th graders as an early learning support tool. Teachers are working to engage struggling students and are seeking parent involvement. We need to increase teacher fluency and increase engagement through technology.

Mr. Bloodsworth expressed the need to accelerate growth in all subgroups and to increase Special Education students' proficiency. The drop-out rate is highest in the Special Education male subgroups. The attendance clerks have been staying in contact with parents. To assist with student achievement, the SIS Math Facilitator will be replaced by a full time Math Intervention Teacher.

In regards to staffing we have gained a 92% highly qualified status. We have been monitoring and following certificate staffing guidelines. Additional updates will be presented at a later date. Somerset has much stronger schools taught by Highly Qualified staff. With the recent budget cut, selected resources are used. Dr. Whittington has requested data on how teacher's absenteeism affect student learning.

C. Ethics Panel Nominations

A motion was called for by Chairman Miles, moved by General Sumpter, seconded by Dr. Whittington and passed to add the appointment of Carol Fields along with Dennis Williams, and John Phoebus to the Ethics Panel for 2009-2010. The motion was carried unanimously.

D. Out of County Student Request

It was moved by Vice Chairman Miles, seconded by General Sumpter and passed to approve Ms. Sproul's request to have her two sons, (7th & 8th grade) and her daughter (12th grade) to attend Somerset Intermediate and Washington Academy High Schools. The vote was unanimous.

A motion was called for by Dr. Whittington, moved by Vice Chairman Pruitt and passed to approve Mrs. Hamza's request to allow her son to continue to attend Greenwood Elementary even though they will be moving in the near future. The motion was carried unanimously.

E. Considerations for H1N1

Ms. Thomas presented the Board with information on the H1N1 (Swine) Flu. Teachers are encouraged to wipe down doorknobs, desks, and students to use hand sanitizer. Sick children and teachers are encouraged to stay home when they are sick. There is a concern that the viruses could combine and cause a new outbreak. A flu mist clinic will be held on October 20, 2009 for Pre K – 5 (FREE) and free staff shots will be available. School nurses are tracking increased flu-like symptoms. Parents are being asked to update contact plan. The parents and community will be kept informed making them aware and updated on the H1N1 changes. Brochures have been sent home making them aware of the virus but information about the virus has been changing everyday. We have learned that practitioners are not testing all who may be infected. Cafeterias have installed hand sanitizers.

F. Attendance Consideration

Ms. Carter presented revised guidelines to the attendance policy. There will be an increase in the number of parent notes for an illness a child can have without penalty.

It was moved by Vice Chairman Pruitt, seconded by Dr. Whittington and passed to approve the student parent note increase. The vote was unanimous.

G. Human Resources Report

It was moved by Vice Chairman Pruitt, seconded by Dr. Whittington and passed to approve Mr. Lawson's Human Resources report. The vote was unanimous.

New Hires: Adrienne Jenkins, Ella Northam-Smith

Resignations: Mary Paige

Out of State Travel

There was no out of state travel to report.

H. Out of State Field Trips

The AFROTC instructors have requested to attend an out of state field trip to Boston, MA. The trip will cost each AFROTC student around \$100. The Board showed concern that some students who wanted to attend would not be able due to cost issues. With the principals' agreement, Dr. Brofee assured the Board that no student would be restricted from attending due to cost.

I. WHS Renovation Approval

Mr. Daugherty presented the bids for the Washington High School Renovation. A motion was called for by Chairman Miles, moved by Vice Chairman Pruitt, seconded by Dr. Whittington and passed to approve the Washington Academy and High School Renovation Bids. The vote was unanimous.

13. Superintendent's & Board Member Comments

Dr. Brofee commended the teachers and the bus contractors for how smoothly the beginning of school has been. The Superintendent also announced that she will be holding Coffee with the Superintendent on September 24, 2009 at Princess Anne Elementary School. The Board was pleased to hear the announcement that Somerset County's Crisfield Academy and High School band director, Heather McHenry was named as one of the Teacher of the Year Finalists.

- 14. September 2009** – A motion was called for by Chairman Miles, seconded by Vice Chairman Pruitt and passed to approve October 18, 2009 as the next open regular session. 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 Vice Chairman Pruitt, seconded by Dr. Whittington, to approve the adjournment of the meeting at 9:30 p.m. The vote was unanimous.

Karen-Lee N. Brofee, Superintendent

Recorded and Prepared by: Melissa Tilghman/Secretary