

**TALBOT COUNTY BOARD OF EDUCATION MEETING
EASTON HIGH SCHOOL
OCTOBER 19, 2011**

**CLOSED SESSION – 5:00 PM – CONFERENCE ROOM
WORK SESSION – 6:00 PM - CAFETERIA
REGULAR SESSION – 7:00 PM - CAFETERIA**

Call to Order and Declaration of a Quorum

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

Closed Session

Pursuant to Section 1—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. Sandra Kleppinger, seconded by Mrs. Gloria Farrare, it was unanimous to enter into Closed Session at 5:05 p.m. Present were President Monica Heinsohn, Vice President Ms. Juanita Hopkins, Board Members Ms. Gloria Farrare, Mrs. Sandra Kleppinger and Mr. Robert Burris. Also present were Superintendent Dr. Karen Salmon, Assistant Superintendents Mrs. Kelly Griffith and Dr. Pam Heaston, Executive Assistant Gayle Secrist, and Board Attorney Rochelle Eisenberg.

Approval of Closed Session Minutes

Ms. Juanita Hopkins moved, Mrs. Sandra Kleppinger seconded and it was unanimous to approve the September 21, 2011 Closed Session minutes as presented.

President Monica Heinsohn asked Board Attorney Rochelle Eisenberg to advise the Board on what would be considered a majority vote to pass a motion. Mrs. Eisenberg

cited COMAR education article 13a.02.01.01 and advised that since the current board has five sitting members, three members must vote in favor of a motion for the motion to pass.

President Monica Heinsohn brought up for discussion whether the Board should invite Donna Matthews to attend the Closed Session of the Board meeting to maintain continuity. Mrs. Rochelle Eisenberg advised, that by majority vote of the Board, Donna Matthews could be invited to the Closed Session, but could not vote. Discussion followed. Mrs. Sandra Kleppinger moved and Ms. Gloria Farrare seconded that Donna Matthews be invited to Closed Session. Mrs. Sandra Kleppinger, Ms. Gloria Fararre and Mrs. Monica Heinsohn voted in favor of the motion. Ms. Juanita Hopkins and Mr. Robert Burris voted to oppose the motion. The motion passed to invite Donna Matthews to Closed Session.

Legal Report

Mrs. Griffith and Mrs. Eisenberg presented the following report:

Workers Compensation Claim
Notice of Claim on Behalf of Student
Student Appeals of Suspension
Subpoena request for information
4-205 Appeals

Personnel Report

Mrs. Griffith distributed a revised Personnel Report as follows:

Leave of Absence: Mandi Mielke, St. Michaels Middle/High School; Holi Smith, St. Michaels Elementary School; Jennifer Saunders, Easton Elementary School – Moton Building.

Results of Board Self Evaluation

A summary of the Board's Self Evaluation was included in meeting materials.

Executive Function

The upcoming 10/25 work session with Talbot County Council was discussed. Budget strategies, data and charts were discussed, as well as agenda items for the meeting.

Adjournment

Mrs. Sandra Kleppinger moved, Ms. Gloria Farrare seconded, and it was unanimous to adjourn the Closed Session Meeting at 6:15 p.m.

Work Session

Master Plan Update

Dr. Heaston provided an update of the Master Plan. In response to the presentation, President Monica Heinsohn noted that these results were before funds were cut below Maintenance of Effort. She questioned whether lower results could be expected next year, with no way to make up the difference for students needing additional assistance. Dr. Heaston responded that it would be reasonable to expect lower scores and also noted the elimination of summer school, as well as after-school programs due to funding cuts.

Dr. Salmon noted that the Master Plan data indicates that 20% of the student population needs additional help; additional staffing is needed to impact this group. She also noted the pending loss of the Talbot Family Network funding for PreK of \$150,000. Dr. Salmon expressed concern that education during the early years is extremely

important to later success and enrollment for PreK and kindergarten are at the highest levels ever. She noted that studies indicate that poverty impacts achievement.

Dr. Heaston noted in her presentation that SAT scores are impacted by students taking the test only once, due to cost. Ms. Gloria Farrare noted that we need students to take SAT tests and advertise that financial assistance is available to students that are eligible for free and reduced lunch programs.

Regular Meeting

Pledge of Allegiance

Approval of Agenda

Mr. Robert Burris moved, Ms. Juanita Hopkins seconded, and the agenda was approved.

Approval of Minutes

Mr. Robert Burris moved, Ms. Juanita Hopkins seconded, and it was unanimous to approve the September 21, 2011 minutes.

Recognition of the Public

Alpha Delta Kappa Book Donation

Mrs. Cassidy, president of the Alpha Delta Kappa (ADK) sorority, an international organization for women, gave a \$500 media grant to Tilghman Elementary School. The chapter awards the media grant in memory of Hilda Jackowick, who taught English at Easton High School in the 1960's, and was also a founding member.

Colin Elliott and Matt Keeler

Dr. Salmon recognized Colin Elliott and Matt Keeler for winning 1st and 2nd prizes from the PMJ Foundation Essay Contest. The Preston Mitchum, Jr. Foundation is dedicated to addressing the crippling effects of poverty and violence on at-risk youth in our society. Colin and Matt each wrote an essay on the topic “What can you do to make a difference in the world or your community right now?”

New Business

Shore Up Lease Agreement

Mrs. Griffith recommended approval of the lease agreement with Shore Up. Mrs. Sandra Kleppinger noted a typo that needs to be corrected. Ms. Juanita Hopkins moved, Mr. Robert Burris seconded and it was unanimous to approve the lease agreement.

Enrollment for 2011-2012

Mrs. Griffith reviewed 2011-2012 enrollment statistics. Overall enrollment increased by 38 students from last year and PreK enrollment is up.

State Rated Capacity

Mrs. Griffith discussed state rated capacities. She noted that redistricting has impacted capacities. Dr. Salmon indicated that trend data would be provided for the next Board meeting.

Policy 7.5 Staff Criminal Background Check - First Reader

Mrs. Griffith introduced an update to policy 7.5.

Supplementary Funding for Capital Projects

Mr. Connolly reviewed supplementary funding for Capital Projects. TCPS will receive \$135,198 for capital projects from the State of Maryland. The funds must meet specific guidelines, including: benefit an older building, project completed within one year and move toward “green building” principles. The replacement of the Easton High School Chiller/Air Conditioning unit is recommended for use of these funds. This would be completed over the winter break. The new system will be more cost efficient since the current system is over 15 years old. Mrs. Sandra Kleppinger moved, Ms. Gloria Farrare seconded, and it was unanimous to approve the motion to use the supplementary Capital Projects funding grant to replace the Chiller/Air Conditioning unit at Easton High School.

FY2011 Audited Financial Statements

Mr. Connolly reviewed the FY2011 audited financial statements. He recommended approval as presented. Joann Crowder of Mayer Hoffmann McCann shared that the audit of financials was clean. She noted that no internal controls or management suggestions were made. Mrs. Monica Heinsohn asked Ms. Crowder if, in all her years working with Mr. Charles Connolly on financials, there had ever been any issues. She responded no, that TCPS had been rated a low risk auditee for a number of years. Ms. Juanita Hopkins moved, Mrs. Sandra Kleppinger seconded and it was unanimous to approve the FY2011 audited financial statements.

Master Plan Update Approval

Dr. Heaston recommended approval of the Master Plan as presented during the work session. Mrs. Sandra Kleppinger moved, Ms. Gloria Farrare seconded and it was unanimous to approve the Master Plan.

Unfinished Business

Race to the Top Monthly Update

Dr. Heaston presented the monthly Race to the Top Update. She referred to earlier comments regarding Race to the Top items in the Master Plan. They include a detailed timeline on standards and assessments and an update on achieving the plan, along with collection of data. The timeline for completing the work on a new teacher and principal evaluation system was noted. Additionally, Dr. Heaston commented that the state requires TCPS to develop a plan of assistance for its lowest achieving schools. She noted that this is a relative term, since all schools in the system are scoring at least in the 80% range. Mrs. Sandra Kleppinger moved, Ms. Gloria Farrare seconded, and it was unanimous to approve the Master Plan as presented.

Policy 2.3 Code of Ethics - Third Reader

Mrs. Griffith presented the Ethics Policy 2.3 for approval. She noted that a formal letter of approval had been received from the State Ethics Commission. Ms. Juanita Hopkins indicated that the Ethics Policy was discussed recently at the MABE meeting. At that meeting the discussion resulted in recommending deletion of any reference to “copy” of information, due to potential for identity theft. Mrs. Rochelle Eisenberg registered her

agreement with the concern. Ms. Juanita Hopkins moved, Mrs. Sandra Kleppinger seconded and it was unanimous to approve the Code of Ethics Policy 2.3, with the deletions of the word “copy.” The wording change to the policy will be forwarded to the Ethics Commission for approval.

Personnel Report

Mrs. Griffith recommended approval of the Personnel Report. Mr. Robert Burris moved, Mrs. Sandra Kleppinger seconded, and it was unanimous to approve the Personnel Report.

Monthly Budget Update

Mr. Connolly reported on September financials. He noted that report formats have been changed to reflect actual and obligated funds.

Superintendent’s Report

Policy 7.5 Staff Criminal Background Check AR

Dr. Salmon reviewed the administrative regulation portion of Policy 7.5 Staff Criminal Background Check. She noted that these are procedures established as a result of recommendations from an audit.

Updated “Board Highlights” on website

Dr. Salmon noted the new format for highlights of Board meetings on the TCPS website. She demonstrated the new link, which provides timely information from Board meetings. Dr. Salmon referenced the online newspaper links on the EMS, EHS and

SMMHS sites, as well as the Graphics Arts site with student work.

Choptank Community Health System

Dr. Salmon updated the Board on TCPS' partnership with Choptank Community Health Systems in our Wellness Centers. A unique aspect of the program is the opportunity for staff to be seen. To date 163 students have been seen by the Wellness Center staff.

State Board of Education Meeting

Dr. Salmon discussed information from the State Board of Education meeting included in the Board packet. She noted that an excellent detailed summary is available from MABE, and encouraged the Board members to read this material.

Pennies for Polio Campaign

Dr. Salmon shared information about the "Pennies for Polio" campaign, currently in progress. Donations are still being counted, but it was noted that White Marsh received donations of \$500 and Easton High School counted \$400 in donations.

October Student Attendance

Dr. Salmon reviewed student attendance rates for the month of October. The attendance rate for October was 95.97%, a little higher than one year ago. TCPS continues to exceed the state average for attendance.

Sportsmanship Award

Dr. Salmon noted that St. Michaels High School was awarded the Sportsmanship award for their athletic conference.

School Board Proposed Redistricting Maps

Dr. Salmon referenced the proposed redistricting maps and noted that a public hearing is scheduled for Tuesday, October 25th at 6:30 pm.

Dr. Salmon also invited Board members to attend a Veterans Recognition Assembly, which will be coordinated by the Easton High School NJROTC, on November 8th at 8:45 am in the Talbot County Auditorium.

Board Members' Reports/Remarks

Ms. Gloria Farrare congratulated Tilghman on receiving the Media Grant. She thanked Charles Connolly for good performance on audits and also thanked Dr. Pam Heaston for the informative Master Plan. She complimented staff/students on the Graphic Arts Media and Online Newsletter, saying they help students in writing, creativity and to express themselves. Ms. Farrare thanked those in attendance, and also congratulated the two students recognized for their achievement in the essay contest.

Mrs. Sandra Kleppinger thanked the ADK sorority for their donation to Tilghman Elementary School. She noted that she is impressed with the web site, as it continues to grow and expand. She expressed her congratulations to St. Michaels High School on their Sportmanship award, as well as to Colin and Matt on winning the essay contest.

Mr. Robert Burris noted his attendance at the MABE conference. TCPS is trying to do more with limited resources. He intends to try to impact funding by participating on the legislative committee. "Keep up the good work!"

Ms. Juanita Hopkins thanked the Board for allowing her to attend the MABE conference. She noted an excellent speaker, Yong Zhao, on the topic of an online global platform for learning. She mentioned an opportunity to participate for three months free. Ms. Hopkins also suggested that the essays written by Colin and Matt be posted on the TCPS web site.

Michaela Beggins, student Board member, noted that St. Michaels Middle High School had collected \$400 in donations for the Pennies for Polio drive. She is glad to see recognition of the Graphic Arts Design online site. She is glad that the chiller/AC replacement will result in increased energy efficiency, she and another student – Christian Treat, are working on achieving Green School certification for St. Michaels Middle High School.

President Monica Heinsohn recognized students and staff for doing more with less, noting that they are doing a great job.

Adjournment

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