

UNOFFICIAL - OPEN SESSION
THE BOARD OF EDUCATION OF WORCESTER COUNTY
6270 WORCESTER HIGHWAY
NEWARK, MARYLAND 21841

February 19, 2008

The Board of Education of Worcester County met in **closed session** pursuant to Section 10-508 of the Annotated Code of Maryland at 10:54 a.m. at the Worcester Educational Center on Tuesday, February 19, 2008, with the following persons present: Mr. Garry L. Mumford, President, Mr. Robert G. Hulburd, Vice-President, Mr. Jonathan C. Cook, Mr. J. Douglas Dryden, Mr. Robert A. Rothermel, Jr., Mr. Donnie L. Shockley, Mrs. Sara D. Thompson, Mr. Jim Almand, Board Attorney, Dr. Jon M. Andes, Superintendent of Schools, Dr. Richard Walker, Assistant Superintendent of Instruction, Mr. Ed Barber, Assistant Superintendent for Administration, and Mr. Vince Tolbert, Chief Financial Officer.

At this closed session, the Board discussed personnel matters. Certain legal issues were also discussed.

The Board of Education of Worcester County met in **open session** in the Board of Education Meeting Room at the Worcester Educational Center on Tuesday, February 19, 2008, at 12:46 p.m. with the following persons present: Mr. Garry L. Mumford, President, Mr. Robert G. Hulburd, Vice-President, Mr. Jonathan C. Cook, Mr. J. Douglas Dryden, Mr. Robert A. Rothermel, Jr., Mr. Donnie L. Shockley, Mrs. Sara D. Thompson, Dr. Jon M. Andes, Superintendent of Schools, Mr. Ed Barber, Assistant Superintendent, Dr. Richard Walker, Assistant Superintendent of Instruction, and Mr. Jim Almand, Board Attorney. Also present were: Ms. Brittany Cottman, Pocomoke High School Student Representative, Mr. Daniel Pilchard, Snow Hill High School Student Representative, and Ms. Emily Meadows, Stephen Decatur High School Student Representative.

These student representatives participated in the open session and voted on certain matters; however, all student comments and votes are unofficial and non-binding in accordance with Board policy.

The meeting was **called to order** by the President, Mr. Mumford, and a **quorum** was declared. Mr. Vince Tolbert, Allen Memorial Baptist Church, gave the **invocation** and was followed by the **pledge of allegiance**.

On the motion of Mr. Hulburd, seconded by Mr. Dryden, the **agenda** was approved. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Rothermel, Mr. Shockley, and Mrs. Thompson. Opposed: None.

Student Representative Vote (Unofficial) - Voting for approval: Ms. Meadows, Ms. Cottman, and Mr. Pilchard.

On the motion of Mrs. Thompson, seconded by Mr. Shockley, the **minutes** of the meeting held on January 15, 2008, were approved. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Rothermel, Mr. Shockley, and Mrs. Thompson. Opposed: None.

Student Representative Vote (Unofficial) - Voting for approval: Ms. Meadows, Ms. Cottman, and Mr. Pilchard.

The Student Board Representatives gave a brief **update on events at their schools.**

PUBLIC PARTICIPATION

Mr. Terry Springle, **WCTA Representative**, was introduced. Several school representatives were also introduced.

The following teachers were recognized for achieving **National Board Certification**:

**Michele Hundley
Elizabeth Parker
Lauren Harman
Kristina Belcher
Lawrence Ryan**

**Annette Waters-Carrigan
Amy Gallagher
Shelley Phillips
Kimberly Patrick**

Adriana Bonsteel, WCTC Spanish Teacher, was recognized for being awarded a scholarship for the Mead Leadership Fellows Program by the North East Conference of Teachers of Foreign Language.

INSTRUCTIONAL MATTERS

Mr. Lou Taylor, Principal of Stephen Decatur High School, Ms. Katherine Cater, Assistant Principal, Ms. Cindy Walters, Curriculum Resource Teacher, and Ms. Kristina Belcher, Project 180 Teacher, gave an overview of the **Read 180** Program which was implemented for the 2007-2008 school year at Stephen Decatur High School as a pilot program. Read 180 is a research based reading intervention program that meets the needs of students whose reading achievement is below proficient level. The program provides struggling readers with customized instruction, immediate feedback, and individualized practice to address their unique needs. The results indicate that the average student increased at least two grade levels after participating in this program for one semester. It was noted that funds have been requested in the FY 09 budget to implement Read 180 at Pocomoke and Snow Hill High Schools.

Ms. Wynnette Morris, Coordinator of Multicultural Education/Staff Development, provided a summary of the status of **minority student achievement** as reflected by the most recent assessments, the Maryland School Assessment and the High School Assessment. Longitudinal data was also presented which indicated the progress African American students are making academically to meet the required rigorous standards. Ms. Morris also shared the recent work of the Minority Student Achievement Advisory Committee and indicated the committee is planning a College Expo, Expansion of Mentoring Programs, and Parent Involvement activities. In addition, a parent bulletin has been created and will be disseminated to local churches and schools during parent events.

ADMINISTRATIVE MATTERS

Mrs. Barbara Witherow, Public Relations Coordinator, presented the Superintendent's recommended **calendar for school year 2008-2009**. On the recommendation of the Superintendent and on motion of Mrs. Thompson, seconded by Mr. Dryden, the Board approved the calendar as presented. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Rothermel, Mr. Shockley and Mrs. Thompson. Opposed: None.

Mr. Rothermel left the meeting at this time.

The Board reviewed **Senate Bill 203 and House Bill 367** which has been introduced and would move the responsibility of adult literacy and career technology education from the Maryland State Department of Education to the Maryland Department of Labor, Licensing and Regulation. The Superintendent indicated that a transfer of governance would interrupt the continuum of services offered between the Judy Center, Family School Connections, and HIPPY programs that directly partner with our adult literacy and education program to help our parents and students who dropout gain access and entry into the adult education program. On the recommendation of the Superintendent and on motion of Mr. Shockley, seconded by Mr. Hulburd, the Board voted to oppose this legislation. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley and Mrs. Thompson. Opposed: None.

The Board reviewed changes in policy and procedure that require Board of Education staff to wear **photo identification badges**. On the recommendation of the Superintendent and on motion of Mr. Hulburd, seconded by Mr. Dryden, the policy and procedure were approved as presented. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley and Mrs. Thompson. Opposed: None.

On the recommendation of the Superintendent and on motion of Mr. Hulburd, seconded by Mrs. Thompson, the following **personnel actions** were approved:

Bertie A. Armstrong	Cafeteria Assistant, BES	Retirement Effective: July 1, 2008
Lynda L. Beauchamp	Teacher, BIS	Retirement Effective: July 1, 2008
Robert N. Connelly	Teacher, SDMS	Retirement Effective: July 1, 2008
Susan L. Cullen	Guidance Counselor, PMS	Retirement Effective: July 1, 2008
Scot H. Dolby	Teacher, SHES	Retirement Effective: July 1, 2008
JoAnne W. Donovan	Teacher, SES	Retirement Effective: July 1, 2008
Thomas I. Hall	Head Custodian, SES	Retirement Effective: July 1, 2008
Dora A. Larimore	Teacher, SDMS	Retirement Effective: July 1, 2008
Barbara F. Lynch	Teacher, PES	Retirement Effective: July 1, 2008
Karyn R. Meadows	Media Specialist, SDMS	Retirement Effective: July 1, 2008
Shirley B. Moran	Coordinator of Instruction, CO	Retirement Effective: July 1, 2008
Carol T. Robertson	Educational Assistant, BES	Retirement Effective: July 1, 2008
Diane S. Strott	Teacher, PES	Retirement Effective: July 1, 2008
Phyllis P. Timmons	Educational Assistant, CCSS	Retirement Effective: October 1, 2008
Joan M. Townsend	Educational Assistant, BES	Retirement Effective: July 1, 2008
Margie E. Wilson	Custodian II, BES	Retirement Effective: July 1, 2008
Nancy L. Britton	Teacher, SDHS	Resignation Effective: July 1, 2008
Kristin D. Hudson	Teacher, SES	Resignation Effective: July 1, 2008
Astrid M. Sherriff	Educational Assistant, PES	Resignation Effective: February 1, 2008
Usheka L. Davis	Educational Assistant, CCSS	Resignation Effective: February 22, 2008
Kera M. Morris	Teacher, SDHS	Appointment Effective: January 28, 2008

Delphaine Miller	Custodian I, SHMS	Appointment Effective: October 29, 2007
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Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley and Mrs. Thompson. Opposed: None.

There were no **transportation or legal matters** to report this month.

Mr. Joe Price, Facilities Planner, and Mr. Joe Duncan, SPN, gave an update on the Worcester Technical High School Construction Project. On the recommendation of the Superintendent and on motion of Mrs. Thompson, seconded by Mr. Hulburd, requisition **#16** in the amount of \$1,461,562.00 was approved for payment for construction costs related to the **Worcester Technical High School Construction Project**. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley and Mrs. Thompson. Opposed: None.

On the recommendation of the Superintendent and on the motion of Mr. Hulburd, seconded by Mr. Shockley, the **Treasurer's Report** was approved in the amount of \$2,461,902.99 (excluding salaries) for the month ending January 31, 2008. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley, and Mrs. Thompson. Opposed: None.

On the motion of Mrs. Thompson, seconded by Mr. Dryden, **Dr. Jon M. Andes** was reappointed for a four year term as Superintendent of Schools. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Shockley, and Mrs. Thompson. Opposed: None.

The meeting was **adjourned** at 1:59 p.m. for a brief recess. Mr. Shockley left the meeting at this time.

The Board reconvened in open session at 2:09 p.m. At this time the Board reviewed the **proposed FY 09 Operating Budget**.

Mr. Rothermel rejoined the meeting at this time.

Mr. Vince Tolbert, Chief Financial Officer, stated that the **current operating budget** is \$81,868,787, which funds the day-to-day operations of the school system. In FY 08, the technology budget was \$500,000 and the capital improvements budget was \$500,000. With the pending Thornton funding, the projected State funding increase is \$150,000.

Dr. Jon Andes, Superintendent of Schools, reviewed the **process used to develop the proposed budget**. To create the proposed budget, a parent survey was distributed in October. Results of the survey indicated a desire to attract and retain the best possible employees, maintain small class size, increase access to technology in the classrooms and provide well-maintained school facilities and

materials of instruction. In December, the Board established budget goals based on the input from parents completing the survey. The superintendent and staff have met with the principals concerning budget requests. The proposed budget will be held over for public comment. On March 4, 2008 at 10:00 a.m., the Board will hold a budget work session. At the March 18th Board meeting, the Board will need to adopt a budget. The adopted Board of Education budget will be forwarded to the County Commissioners for review with final adoption by the Board of Education in June.

Negotiations with the Worcester County Teachers' Association, Worcester County Education Support Personnel Association, and Worcester County Bus Contractors Association have not been completed. Therefore, at this time, the salary package and allocation to the Bus Contractors is not included in the proposed budget. It is anticipated that the conclusion of negotiations will occur by the March 18th Board of Education Meeting.

Dr. Richard T. Walker, Assistant Superintendent for Instruction reviewed the utilization of **Thornton Funding** as follows: 4th and 5th grade academies (BES, BIS, PMS, SHMS) and the continuation of the after school program at OCES. The total estimated State funding increase is \$ 150,000.

Grant program continuation includes funding to continue the high school academies (PHS, SHHS) and 3 special education educational assistants (WTHS). The total cost to continue these grant programs is \$124,934.

Growth and program enhancements include 9 new positions next year: work experience program teacher (CCSS); music teacher (SES, OCES); .5 art teacher (SHES); .5 art teacher (SHMS); foreign language teacher (SDMS); foreign language teacher (OCES); educational assistant (BIS); family/school connections (Snow Hill, Berlin); and residential wiring instructor (WTHS). The total cost of these positions is \$336,613 (Local).

The expansion and enhancement of **special education services** to special needs students to comply with Federal and State regulations includes: a special education teacher (OCES); a special education teacher (SDHS); a Reading Specialist (PHS, SHHS), and services for special needs students (Federal reduction). The total cost of these special education requests is \$171,170.

Dr. Richard T. Walker, Assistant Superintendent for Instruction, reviewed the requested **instructional program improvements**. Instructional budget increases include funds for: Pocomoke High School evening alternative program; contracted services – high school assessments; graphing calculators (PHS, SHHS, SDHS); replacement furniture; textbooks for English, foreign language and HSA; materials of instruction – 5% increase; teacher training; classroom instructional equipment – 5% increase; copying equipment contracts – 5% increase; music/band equipment - \$2,000 per HS and \$1,000 per MS; library

books – 5% increase; materials of instruction (WTHS); classroom instructional equipment (WTHS) – 5% increase; telecommunication/internet service; student body activities; printing and publishing; testing supplies – high school assessments; after school/summer school pay increase; and swim team pool fees (SDHS). These requests will cost an additional \$523,891 (Local).

Dr. Richard Walker, Assistant Superintendent for Instruction, also reviewed the **technology plan** improvements, which include: student data & software systems; school wireless networks (BES, OCES, PES, SES, SHES); mobile computer labs (BES, OCES, PES, SES, SHES); classroom computer replacement (SES, BIS, PMS, SDMS, SHMS, SDHS); teacher classroom tools – phase II (all schools); and imaging system – phase III. The total funds for the proposed technology improvements are \$998,975.

Mr. Ed Barber, Assistant Superintendent for Administration, presented the **other operating accounts**, which total \$1,515,483 (Local). They include: electrician – maintenance department; additional custodian (BES); additional custodians (WTHS); nurse (WTHS); secretary/receptionist (WTHS); school office supplies, postage and equipment; supplies, materials, contracted services - student services; contracted services, supplies & materials, fuel – operations; property, liability & auto insurance & workers compensation; contracted services – maintenance; supplies & materials – buildings HVAC; contracted services – document imaging system; data processing; travel for professional meetings; regional, state & national membership dues; supplies, materials, travel – capital planning; fringe benefits – new positions; health insurance (estimate – 5%); increase in teacher retirement – county portion ½%; tuition reimbursements/teacher recertification fees; and utilities (WTHS).

Mr. Daniel Pilchard, Student Representative, left the meeting at 2:40 p.m.

Mr. Barber presented a **summary** of budget proposals. Total operating budget increase allocation from the State using Thornton funding is \$150,000. An increase in local funding is \$2,672,091.

Mr. Barber also presented the **capital outlay program**, which includes: carpet & tile replacement (PMS, SHHS); walkways, curbing & parking lot repairs (BES, PES, BIS, SHMS, SHHS); maintenance of playgrounds (PES, SES, SHES, BIS); athletic field maintenance (SHHS); portable classrooms – maintenance (SES, BIS, SDMS); one room school house museum; extend and balance duct work (PMS, SHMS); repair and upgrade student bathrooms (BIS); install phase protectors for HVAC Units (PMS, SDHS); repair sewer line (SDHS); construction sound dampening generator wall (OCES); recover and service cafeteria movable wall (SDMS); upgrade pump room in pool area (CCSS); purchase commercial washer and dryer (CCSS); install handicap-accessible sink in home economics room (CCSS); repair and resurface concrete surface in playground area (CCSS); engineering evaluation of sewage system (SES); replace central kitchen ceiling

tiles; replace stage curtain (SHMS); and security camera upgrades (SDHS). The total proposed capital outlay is \$509,515.

School construction projects include funds for: roof top HVAC unit replacement (PMS, SHMS, BIS) and architectural feasibility study (SES). The proposed state share of the local request for funding is \$250,000.

Dr. Andes thanked the staff and school improvement advisory committees for their efforts in providing information to help prepare the proposed budget.

During the public comment section of the meeting, **Mr. Edward Lee**, Worcester County Branch NAACP President, addressed the Board concerning budget-related questions. He requested the addition of the mentoring program submitted last year and a full time coordinator for multi-cultural education.

ANNOUNCEMENTS

- A. February 21, 2008 – Tech Fest – Snow Hill Middle School
 - 5:30 p.m. – Doors Open
 - 6:30 p.m. – Awards Begin
- B. March 4, 2008 – Budget Work Session – 10:00 a.m.
- C. March 18, 2008 – Board of Education Meeting
 - 4:00 p.m. – Worcester Technical High School Tour
 - 5:00 p.m. – Closed Session
 - 7:00 p.m. – Open Session

The motion to meet in **closed session** on March 4, 2008 to discuss personnel and legal matters was made by Mr. Rothermel, and seconded by Mr. Hulburd. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Rothermel, and Mrs. Thompson. Opposed: None.

The motion to **adjourn** this meeting at 3:15 p.m. was made by Mrs. Thompson, and seconded by Mr. Dryden. Voting for this motion were: Mr. Cook, Mr. Dryden, Mr. Hulburd, Mr. Rothermel, and Mrs. Thompson. Opposed: None.

Jon M. Andes, Secretary