

**TALBOT COUNTY BOARD OF EDUCATION MEETING  
ST. MICHAELS MIDDLE HIGH SCHOOL  
SEPTEMBER 21, 2011**

**CLOSED SESSION – 5:00 PM – CONFERENCE ROOM  
REGULAR SESSION – 7:00 PM - CAFETERIA**

**I. Call to Order and Declaration of a Quorum – 5:00 PM**

Mrs. Monica Heinsohn called the meeting to order and declared a quorum present at 5:00 pm.

**Executive Function – 5:05 PM**

The Board reviewed the agenda presented by County Council for a October 25, 2011 work session with the Talbot County Council. The Board directed Dr. Salmon to submit additional agenda items from the Board. Budget strategies were discussed and the Board provided direction to Dr. Salmon on information, data and reports to be compiled for consideration.

**II. Closed Session – 5:45 PM**

Pursuant to Section 10-503 (a) (I) (I) and Section 10-508 (a) (1), (3), (6) and (7) of the State Government Article, Annotated Code of Maryland, and upon a motion by Mrs. Donna Matthews, seconded by Mr. Bob Burris, it was unanimous to enter into Closed Session at 5:05 p.m. Present were President Monica Heinsohn, Vice President Juanita Hopkins, Board Members Mr. Bob Burris, Ms. Gloria Farrare, Ms. Juanita Hopkins, Mrs. Sandra Kleppinger and Mrs. Donna Matthews. Also present were Superintendent Dr. Karen Salmon, Assistant Superintendent Dr. Pam Heaston, Director of Finance Charles Connolly, Executive Assistant Gayle Secrist, and Board Attorney Rochelle Eisenberg.

### **Approval of Closed Session Minutes**

Mrs. Donna Matthews moved, Mr. Bob Burris seconded and it was unanimous to approve the August 17, 2011 Closed Session minutes as presented.

### **Legal Report**

Dr. Salmon and Mrs. Eisenberg presented the following report:

Workers Compensation Claim  
Special Education Case Easton Elementary  
Notice on Behalf of Student  
Student Appeals of Suspension  
Subpoena request for information  
MSEA Request for Board Hearings  
MSEA Correspondence

### **Personnel Report**

Dr. Salmon distributed the Personnel Report as follows:

Certified Contract Recommendations: Patricia Stein, St. Michaels Elementary

Leave of Absence: Leslie Sorrell, Easton Middle School; Brooke Mills, Susan Hutchison, Jessica Kastel, Chapel District Elementary; Leslie Beveridge, Easton Elementary – Moton Building.

Other: Offer of regular contract to Joseph Candel, Easton High School; Joanne Newmier representing White Marsh Elementary, Margaret Gowe representing St. Michaels Elementary, and Daniel Zollinhofer representing Easton High School recommended as members of the Citizens Advisory Committee.

### **Board Evaluation**

Board members completed a Board Self Evaluation document. Responses will be compiled, averaged and reported at the next Board meeting.

### **Adjournment**

Ms. Juanita Hopkins moved, Mrs. Donna Matthews seconded, and it was unanimous to adjourn the Closed Session Meeting at 6:45 pm.

### **Regular Meeting**

Mrs. Monica Heinsohn had to leave to attend to family business; Ms. Juanita Hopkins presided over the Regular Meeting.

### **Pledge of Allegiance**

### **Approval of Agenda**

Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to approve the agenda.

### **Approval of Minutes**

Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to approve the August 17, 2011 minutes.

### **Moment of Silence**

Dr. Salmon asked all present to observe a moment of silence in memory of Avery Bechtel, a St. Michaels Middle High School student who died over the summer.

### **Introduction of Student Board Member**

Dr. Salmon introduced Michaela Beggins from SMHS, student board member for the 2011-12 school year. She noted her accomplishments, especially related to Art, and that her rigorous schedule includes several AP classes, including AP Studio Art. Mary Ann

Shortall, clerk of the Circuit Court, swore in Michaela as a student board member.

### **Recognition of the Public**

#### **Rob Schmidt**

Dr. Salmon recognized Rob Schmidt. Rob was asked by the University of South Carolina to contribute a chapter for the book entitled the *Handbook of School Mental Health, Second Edition*.

#### **Talbot County Public Schools' Retirees**

Dr. Salmon recognized retirees with framed certificates from MSDE.

#### **Talbot County Public Schools' 20-Year Awards**

Dr. Salmon recognized staff members of TCPS who have achieved 20 years of service with a certificate and pin.

### **New Business**

#### **School Bus Financing**

Mr. Connolly discussed options for financing the purchase of school buses. He recommended approval of a proposal from Bank of America. Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to approve a resolution authorizing the equipment lease from Bank of America.

### **Capital Improvement Plan**

Dr. Salmon discussed the Capital Improvement Plan, an annual requirement with the State Public School Construction Program. The only project in the pipeline is the Head Start addition at the Dobson building on the EES campus. The most recent update from the architect is included in the CIP. Dr. Salmon recommended approval of the CIP. Mr. Bob Burris moved, Mrs. Donna Matthews seconded, and it was unanimous to approve the CIP.

### **MSEA Pension Position Statement**

Mr. Burke and Dr. Salmon shared the position statement of MSEA on state pensions.

### **Change in Board Meeting Date**

Dr. Salmon requested a change to the April board meeting date, due to the scheduling of the statewide “Common Ground” Conference on April 20, 2013. Dr. Salmon requested to move the Board meeting to Wednesday, April 25, 2012 from Wednesday April 18, 2012. Mrs. Donna Matthews moved, Mr. Bob Burris seconded, and it was unanimous to change the date of the April Board Meeting to Wednesday, April 25, 2012.

### **Unfinished Business**

#### **Race to the Top Monthly Update**

Dr. Heaston presented the monthly Race to the Top Update. She noted that today was a half-day for students and a half-day for staff development. Staff development today included training for staff from teachers/administrators who attended Educator Effectiveness Academy training sessions this summer.

### **2.3 Ethics Policy**

Dr. Salmon presented the Ethics Policy in third reader. The State Ethics Commission has approved the policy. Dr. Salmon recommended approval of the policy. Mrs. Juanita Hopkins suggested tabling the policy until after the MABE Conference, where it would be discussed. Mrs. Donna Matthews moved, Mrs. Sandra Kleppinger seconded to approve the policy. Mrs. Gloria Farrare, Mrs. Donna Matthews and Mrs. Sandra Kleppinger voted for approval; Ms. Juanita Hopkins and Mr. Bob Burris voted against. Rochelle Eisenberg stated that four affirmative votes are required to pass a motion on a Board with six or seven members, so the motion failed. The policy will be placed on third reader for the October Board meeting.

### **Approval of Construction Manager of Head Start Project**

Dr. Salmon recommended approval of the selection committee's recommendation to award the contract for Construction Manager to the Whiting-Turner Contracting Company. Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to approve Whiting-Turner Contracting Company for the Head Start Project.

### **Aging School Projects**

Mr. Connolly updated the board on the subject of Aging School Projects. Funds in the amount of \$53,000 are available. Requests for use of the funds must meet specific conditions. Items requested must be expected to last for at least 15 years, must cost more than \$10,000 and school occupancy of the building must be at 60%. It is recommended that phone systems in Easton Elementary-Moton/Dobson and Chapel District be replaced. Mrs. Donna Matthews moved, Mr. Bob Burris seconded, and it was unanimous to

approve the recommended proposal.

### **Personnel Report**

Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and the Personnel Report was approved.

### **Monthly Budget Update**

Mr. Connolly provided the monthly budget update.

### **Superintendent's Report**

#### **Proposed Board of Education Work Sessions**

Dr. Salmon discussed suggestions for work sessions for 2011-12 Board Meetings. They are Master Plan Update, FY13 Budget Public Hearing/Strategy Session, FY13 Budget Development, Early Childhood Programs, Student Services Programs, Technology Update, Legislative Updates, Fiscal Stewardship, and Common Core Standards.

#### **NJROTC removed from probationary status**

Dr. Salmon noted the letter received from the NJROTC Program Manager indicating removal of the EHS NJROTC program from probationary status.

#### **Note from Dr. Hrabowski**

Dr. Salmon shared a message she received from Dr. Freeman Hrabowski that expressed his positive experience with TCPS on Opening Day.

### **Teacher authorization by College Board**

Dr. Salmon updated the Board regarding “authorization letters” from the College Board for advanced placement courses. All advanced placement courses have been approved/authorized by the College Board.

### **Letter from Clay Stamp**

Dr. Salmon noted the letter of thanks received from the Director of Talbot County Emergency Services. Mr. Clay Stamp thanked Dr. Salmon for the dedication of TCPS staff during Hurricane Irene. He noted the partnership in delivery of services to protect the citizens and visitors to Talbot County.

### **Thank you letter from Judy Haddaway**

Dr. Salmon shared a thank you letter received from Judy Haddaway for the retirement reception given in her honor, as well as the Captain’s clock she received from the Board members.

### **PACE program approval**

Dr. Salmon discussed the “Protecting Athletes through Concussion Awareness Education” program sponsored by Dick’s Sporting Goods. Dr. Salmon applied for TCPS to participate in the program. TCPS has been approved to join the program, which will provide access to free educational materials about concussions, supply ImPACT test packages and screen athletes. This initiative is dedicated to generating awareness and educating schools, athletes, and parents on the benefits of baseline concussion testing.

### **Use of form related to Gang policy**

Dr. Salmon noted the form (required by the state of Maryland) that will be used related to the Gang policy.

### **New Teacher Meeting Dates and Topics**

Dr. Salmon discussed new teacher meetings and topics.

### **August Student Attendance**

Dr. Salmon reviewed student attendance rates for the month of August.

### **Achievement of Easton High School graduate**

Dr. Salmon recognized Robert McDougal (EHS Class of 2000) for earning his Doctor of Philosophy degree from Ohio State University.

### **Article from Education Week**

Dr. Salmon distributed an article from Education Week on international testing to Board members.

### **Board Members' Reports/Remarks**

Michaela Beggins expressed that she is happy to participate as a student board member.

Mrs. Gloria Farrare welcomed Michaela and hopes she enjoys her time on the board. She extended condolences to Mrs. Monica Heinsohn regarding a death in the family. Mrs. Farrare thanked all members of the public that attended the board meeting, and hopes to see them return at future meetings of the Board. She also thanked retirees and employees recognized earlier in the meeting for their many years of dedicated service.

Mrs. Donna Matthews thanked and congratulated the long-term staff recognized at the meeting. She stated that long-term service of employees reflects a positive work environment. She welcomed Michaela to the Board.

Mrs. Sandra Kleppinger welcomed Michaela to the Board. She also thanked retirees and staff recognized at the meeting. She stated that the lengthy years of service reflect well on the leadership of TCPS.

Mr. Bob Burris congratulated those recognized at the Board meeting, and welcomed Michaela to the Board. Mr. Burris also expressed his hope that principals and teachers will have a banner year for TCPS.

Ms. Juanita Hopkins congratulated all long-term employees that were recognized tonight. She welcomed Michaela to the Board. She complimented TCPS staff, as well as county staff, for working together to benefit the community during the hurricane. Ms. Hopkins also complimented Mr. Charles Connolly, Dr. Pam Heaston and Mrs. Kelly Griffith for shouldering additional responsibility due to budget constraints.

### **Adjournment**

Mr. Bob Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to adjourn at 8:45 pm.