



Minutes of Open Work and Regular Sessions
Somerset County Board of Education
March 20, 2018

OPEN WORK SESSION – 1:00 P.M.
STUDENT TRANSPORTATION

PRESENT: Board Members: Chairperson Warner Sumpter, Vice Chairperson Margo Green-Gale, Mrs. Penny Nicholson and Mr. Troy Brittingham, Jr.; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracie Bartemy; Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary. Mr. Michael Bartemy, Supervisor of Transportation and Operations, was also present at the meeting.

ABSENT: Board Member Robert Wells

Due to the loss of Chairman Sumpter's voice, Vice Chairperson Green-Gale declared a quorum and called the meeting to order.

Dr. Gaddis presented the revised Policy #200-18, Student Transportation. He along with the Board reviewed the policy line by line.

On behalf of the Board, Chairperson Sumpter requested that the following language be included in the Student Transportation Policy:

- a) To acquire a bus contract, the Board prefers that the applying contractor be the primary driver of the bus.
- b) The bus contractor must have CDL's and meet the requirements to get a bus contract.
- c) A contractor has the authority to hire a substitute driver to operate his/her vehicle if the contractor is injured or becomes ill.
- d) A contractor's contract will renew at the end of every year unless otherwise stated. The Superintendent informed the Board that a bus contract must be renewed every year.
- e) New language in the policy will limit one route per contractor.
- f) Bus aides may not use cell phones unless an emergency call is warranted.

Dr. Gaddis and the Board members continued to review and edit the Student Transportation Policy.

COMMENTS

Several bus contractors voiced the following concerns:

- Banks are requesting that bus contractors be approved for 5 – 6 year contracts in order to qualify for a bank loan. Dr. Gaddis stated that he, along with staff, would meet with those specific banks to clarify the requirements to obtain a bus loan.
- Contractors are looking to replace diesel run buses with propane/gasoline buses as in other surrounding counties.
- There should be a bus aide on those buses that are required to have CTE White Seats.

Chairperson Sumpter thanked the contractors for attending.

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted 4:0 to adjourn the meeting at 2:18.

Dr. John B. Gaddis, Superintendent of Schools
Prepared by Recording Secretary, Melissa Tilghman

Brigidaire (Ret.) General Warner I. Sumpter
Board of Education Chairman



OPEN REGULAR SESSION

1. **TIME: 4:00 p.m.** **Location: J.M. Tawes Career & Technology Center**
2. **Chairperson Sumpter called the meeting to order**
3. **PRESENT:** Board Members: Chairperson Warner Sumpter, Vice Chairperson Margo Green-Gale, Mrs. Penny Nicholson and Mr. Troy Brittingham, Jr.; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracie Bartemy; Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary.

ABSENT: Board Member Robert Wells

4. **Chairperson Sumpter declared a quorum and called the meeting to order**
5. **ADOPTION OF AGENDA**

On the motion of Vice Chairperson Green-Gale and a second by Board Member Nicholson the Board unanimously voted to approve the adoption of the agenda as amended.

- Added – Item 11-A5: Leases with Somerset County/Headstart
Item 12-A2: Security Update
Item 12-A3: #300-1, Title I, Fiscal Management
Item 12-A4: New Bus Purchase Request

6. **EXECUTIVE MEETING:**

Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b), a motion was made by Board Member Nicholson, seconded by Board Member Brittingham and unanimously passed to enter into an Executive Session at 4:08 p.m. to conduct the following business:

- a) To approve the Closed Meeting minutes of January 16, 2018 and February 20, 2018
- b) To discuss personnel matters and review the personnel report - Section 3-305(b)(1)(i)(ii)
- c) To consult with counsel to obtain legal advice on personnel matters and legal matters, - Section - 3-305 (b)(7)
- d) To perform administrative functions – Student Transportation Issues

PRESENT: Board Members: Chairperson Warner Sumpter, Vice Chairperson Margo Green-Gale, Mrs. Penny Nicholson and Mr. Troy Brittingham, Jr.; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracie Bartemy; Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary.

ABSENT: Board Member Robert Wells

CALL TO ORDER - RECONVENED IN OPEN REGULAR SESSION – 6:00 P.M.

PRESENT: Board Members; Vice Chairperson Margo Green-Gale, Mrs. Penny Nicholson and Mr. Troy Brittingham, Jr.; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracie Bartemy; Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary.

ABSENT: Board Member Wells was excused and Chairperson Sumpter left upon conclusion of the closed meeting due to illness.

7. PLEDGE OF ALLEGIANCE

8. PUBLIC PARTICIPATION

Public Comments

None

Students/Staff/Citizens Recognitions

Spelling Bee Competition

A 7th grader attending Somerset Intermediate was recognized for winning the 2018 Spelling Bee Contest at UMES.

National History Day Winners

Several students from Somerset Intermediate School were recognized for placing in the 2018 National History Day Essay Contests.

Bus Contractors of the 2017-2018 School Year

The following bus contractors were recognized for their outstanding service to the staff and students of the selected school:

- ❖ Mr. Henry Ward – Crisfield Academy and High School
- ❖ Mr. Brian Laird – Deal Island Elementary School

- ❖ Ms. Benita Tilghman – Greenwood Elementary School
- ❖ Mr. Kevin Massey – Greenwood Elementary School and Princess Anne Elementary School

9. STUDENT BOARD MEMBERS’ ACTIVITIES REPORTS

The Student Board Representatives Crisfield Academy & High Schools shared exciting highlights of school activities from the southern portion of the county. Mrs. Jill Holland, Instructional Technology Supervisor presented the activities’ report for the northern portion of the county. The Student Board Representative was not able to attend.

10. APPROVAL OF MINUTES

On the motion of Board Member Nicholson and a second by Board Member Brittingham, the Board voted to approve the Open Session Minutes of January 16, 2018 and February 20, 2018. The motion carried 3:0.

Voting for the Motion: Vice Chairperson Green-gale, Board Member Brittingham, Board Member Nicholson

Absent: Chairperson Sumpter and Board Member Wells

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted to table the February 07, 2018 Open Work Session minutes. The motion carried 3:0.

Voting for the Motion: Vice Chairperson Green-gale, Board Member Brittingham, Board Member Nicholson

Absent: Chairperson Sumpter and Board Member Wells

11. EXECUTIVE MEETING:

ANNOUNCEMENT OF CLOSED MEETING:

Vice Chairperson Green-Gale announced that the Somerset County Board of Education met in an Executive Session on Tuesday, March 20, 2018.

Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b), a motion was made by Board Member Nicholson, seconded by Board Member Brittingham and passed 4:0 to enter into an Executive Session at 4:10 p.m. to conduct the following business:

To approve the minutes of January 16, 2018 and February 20, 2018

- On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted 3:0 to approve the Closed Session minutes of January 16, 2018 and February 20, 2018.

To Perform Administrative Functions

- Discussed Student Transportation issues

To Discuss Personnel Matters - Section 3-305(b)(1)(i)(ii)

- Received, reviewed and discussed confidential personnel matters
- Reviewed and discussed the Personnel Report

To consult with Counsel to Obtain Legal Advice - Section 3-305(b)(7) and To Consult with Staff, Consultants, or Other Individuals on potential or pending litigation – Section 3-305 (b)(8)

- Received advice and updates from legal counsel on personnel matters, legal matters, and confidential matters

To Discuss Contractual Negotiations – Section 3-305 (b)(14)

- The Board reviewed and discussed the Board’s process in contracting with vendors
- The Board discussed a vendor contract

BOARD MEMBERS PRESENT: Board Members: Chairperson Warner Sumpter, Vice Chairperson, Ms. Margo Green-Gale, Mrs. Penny Nicholson and Mr. Troy Brittingham, Jr.; Board Members. Mr. Robert Well was absent from the closed meeting; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracie Bartemy; Board Attorney, Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary. Mr. Michael Bartemy, Supervisor of Transportation was present for a portion of the meeting.

12. UNFINISHED BUSINESS

ADMINISTRATIVE FUNCTIONS

Policy #100-12, Public Participation (Second Reader)

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted to approve the Second Reader of Policy #100-12, Public Participation. The motion carried 3:0.

Voting for the Motion: Vice Chairperson Green-Gale, Board Member Brittingham, Board Member Nicholson

Absent: Chairperson Sumpter and Board Member Wells

Policy #200-18, Student Transportation (Second Reader)

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted to table the Second Reader of Policy #200-18, Student Transportation. The motion carried 3:0.

Policy #500-20, Athletic Eligibility and Participation (Second Reader)

On the motion of Board Member Nicholson and a second by Board Member Brittingham, the Board voted to approve the Second and Final Reader of Policy #500-20, Athletic Eligibility and Participation. The motion carried 3:0

Voting for the Motion: Board Member Nicholson, Board Member Brittingham and Vice Chairperson Green-Gale

Absent: Chairperson Sumpter and Board Member Wells

2018-2019 Academic School Calendar (Second Reader)

On the motion of Board Member Nicholson and a second by Board Member Brittingham, the Board voted to approve the 2018-2019 Academic Calendar, Draft C. The motion carried 3:0.

Voting for the Motion were: Vice Chairperson Green-gale,

Absent: Chairperson Sumpter and Board Member Wells

Head Start and Crisfield Academy & High School’s Lease Agreement and the Subrecipient Agreement – Head Start and Crisfield Academy & High School

These items remained tabled.

13. NEW BUSINESS

ADMINISTRATIVE FUNCTIONS

MOU Somerset County Library and Somerset County Public Schools

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted to approve the First and Final Reader of the MOU between the Somerset County Library and Somerset County Public Schools. The motion carried 3:0.

Security Update

Dr. Gaddis updated the Board on the St. Mary’s Active Shooter incident. He informed the Board that the State Government is pushing for school security but does not have the funding to provide to the school systems. He stated that staff and students should remember that if they see something suspicious, say something to an adult or contact the authorities. Dr. Gaddis informed the Board that continued efforts are being made to develop solutions to

keep schools safe by increasing security measures and doing security assessments at all schools.

Policy #300-01, Title I Fiscal Management

On the motion of Board Member Nicholson and a second by Board Member Brittingham, the Board voted to approve the First and Final Reader of the revisions to Policy #300-01. The motion carried 3:0.

Voting for the motion: Vice Chairperson Green-Gale, Board Member Brittingham and Board Member Nicholson.

Absent: Chairperson Sumpter and Board Member Wells

New Bus Purchase Request

On the motion of Board Member Nicholson and a second by Board Member Brittingham, the Board voted to deny the “New Bus Purchase Request” by a bus contractor based on the closed session discussion. The motion carried 3:0.

Voting for the motion were: Chairperson Green-Gale, Board Member Brittingham and Board Member Nicholson

Absent: Board Member Wells and Chairperson Sumpter

STUDENT ACHIEVEMENT

P.L.C. at SIS

Mrs. Brandy Brady, Somerset Intermediate School Principal, presented a presentation on the procedures and strategies that are practiced in the classrooms to help students increase PARCC Testing scores. Mr. Davis commended Mrs. Brady on the informational presentation and stated that with the help of her exceptional staff, efforts to increase students’ PARCC scores will continue.

How Suite It Is!

Mrs. Jill Holland, Supervisor of Science and Instructional Technology, shared a presentation with the Board highlighting the advantages of Google Apps for Education Suite. Currently there are 2,094 Somerset County Public School students that have google accounts to access the google classrooms. The digital access to classroom assignments has helped to improve teacher and student collaboration.

FACILITIES AND CAPITAL PLANNING

Mrs. Daniele Haley, Supervisor of Facilities and Capital Planning shared a presentation with the Board updating them on the status of the J.M. Tawes Project. She reported that

construction of the new building is on schedule with the expected completion date by July 1, 2019.

MONTHLY FINANCE REPORTS

March 2018 Budget Expenditures - \$3,898,947

Mrs. Linda Johnson, Chief Finance Officer, presented the budget expenditures report for the month of February 20, 2018. She reported that she has received preliminary State budget figures and that as of February 28, 2018 66.67% of the current operating budget has been spent.

On the motion of Board Member Brittingham and a second by Board Member Nicholson, the Board voted 3:0 to approve the \$3,898,947 Expenditures Report.

Voting for the motion: Vice Chairperson Green-Gale, Board Member Brittingham and Board Member Nicholson

Absent: Chairperson Sumpter and Board Member Wells

Food and Nutrition Services

Mrs. Johnson presented the Food and Nutrition Services Report. She reported that the meal count shows a decrease compared to this time last year due mainly because of the post Labor Day Start of school and days missed because of inclement weather. The current Food Service Budget deficit is \$122,084 but that amount will decrease once State reimbursements have been received. Mrs. Johnson stated that the year end budget is expected to show a profit.

Approval of Nonrecurring Costs Request

On the motion of Board Member Brittingham, and a second by Board Member Nicholson, the Board voted 3:0 to approve Mrs. Johnson's submission of the NonRecurring Costs Request to the Commissioners for consideration.

Voting for the motion: Vice Chairperson Green-Gale, Board Member Nicholson, Board Member Brittingham

Absent: Board Member Wells and Chairperson Sumpter

PERSONNEL MATTERS

SUPERINTENDENT AND BOARD MEMBER COMMENTS

- Student Board Member stated that GoogleDocs is user friendly and makes it easier to submit class assignments.
- Board member Brittingham thanked Mrs. Brady for the informational presentation, stated that Google Suite is phenomenal, and congratulated the young spelling bee champion.
- Board member Nicholson congratulated the young spelling bee champion and thanked Mrs. Brady for the information on PARCC. She stated that she now has a better understanding of PARCC.
- Dr. Gaddis thanked everyone for attending. He expressed his concern in regards to the State's denial of SCPS request to have the inclement weather days waived. He stated that the Easter Break will not be taken and additional days may have to be added to the end of the calendar, but the calendar change would have to be done by the Board.
- Vice Chairperson Green-Gale thanked the staff and attendees for their patience and commended the staff for the informational presentations shared with the Board.

With no more business being brought before the Board, a motion was made by Board Member Nicholson, seconded by Board Member Brittingham and passed with a 3:0 vote to adjourn the meeting at 7:50 p.m.

Dr. John B. Gaddis, Superintendent of Schools
Generated by Prepared by Recording Secretary, Melissa Tilghman

Brigadier (Ret.) General Warner I. Sumpter
Board of Education Chairman