

**Minutes of Open Regular Session
J.M. Tawes Career & Technology Center
August 18, 2015**

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, Ms. Margo Green-Gale; Superintendent, Dr. John B. Gaddis; Deputy Superintendent of Schools, Mr. Tom Davis; Board Attorney Mr. Fulton Jeffers and Ms. 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 as amended.

- Deletion of Item #9. Public Participation – Maryland Association of Boards of Education (MABE) Recognition
- Addition of Item #12 B-2 – Naviance Update (I)
- Addition of Item #12 B-3 – Director of Schools (A)
- Addition of Item #12 B4 – Deputy Superintendent of Schools (A)
- Addition of Item #12 F – Vice Chairman Kuebler’s Board Stipend

CLOSED MEETING:

4:15 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 4:15 p.m. for the following reasons:

- To Review and Approve the Closed Minutes of July 21, 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

Ms. Vera Tyler, grandparent of a student taking dual enrollment courses, addressed the Board regarding her concern with the dual course enrollment reimbursement procedures and school counselors responsibilities.

Dr. Gaddis apologized to Ms. Tyler and her granddaughter for the extended amount of time it took for her granddaughter's reimbursement and informed her that the SCPS's Finance Department has developed procedures to ensure dual course enrollment reimbursements are made within a timely fashion.

Open Regular Session Minutes

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler, the Board voted unanimously to approve the July 21, 2015 Open Regular Board Meeting minutes. The motion carried 3:0.

Announcement of Closed Meeting:

Chairman Sumpter announced that the Somerset County Board of Education met in a Closed Session on August 18, 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 July 21, 2015 closed session meetings
- 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)

12. NEW BUSINESS

A. Curriculum and Instruction

Ms. Patti West-Smith, Supervisor of Instructional Programs, and Mr. Tony Bevilacqua, Washington Academy & High School's Instructional Facilitator, shared a presentation highlighting the SAILS Program. The SAILS program is a Tier III After-School Program that provides services to students in grades 3 – 7 and focuses on those students who need significant remedial assistance in reading and math. Students in the program receive individualized academic assistance, reading/math intervention and STEM, Character Education and Healthy Lifestyle enrichment activities. Ms. West-Smith stated that the program was held for forty-four days and SAILS students attendance rate averaged

95.69%. She reported that students attending the SAILS classes exhibited phenomenal student improvement. Vice Chairman Kuebler stated that out of a scale from 1 to 10, he would rate the SAILS program a 10 for the exceptional job the teachers are doing to improve student achievement. Ms. West-Smith stated that she would like to see the SAILS program extended to secondary grades and expressed her appreciation for the local funding that has already been provided to assist in the operation of the SAILS program. She publically thanked the Somerset County Health Department for their support and assistance with the SAILS Project.

Mr. Bevilacqua stated that he was pleased with the high quality staff hired to work within the program and that the close relationship with Carol Messick, Youth Program Coordinator of the Eastern Shore Food Bank, has helped the program by providing meals for the SAILS students.

Vice Chairman Kuebler extended a hand of applause for the progress of the SAILS Program and thanked Mrs. West-Smith and staff for the outstanding job they are doing.

B. Administrative Functions

Policy #600-07, Attendance, Elementary and Secondary

Ms. Tracey Cottman, Supervisor of Secondary Student Services, presented revisions to Policy #600-07, Attendance, Elementary and Secondary. The revisions included the change of the dropout age from 17 to 18 beginning July 1, 2016.

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board unanimously voted to approve the revision to Policy #600-07, Attendance, Elementary and Secondary. The motion carried 3:0.

Naviance Update

Ms. Tracey Cottman shared a presentation outlining the use of Naviance. Naviance is a comprehensive college and career readiness solution for middle and high schools that helps align student strengths and interests to post-secondary goals, and improve student outcomes.

Ms. Cottman stated that School Counselors and Learning Support Specialists are teaching students how to navigate the Naviance website.

Director of Schools

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

Deputy Superintendent of Schools

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler, the Board unanimously voted to approve the consolidation of the two Assistant Superintendents into one position, the Deputy Superintendent of Schools. The motion carried 3:0.

C. Facilities and Capital Planning

Facilities and Construction Update

Ms. Danielle Haley provided updates on the following construction projects:

Carter G. Woodson Elementary School

- Summer painting was completed around main lobby

Crisfield Academy & High School

- Miscellaneous painting completed in the lobby and stairwells
- Athletic Field renovation is underway
- Design is underway for the Head Start/It takes a Village renovation with construction planning to begin in the Spring of 2016

Deal Island School

- All Exterior wall tiles were removed and walls were parged and painted

Greenwood Elementary School

- Installation of two new portable classrooms
- Installation of vinyl composition tile (VCT) to replace carpet in five classrooms

J.M. Tawes Technology & Career Center

- Fascia was painted around main entrances and sides of JMT and the Board of Education

Marion Sarah Peyton School

- Front doors and gymnasium doors have been replaced

Princess Anne Elementary School

- Installation of two new portable classrooms
- Installation of vinyl composition tile (VCT) to replace carpet in five classrooms
- Media Center and office area carpet replacement
- New interior doors at cafeteria and hallways
- Roof replacement begins this week – (Project will not disturb teachers or students)

Somerset Intermediate School

- RF Distribution and AV repairs throughout the school have been completed.

Washington Academy & High School

- Miscellaneous painting completed in hallways, stairs and gymnasium
- Four portables were removed
- Athletic Stadium renovation is out to bid

Becker Morgan Group, LLC

Becker Morgan Group, LLC Representatives, Mr. Brad Hastings and Ms. Sandy Carpenter, reported on the Educational Specifications for the J.M. Tawes Technology & Career Center. They reported that the current study shows that a renovated Tawes uilding would have a student capacity rate of approximately 400 students. A document was distributed to all the Board Members with a description of the activities and performance expectations for the proposed J.M. Tawes Technology & Career Facility. The proposal includes the following programs to be housed at the new facility:

- Interactive Media Production
- Business Management & Finance Cluster
- Welding
- Culinary Arts
- Horticulture
- Biomedicine
- CNA-GNA
- Criminal Justice
- Teacher Academy
- Pre-Engineering

Ms. Carpenter stated that meetings have been held with faculty and staff to obtain input regarding course offerings at the new Tawes Facility and that Becker Morgan Group, LLC were seeking to get proposals from the wetlands delineation to investigate building areas on the Tawes site.

Board Member Green-Gale questioned the absence of a cosmetology program at the new facility. Ms. Haley reported that the Maryland State Department of Education informed her that there was not a significant need for cosmetology in Somerset County.

Vice Chairman Kuebler requested that the new Tawes Facility be expandable and able to accommodate future student growth within the Somerset County Public School System. Board Member Green-Gale stated that if expansion to the Tawes Facility is required, the addition of a cosmetology program should be taken into consideration. Vice Chairman Kuebler agreed.

D. Monthly Finance Reports

Ms. Linda Johnson, Chief Finance Officer, presented the monthly finance report. The expenditures report through June 30, 2015 shows that 99% of the FY2015 budget was spent, leaving a carryover balance of \$477,013.

Approval of \$1,271,599 Expenditures Report through July 31, 2015.

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board voted unanimously to approve the expenditures report for the month of July 31, 2015. The motion carried 3:0.

Food Services Report

Ms. Linda Johnson presented the Food Service Report to the Board. Board Members expressed their satisfaction with the Community Eligibility Program and agreed that students can concentrate on their academics and not worry about hunger. Board Member Green-Gale requested data supporting the CEP Program's impact on student achievement.

Budget Transfer Request

On the motion of Vice Chairman Kuebler and a second by Board Member Green-Gale, the Board voted to approve Ms. Johnson's budget transfer request in the amount of \$970,000. Dr. Gaddis will submit to the Commissioners for final approval. The motion carried 3:0.

HUMAN RESOURCES

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

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

Professional Separations (Certificated)

Carter G. Woodson Elementary School
➤ Amber McNamara – Comprehensive Special Ed. Teacher
Central Office BOE
➤ David Elebash – Curriculum & Instruction Coordinator

Professional New Hires (Certificated)

Carter G. Woodson Elementary School (WES)
➤ Geneviene Chamberlain – 4 th Grade Reading/Social Studies Teacher
➤ Darlene Kelly – 4 th Grade Teacher
➤ Danielle King – Early Childhood Comprehensive Special Education Teacher
➤ Brittany Nolen – 1 st Grade Teacher
➤ Lauren Williams – 5 th Grade Math/Science Teacher
Crisfield Academy & High School (CAHS)
➤ Marlene Parks – Science Teacher
➤ Andrew Widger – Music/Chorus Teacher (Part-Time)
J.M. Tawes Career & Technology Center
➤ Michael Bartemy – HVAC Teacher
➤ Justin Gillette – Comprehensive Special Ed. Teacher
Princess Anne Elementary School (PAES)
➤ Donna Chalmers – K-2, Comprehensive Special Ed. Teacher
Somerset Intermediate School (SIS)
➤ Harold Holmes
➤ Michelle Nordstrom – 6-7 Math Intervention Teacher
➤ Valerie Wise – Comprehensive Special Ed. Teacher
Somerset Promise Academy (SPA)
➤ Scott Toner – Elementary Teacher
Washington Academy & High School (WAHS)
➤ Stephen Smith – Social Studies Teacher
➤ Andrew Widger – Music/Chorus Teacher (Part-Time)

Professional Transfers:

Cody Ault	From WAHS Social Studies Teacher	To CAHS Social Studies Teacher
Courtney Daniels	From 4 th Grade WES Teacher	To 1 st Grade WES Math Teacher
Willie Giddeons	From WAHS Math Teacher	To SPA Math Teacher
Joan Hill Deshields	From 3 rd Grade WES Teacher	To Pre K GES Teacher
Janae Johnson	From 5 th Grade WES Teacher	To CAHS Learning Support Specialist
Crystina Merritt	From WES Math Intervention Teacher	To CAHS Math Teacher
Shannon Millard	From 4 th Grade WES Teacher	To WES Computer Teacher
Mary Ellen Willey	From Pre K PAES Teacher	To Pre K GES Teacher

Professional Promotions:

Jonathan Berlin	From Central Office Network Administrator	To Central Office Information Technology Supervisor
Jeffrey Hale	From J.M. Tawes Technology & Career Center Comprehensive Special Education Teacher	To CAHS Vice Principal
Jill Holland	From Central Office Coordinator of Technology	To Central Office Technology Instructional Supervisor
Keith O'Neal	From CAHS Learning Support Specialist	To J.M. Tawes Technology & Career Center Principal
Chantal Russum	From CAHS Vice Principal	To CAHS Principal

Vice Chairman Kuebler's Board Stipend

Vice Chairman Kuebler announced that he would be relinquishing his \$2,700 Board Stipend back to the Board with the request that the stipend be added to fund the Woodson Elementary School Kindergarten Program.

SUPERINTENDENT AND BOARD MEMBERS' COMMENTS

- Board Member Green-Gale commended Ms. Cottman and the Student Services staff on the informative Naviance Presentation shared with the Board Members. She also thanked Dr. Gaddis for bringing Naviance to the County and thanked Ms. Patti West-Smith and Mr. Tony Bevilacqua for their presentation on the SAILS program.

- Vice Chairman Kuebler encouraged SCPS staff to have a great 2015-2016 school year.
- Board Attorney Jeffers recognized the efforts Somerset County Public Schools were making to ensure students were provided daily meals at no cost. He stated that he has observed the educators excitement in helping SCPS students.
- Dr. Gaddis spoke highly of the success of the dual enrollment program and stated that SCPS staff has had a tremendous impact in the Somerset County Community.
- Chairman Sumpter reported that the recently held “Amazing Race” went well and stated that he has encountered several teachers excited to be returning to such a great school system.

ANNOUNCEMENT

The Board will convene in an Open Regular Meeting on Tuesday, September 15, 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 6:26 p.m.

Dr. John B. Gaddis, Superintendent
Recorded and Prepared by: Melissa Tilghman, Recording Secretary