

OPEN REGULAR SESSION

TIME: 4:00 p.m.

Location: J.M. Tawes Career & Technology Center

PRESENT: Board Members: Chairman Warner Sumpter, Vice Chairman Dan Kuebler, and Ms. Margo Green-Gale; Superintendent, Dr. John B. Gaddis; Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Ms. Tracie Bartemy; Board Attorney Mr. Fulton Jeffers and Miss Melissa Tilghman, Recording Secretary. Board Members Mr. Robert Wells and Ms. Penny Nicholson were excused from the meeting.

ADOPTION OF AGENDA

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler, the Board unanimously voted to approve the adoption of the agenda.

CLOSED MEETING:

4:00 p.m. – Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305 (b), On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board unanimously voted to enter into a Closed Session at 4:08 p.m. for the following reasons:

- To Review and Approve the Closed Minutes of September 15, 2015
- To Perform Administrative Functions - Section 3-103
- To Discuss Personnel Matters - Section 3-305(b)(1)
- To Consult with counsel to obtain legal advice - Section 3-305(b)(7)

The Board reconvened in an Open Regular Session at 6:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

Staff and Community Recognitions

The Somerset County Board of Education presented an award of appreciation to Richard Catlin and Janet McIntyre for generously donating their mother's piano to Carter G. Woodson Elementary School's Music Program and their fathers' new state of the art piano

to the J.M. Tawes Technology & Career Center's Construction Program. Mr. Catlin and Mrs. McIntyre's parents, Luther and Jeanette Catlin, were former SCPS employees who represented professionalism, loyalty, and dedication to the Somerset County Public Schools System.

School Board Member Recognition

Mr. Conal Turner, Supervisor of Workforce and Community Services, and Mr. Milton Morris, Executive Director of the Tri County Workforce Investment Board, presented an award of appreciation to Vice Chairman Dan Kuebler for serving as a representative on the Workforce Investment Board.

The Tri-County Workforce Investment Board assists in the development of job training implementation and oversees the operation of the Tri County Workforce Investment Areas in providing workforce development services. These services increase the employment, retention, and earnings of participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Tri-County Areas.

School Bus Safety Proclamation

On behalf of the Board of Education of Somerset County Public Schools, the Superintendent along with Chairman Sumpter presented Mr. Greg Sutton, Supervisor of Transportation and Operations, and Mr. Charles Fisher, County Commissioner, bus contractor and representative of the Bus Contractors' Association, a School Bus Safety Proclamation acknowledging October 19 – 23, 2015 as School Bus Safety Week.

Student Board Members Activities Reports

Miss Bell, Crisfield Academy & High School's Student Representative, presented her schools' activities report highlighting activities in her respective reporting areas.

Open Regular Session Minutes

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale the Board voted to approve the September 15, 2015 Board Meeting Minutes. The motioned carried 3:0.

Announcement of Closed Meeting:

Chairman Sumpter announced that the Somerset County Board of Education met in a Closed Session on October 20, 2015 pursuant to the General Provisions Act Section 3-305 (b) and Section 3-103 for the following reasons:

- To review and approve the minutes of the September 15, 2015 closed session meeting
- To perform administrative functions - Section 3-103
- To discuss personnel matters - Section 3-305(b)(1)
- To consult with counsel to obtain legal advice Section 3-305(b)(7)

OLD BUSINESS

A. Facilities and Capital Planning

JM Tawes Career & Technology Center's Education Specification

Ms. Haley, Supervisor of Facilities and Capital Planning, presented the J.M. Tawes Career & Technology Center's Education Specifications for the Board's approval to submit to the State. In response to Board Member Green-Gale's request to add cosmetology to the list of programs to be offered at J.M. Tawes, Ms. Haley stated that the Department of Division of Career and Technology Readiness decided that cosmetology was not a business needed in the Somerset County. On behalf of the Board, Vice Chairman Kuebler requested that Ms. Haley obtain a disclaimer from the State stating that the Board followed the State's square footage mandates. He also stated that due to future expectations of Somerset's increase in population, that all efforts should be made to ensure that the J.M. Tawes building will not be undersized. Vice Chairman Kuebler stated that other considerations should include LED lighting, the installation of floor drains in the auto mechanics class, network room organization, telecommunications intercom and security updates.

Both Chairman Sumpter and Vice Chairman Kuebler commended Ms. Haley on the development and presentation of the J.M. Tawes Career & Technology Center's Education Specifications. Chairman Sumpter stated that Ms. Haley did a wonderful job organizing and conducting meetings with the various groups to ensure SCPS used every square footage space that SCPS was authorized to use. Vice Chairman Kuebler commended Becker Morgan, LLC for a job well done.

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale the Board unanimously voted to approve Ms. Haley's Education Specifications for the JM Tawes Technology and Career Center. The motion carried 3:0.

NEW BUSINESS

A. Administrative Functions

TGM Audit Group

Ms. Linda Johnson, Chief Finance Officer, introduced Mr. Ron Hickman, TGM Auditor. Mr. Hickman reviewed the audit and reported that all audit opinions were clean opinions, financial aspects were fine and internal controls were in place. He reported that there was \$266,432 in surplus funding which will be carried over from the FY2015 School Year to the FY2016 School Year. He also reported there will be an \$83,646 surplus funding in the Food Services Budget from reimbursements from the Eligibility Provision Program compared to the previous years' negative balances. Mr. Hickman reported that during the FY2015 school year SCPS has served over 105,000 more meals compared to this time last year.

Vice Chairman Kuebler expressed concern that training may be needed to address the procedures in depositing school activities funds. Ms. Johnson stated that she has been researching a new web-based software, other than Quicken, to assist and monitor school activities' accounts.

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board voted unanimously to approve the TGM Audit. The motion carried 3:0.

B. Curriculum and Instruction

Teakletonia Summer Camp

Ms. Tracie Bartemy, Director of Schools, shared a presentation on the Teakletonia Summer Camp that was held August 3rd – August 7th, 2015. This was a grant funded activity that exposed students to life in the 1800's. The students' participated in the following activities:

- Tin Piercing
- Bookbinding
- Weaving and Sewing
- Authentic Living and Cooking
- Preparing & Churning Custard
- Making Teabags
- Washing Clothes using a Scrub Board and Pumice Stones

- Preserving Vegetables
- Playing Historic Games

Chairman Sumpter stated that the entire camp was paid for by fundraisers. He thanked Ms. Sallie Ridgeway, Teakletonia Camp Director and Volunteer for her assistance and commended the efforts she puts into making the costumes for the event. Chairman Sumpter stated that children were engaged in the event and parents were invited to observe students' completed projects. He acknowledged participating SCPS staff as well as the volunteer staff members from the Somerset County Historical District.

Seven Period A Day Schedule

Mr. Tom Davis, Deputy Superintendent, reported that several meetings have been held with staff and student council members regarding the schedule change from a four period block schedule to a seven period a day year long schedule. He stated that in the previous block schedule, students could earn 32 credits, but now students can only earn 28 credits. Mr. Davis reported that there have been concerns that current juniors and seniors and those seniors taking CTE Completer courses may have trouble obtaining their required credits. The solution to this problem will be to request a waiver from the Board that will apply to those students who have passed all required coursework but are impacted by the transition to a seven period a day schedule and their graduation completer path.

The waiver process will include examination of transcripts by the school counselor & principal. The principal will submit the waiver request to the Deputy Superintendent. An Advisory Panel will be developed to examine the waiver request, transcripts, completer path, and any other related information. This panel will then forward their decision letter to the principal to be placed in the student's permanent file. Vice Chairman Kuebler thanked Mr. Davis for the information.

Washington Academy & High School's Europe Trip

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board unanimously voted to table the Washington Academy & High School's Europe Trip. The motion carried 3:0.

C. Facilities and Capital Planning

Deal Island School Easement Approval Request

Ms. Haley submitted a request from the Somerset County Office of Solid Waste and Drainage on September 30, 2015. They have requested equipment access to Deal Island School's property to allow the owner of the adjacent property to dig a ditch that will separate Deal Island's School property from a residence located beside it. The

new ditch would run into an existing ditch and will assist in attempting to eliminate property damage of the adjacent residence due to flooding caused by the rainwater runoff from the blacktop tennis courts.

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board unanimously voted to approve the One Time Right of Way Easement request at Deal Island School property.

Facilities Update

Ms. Haley provided an update on the following facilities:

- Greenwood Elementary School's roof and HVAC projects have been completed but they were still working on thermostat controls.
- Princess Anne Elementary School's roof replacement is underway with 100% of the project expected to be completed by November 6, 2015.
- Crisfield Academy & High Schools' stadium field renovation is going well. Ms. Haley informed the Board that the CAHS water well was dried up and, with permission from the City of Crisfield, access to the city's water supply was granted and CAHS stadium field's irrigation system was connected. She reported that paving of the long jump area will take place next week and that the State was in support of the CAHS architectural design and construction phase for the addition of the Head Start and It Takes a Village.
- Washington Academy & High Schools stadium upgrades, fencing, entry gates new sidewalks, ADA accessibility and referee parking was overbudgeted. The Scope of Work was reduced and an agreement was made with the lowest bidder to continue with the upgrades.

D. Monthly Finance Reports

1. Monthly Finance Report

Approval of \$3,210,732 Expenditures Report through September 30, 2015

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler, the Board voted unanimously to approve the expenditures report for the month of September 2015.

Food Services Report

Ms. Johnson presented the Food Services Report to the Board. She reported that 5,097 more meals were served compared to this time last year. Ms. Johnson also informed the Board that students in afterschool programs will be served dinner meals and that Somerset County Public Schools will be reimbursed for these additional meals.

E. HUMAN RESOURCES

Ms. Whitelock, Supervisor of Human Resources shared the personnel report with the Board.

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler the Board voted unanimously to approve the Certificated staffing report.

Professional Transfers:

April Tyler	From GES Instructional Facilitator	To Teacher Mentor Central Office
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Professional Promotions:

Tracie Bartemy	ECH/Elementary Ed./Title I Supervisor – Central Office	To Director of Schools – Central Office
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SUPERINTENDENT AND BOARD MEMBERS' COMMENTS

- Board Member Green-Gale thanked the staff for their dedication and hard work and commended Ms. Bell for presenting an informational school activities report. On behalf of the Retired Teachers' Association Board Member Green-Gale thanked Dr. Gaddis for his support and stated that the retired teachers were very appreciative of the positivity he has extended throughout the Somerset County Public Schools System.
- Chairman Sumpter requested an invitation from SCPS to participate in United Way and expressed that all efforts be made to provide meals for students in SCPS Summer Programs.

ANNOUNCEMENT

The Board will convene in an Open Regular Meeting on Tuesday, November 17, 2015 at the J.M. Tawes Career & Technology Center at 4:00 p.m. to immediately consider voting to convene in a closed meeting pursuant to Section 3-305(b) of the General Provisions of the Maryland Annotated Code. The Board will reconvene in the Open Regular Meeting at 6:00 p.m. Additional information will be posted to the Somerset County Public Schools' website.

ADJOURNMENT

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board unanimously voted to adjourn the meeting at 7:45 p.m.

Dr. John B. Gaddis, Superintendent

Recorded and Prepared by: Melissa Tilghman, Recording Secretary

SCHOOL BUS SAFETY WEEK PROCLAMATION

WHEREAS, the health and safety of all Somerset County Public Schools' students are essential to the happiness and well-being of the County's families and communities; and

WHEREAS, public transportation helps nearly 3000 of Somerset County's children arrive safely to and from school each day; and

WHEREAS, the average school bus transports 48 student passengers, replacing approximately 35 family vehicles, increasing the convenience and efficiency of student transportation; and

WHEREAS, school buses are designed with safety measures, including bright colors, stop sign arms, and cross-view mirrors to avoid crashes and prevent injuries; and

WHEREAS, the highest standards of school bus safety are maintained through rigorous driver training and certification requirements; and

WHEREAS, school bus drivers and aides should be recognized for their steadfast commitment to safely transport Somerset County Public Schools students;

NOW, Be It Proclaimed, that the Somerset County Board of Education, does hereby recognize **October 19-23, 2015**, as **NATIONAL SCHOOL BUS SAFETY WEEK** in Somerset County, and call this observance to the attention of all citizens of Somerset County.

IN WITNESS, WHEREOF, by the Somerset County Board of Education on this 20th *day of* October 2015.

Superintendent of Somerset County
Public Schools

Board of Education Chairman