

**Minutes of Open Regular Session Meeting  
J.M. Tawes Technology & Career Center  
December 17, 2013**

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**OPEN REGULAR SESSION**

**TIME: 4:00 p.m.**

**Location: J.M. Tawes Technology & Career Center**

**PRESENT:** Board Members: Chairman William Miles, Vice Chairman Robert Wells, Ms. Margo Green-Gale, and Mr. Dan Kuebler; Interim Superintendent Dr. John Gaddis; Board Attorney Mr. Fulton Jeffers; Interim Assistant Superintendent of Administration, Ms. Nancy Smoker, Interim Assistant Superintendent of Curriculum & Instruction, Mr. Dave Elebash and Board Secretary Ms. Melissa Tilghman. Supervisors, Media and Community members were also present. Mr. Sumpter arrived during the closed meeting at 4:07 p.m.

**Chairman Miles declared a quorum and called the meeting to order.**

**ADOPTION OF AGENDA**

Approval of Agenda as amended and corrected

Motion: Mr. Kuebler/Vice Chairman Wells

Discussion: Dr. Gaddis requested to remove item 14-A4, Retirement Audit from the agenda.

Result: Motion Carried Unanimously

**CLOSED MEETING:**

4:06 p.m. – Pursuant to Section 10-508 of the **Annotated Code of Maryland**

Motion: Ms. Green-Gale/Vice Chairman Wells; motioned carried unanimously to convene in a closed meeting.

**Performed Administrative Functions –Section 10-503**

Approval of November 19, 2013 Closed Meeting Minutes

Motion: Mr. Kuebler/Mr. Sumpter: motion carried unanimously

Received Transportation and Facilities Update

Discussed Crisfield Little League and Board Lease Agreement

Received Update on School Resource Officers

**Discussed Personnel Matters – Section 10-508(a)(1)**

Received, reviewed and discussed personnel matters

Received information regarding employee appeal

Received information regarding employee grievance

**Consulted with Attorney to Obtain Legal Advice – Section 10-508(a)(7)**

Reviewed and discussed Superintendent's Contract

Reviewed, discussed and received legal advice from Board Attorney

**To Conduct Collective Bargaining Negotiations – Section 10-508(a)(9)**

Received Units I, II, & III Negotiations Update

**PRESENT FOR THE CLOSED MEETING:** Board Members: Chairman William Miles, Vice Chairman Robert Wells, Ms. Margo Green-Gale, Mr. Dan Kuebler, and Board Attorney Fulton Jeffers; Interim Superintendent Dr. John Gaddis; Interim Assistant Superintendent of Curriculum & Instruction, Mr. Dave Elebash, Interim Assistant Superintendent of Administration, Ms. Nancy Smoker, and Board Secretary Ms. Melissa Tilghman. Mr. Sumpter arrived at 4:07 p.m.

**The Board reconvened in an Open Regular Meeting at - 6:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION**

**Student/Staff/Citizens Recognition**

Several staff, a student, and a community member were recognized for outstanding achievement and their efforts to improve the Somerset County Public School system.

Mr. Dave Elebash recognized Board Members Dan Kuebler and Warner Sumpter for volunteering to read to the Greenwood Elementary School students during American Education Week. Mr. Elebash read several letters and a poster written by the students thanking the Board members.

The following awards were presented:

An award was presented to Mr. Harris, a Crisfield Academy & High School Band student for being chosen to perform in the All State Senior High School Band. He was previously chosen to perform in the All State Junior High School Band in 2010-2011, 2011-2012, and 2012-2013.

The following Food and Nutrition Services staff were recognized for being chosen as the Food and Nutrition Services Employees of the Year:

Crisfield Academy & High School – Ms. Susan Corbin

Princess Anne Elementary School – Ms. Mary Collins

Greenwood Elementary School – Ms. Lucy Webster

Mr. Clint Sterling, Director of Somerset County Recreation and Parks, was recognized for his outstanding commitment to the improvement of the Somerset County Public Schools Athletic

Facilities and his maintenance of the Somerset County Recreation & Parks Athletic Fields.

### **Student Board Members' Reports**

The Student Board Representatives, Mr. Long and Miss Waller, provided detailed reports on the highlights of school activities and events.

### **Open Regular Session Minutes**

Approval of November 19, 2013 minutes as corrected

Motion: Mr. Sumpter/Vice Chairman Wells; motion carried unanimously

### **Announcement of Closed Meeting:**

Chairman Miles announced that the Somerset County Board of Education met in Closed Session on the following date pursuant to Section 10-508(a) and Section 10-503 of the **Maryland Annotated Code:**

➤ December 17, 2013

- To Review and Approve Minutes of November 19, 2013
- To discuss personnel matters - Section 10-508(a)(1)
- To consult with counsel to obtain legal advice Section - 10-508(a)(7)
- To perform administrative functions - Section 10-503
- To conduct collective bargaining – Section 10-508(a)(9)

### **UNFINISHED BUSINESS**

#### **Human Resources**

#### **Approval of the Supervisor of Public Relations Job Description as amended**

Motion: Mr. Sumpter/Mr. Kuebler

Discussion: Mr. Kuebler requested that job duties not directly related to the responsibilities of a Public Relations Supervisor be removed. Additional duties would be categorized under those duties assigned by the Assistant Superintendent of Administration.

Result: Motion Carried Unanimously

### **NEW BUSINESS**

#### **Monthly Financial Updates**

#### **Treasurer's Report**

## **Approval of the November FY2014 Expenditures' Report of \$3,081,096.00**

Motion: Mr. Sumpter/Mr. Kuebler

Discussion: Mr. Kuebler questioned the shortfall under the Executive Administration category. Ms. Smoker explained that the Negotiated Agreement of Unit III required that Human Resources review staff files and place them on the correct salary scale based on the newly approved salary scale. She will be requesting category transfers in January or February. Ms. Smoker explained that the budget was created before the Unit III Negotiated Agreement was finalized. Mr. Kuebler expressed concern regarding the Maintenance of Plant costs. Ms. Smoker responded that Maintenance of Plant expenditures include pest extermination, building compliance inspection costs, and all utility costs.

Result: Motion Carried Unanimously

## **School Activities Financial Report**

Ms. Wendy Harrison, Chief Finance Officer, reported that the auditors recommended that the Finance Department conduct a periodic audit of the schools' activities fund balance. The current school activities fund balance is approximately \$254,000, which is around \$14,000 less than last year. School Activity Funds are derived from funding from various fundraisers and other school activity events. Ms. Harrison reported that she is developing procedures and protocols for the school office managers and the designated finance department staff to address the auditor's recommendation to review and monitor the handling and deposit procedures of schools' activity funds.

Approval of School Activities Financial Report

Motion: Mr. Kuebler/Mr. Sumpter

Discussion: Mr. Kuebler requested an explanation of the RIF (Reading is Fundamental) - STEM (Science, Technology, Engineering, and Mathematics) Line Item in Woodson Elementary School's Budget. Ms. Tracie Twigg, Supervisor of Elementary Education and Ms. Cortney Monar, WES's Principal, explained that RIF-STEM is part of a Federal Grant that donates books and monies to schools to educate students on STEM programs. The grant also provides \$1,000 in funding to schools to reimburse teachers for materials they have purchased for STEM instruction. Ms. Twigg reported that all Title I schools participate in this program.

Result: Motion Carried Unanimously

## **OMB Circular Single A-133 Audit Report**

Ms. Harrison presented the FY2013 OMB Circular Single A-133 Audit Report of Federal grant funds funneled through the general fund account and food services accounts. Funding comes from the U.S. Department of Education, the U.S. Department of Health and Human Services State, Department of Labor, and the Department of Agriculture. There is a total of \$4,805,110 of indirect grants monies handled by the Finance Department. In FY2012 that total was \$5,144,000 and in FY2011, \$6.4 million. Additional information will be posted on the Somerset County Public Schools website.

## **Approval of Single Circular OMB A-133 Audit Report**

Motion: Mr. Sumpter/Ms. Green-Gale

Discussion: Dr. Gaddis noted that a detailed report would be forthcoming itemizing funding from the federal grant programs. Dr. Gaddis thanked Ms. Harrison and Ms. Smoker for their work on the budget. He stated that there is a lot of manpower involved in completing grant applications and that the State's requirements make it a tedious task.

Result: Motion Carried Unanimously

## **ADMINISTRATIVE FUNCTIONS**

### **Board of Education Monthly Meeting Schedule**

Dr. Gaddis announced that due to the lack of sufficient sound quality at the schools and a portable sound system, he is recommending that the remainder of the Board meetings for FY2013-FY2014, January through June, be held at the J.M. Tawes Technology & Career Center. There will be two Budget Hearings held, one at Washington Academy & High School and one at Crisfield Academy & High School.

A motion was made by Vice Chairman Wells, moved by Ms. Green-Gale and approved to hold the remainder of the FY2013-FY2014 Board meetings at the J.M. Tawes Technology & Career Center. The motion carried unanimously.

### **Policy 800-11, Title I – Parent Involvement Policy**

Ms. Twigg submitted Policy #800-11, Title I, Parent Involvement for the Board's annual review and study. She noted that the policy had been reviewed by the Title I Schools and the county level PAC and is in compliance with the State. There have not been any suggested changes. Mr. Kuebler requested that a line item be added explaining student discipline procedures and a wellness item to address the Interim Superintendent's concern of childhood obesity. Ms. Twigg will take his suggestions to the Parent Advisory Board.

## **Policy #500-39, Dual Enrollment**

Mr. Elebash introduced a new policy #500-39, Financial Support for Dual Enrollment Students, to address the Maryland's COMAR Bill 740 which is the College and Career Readiness and College Completion Act of 2013 requiring school systems to fund or partially fund student's tuition cost for dual enrollment courses. The administrative procedures will change slightly each year. Chairman Miles questioned the availability of courses students can take based on the Somerset County Public Schools calendar.

It was the consensus of opinion of the Board to approve the First and Final Reading of Policy #500-39, Financial Support for Dual Enrollment Students.

Point of Information: Mr. Kuebler expressed concern that the language in the policy may not be clear and concise and will discourage parents from enrolling their children in the dual courses due to the line item in the policy that states, "the school can charge up to 90% of the costs". Dr. Gaddis explained that there are still several questions and concerns regarding the policy, but additional information will be detailed in the administrative procedures. He expressed that college courses taken should be included in a student's high school g.p.a and count towards graduation credits. This topic and administrative procedures will be addressed at a later date. Mr. Kuebler requested the Board Attorney's advice on the presented policy, #500-39.

Board Attorney Jeffers stated that the policy is an acceptable legal policy that reflects that the Board will conform with the Law. The Law requires a reimbursement of up to 90% for non-FARMS students, but does not require the Board to mandate that the maximum amount be charged. The budget process has to be reviewed and from a budgetary consultation, a set reimbursement amount for non-FARMS students can be determined. Mr. Jeffers recommended that this item be the first item of priority when developing the FY2015 budget.

Dr. Gaddis stated that he will be working with Wor Wic Community College and the Maryland Higher Education Commission in getting Somerset County Public School Teachers' certified to teach college courses.

## **HUMAN RESOURCES**

### **Job Description – Parent & Family Support Network Coordinator & Grants Manager**

The Board agreed to accept the submission of the job descriptions for the Parent & Family Support Network Coordinator and the Grants Manager for the First Reading.

Ms. Smoker noted that the Parent & Family Support Network Coordinator is a Special Education position required by the State. This position is grant funded. The parent resource center is housed at Washington Academy & High School. Mr. Kuebler requested that the coordinator spend part-time at Crisfield Academy & High School. Ms. Twigg informed the Board that this is a parent advocating position and the individual currently in this position travels throughout the county

providing resources and materials to students in all schools and conducts home visits. Dr. Gaddis noted that Dr. Lynnette Johnson would have to answer any additional questions the Board has. He stated that a presentation could be presented providing more detail on the State required Parent & Family Support Network Coordinator position. Mr. Kuebler expressed concern that the southern end of county is not benefitting from this position. He also requested that an education requirement be added to the job description.

Board Attorney Fulton Jeffers expressed concern regarding the requirement of “language skills” and the need to express what language is required to hold the Parent & Family Support Network Coordinator position. The Board members and Attorney Jeffers concurred that the job description was unclear. Dr. Gaddis requested that Ms. Smoker obtain a job description of the Parent & Family Support Network Coordinator from the State department before final approval of the job description is sought from the Board.

Ms. Smoker presented the Grants Writer’s job description for approval. She stated this position would free the Instructional Department Supervisors and Coordinators and allow them time to visit schools and conduct classroom observations.

Discussion: Mr. Kuebler stated that a Grants Writer is needed, but should not be limited to the Instructional Area. This individual should be able to write grants for the entire system and should only be used to write grants. Ms. Smoker informed the Board that the finance department will continue to manage the grants, but the Writer must monitor the reports. Dr. Gaddis added that the Grants Writer will be the task master and will be responsible for the amendments and physical responsibilities of the grants and will provide professional development to the schools to educate them in applying for grants that will directly impact student achievement.

It was the consensus of opinion of the Board that due to the various responsibilities of the Grants Writer’s job description, the title be changed from Grants Writer to Grants Manager.

### **SUPERINTENDENT AND BOARD MEMBERS’ COMMENTS**

The Board members thanked the community and student Board members for their attendance, and wished everyone a Merry Christmas and a Happy and safe New Year.

Dr. Gaddis announced that \$861,000 received from Washington Academy & High School’s renovation reimbursements had been submitted to the county commissioners. He also noted that a public meeting had been held and additional funding will be sought from the commissioners to cover cost related to those schools suffering from the impact of Hurricane Sandy. Dr. Gaddis announced that the Central Office will be closed for most of the two week Christmas Break. This will save the county up to \$2,500 per day in operational costs. The Central Office will be opened on January 2, 2014 and January 3, 2014.

Chairman Miles announced that the Somerset County Board of Education will convene in a regular meeting on Tuesday, January 21, 2014 at 4:00 pm. at the J.M. Tawes Career &

Technology Center to immediately consider voting to convene in a closed meeting. The Board will reconvene in an open regular meeting at 6:00 p.m.

**ADJOURNMENT**

Motion: Mr. Kuebler/Mr. Sumpter; motion carried unanimously to adjourn at 7:30 p.m.

Dr. John B. Gaddis, Interim Superintendent

Recorded and Prepared by: Melissa Tilghman/Administrative Associate to the Board