



OPEN REGULAR SESSION

TIME: 4:30 p.m.

Location: J.M. Tawes Career & Technology Center

1. **Chairperson Nicholson called the meeting to order.**
2. **BOARD AND STAFF MEMBERS PRESENT:** Board Members and Staff: Chairperson Penny Nicholson, Mr. Robert Wells, Mr. Troy Brittingham, Jr. and Mrs. Patti Monk; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis, Director of Schools, Mrs. Tracey Bartemy, Board Attorney, Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary. Vice Chairperson Green-Gale was excused from the meeting.
3. **Chairperson Nicholson declared a quorum**
4. **ADOPTION OF AGENDA**

On the motion of Board Member Wells and a second by Board Member Brittingham, the Board voted 4:0 to approve the adoption of the agenda as amended.

➤ Amend Item 13-A3 – 2018-2019 Academic School Calendar

5. **EXECUTIVE MEETING:**

Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b), on the motion of Board Member Wells and a second by Board Member Brittingham, the Board unanimously voted 4:0 to enter into an Executive Session at 4:35 p.m. to conduct the following business:

- a) To Table the minutes of November 20, 2018
- b) To Discuss Personnel Matters - Section 3-305(b)(1)(i)(ii)
 - Review the personnel matters report for appointments, separations and transfers
- c) Consult with counsel to obtain legal advice on personnel matters and confidential legal matters, - Section - 3-305 (b)(7)
 - Receive advice and discuss legal matters
- d) To perform Administrative Functions
 - Discussion of confidential administrative matters

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

BOARD MEMBERS AND STAFF PRESENT: Board Members: Chairperson Penny Nicholson, Mr. Robert Wells, Mr. Troy Brittingham, Jr. and Mrs. Patti Monk; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis, Director of Schools, Mrs. Tracey Bartemy Board Attorney, Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary. Vice Chairperson Margo Green-Gale was excused from the meeting.



7. PLEDGE OF ALLEGIANCE

8. PUBLIC PARTICIPATION

Public Comments

None

Public Participation – Students, Staff, Citizen Recognitions

Criminal Justice Presentation

On behalf of the Princess Anne Police Department and the Somerset County Commissioners, Chief of the Princess Anne Police Department, Mr. Tim Bozman donated a 2010 Dodge Charger to the J.M. Tawes Career and Technology Center’s Criminal Justice class. The vehicle will be used for drills and other training for the Criminal Justice students. The Criminal Justice Instructor, Mr. Wade Chambers and his cadets were present to accept the donation. The County Commissioners were also present to present and congratulate the class.

2019 Maryland Superintendent of the Year Recognition

On behalf of Mayor Barry Dize, Mr. Rick Pollitt, Crisfield City Manager, attended the meeting to recognize Dr. Gaddis as the 2019 Maryland Superintendent of the Year and presented him with a proclamation from the Mayor’s Office.

9. STUDENT BOARD REPRESENTATIVES SCHOOL ACTIVITIES’ REPORTS

The Crisfield Academy & High School report was presented by Mrs. Jill Holland, Supervisor of Instructional Technology. The representative from Washington Academy & High School reported on the activities from the northern end of the county.

10. APPROVAL OF MINUTES

On the motion of Board Member Brittingham and a second by Board Member Wells, the Board voted 4:0 to table the minutes of November 20, 2018.



11. ANNOUNCEMENT OF EXECUTIVE MEETING:

Chairperson Nicholson announced that the Somerset County Board of Education met in an Executive Session on Tuesday, December 18, 2018 pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b). On the motion of Board Member Wells and a second by Board Member Brittingham, the Board voted 4:0 to enter into an Executive Session at 4:35 p.m. to conduct the following business:

- **To Table the minutes of November 20, 2018**
- **To Discuss Personnel Matters - Section 3-305(b)(1)(i)(ii)**
 - Reviewed and discussed the personnel matters report for appointments and separations
- **To consult with Counsel to Obtain Legal Advice - Section 3-305(b)(7)**
 - Received and shared advice and updates on confidential legal matters
- **To Perform Administrative Functions**
 - Discussed an open session agenda item
 - Discussed confidential administrative matters

BOARD MEMBERS AND STAFF PRESENT: Board Members: Chairperson Penny Nicholson, Mr. Robert Wells, Mr. Troy Brittingham, Jr. and Mrs. Patti Monk; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, Mr. Tom Davis and Director of Schools, Mrs. Tracey Bartemy, Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary. Mrs. Beth Whitelock, Supervisor of Human Resources was present for a portion of the meeting. Vice Chairperson Green-Gale was excused from the meeting.

UNFINISHED BUSINESS

FACILITIES AND CAPITAL PLANNING

Policy #700-17, Personnel Practices Administrative and/or Supervisory Procedure

Motion: Board Member Wells
Second: Board Member Brittingham



Result: The motion carried 4:0 to approve the Second and Final Reader of Policy #700-17, Personnel Practices Administrative and/or Supervisory Procedure.

Somerset County Technical High School Update

Mrs. Daniele Haley, Supervisor of Facilities and Capital Planning, along with the White Oak Project Manager, Bill Moschler provided an update on the Somerset County Technical High School's construction status. Mrs. Haley reported that construction is going well and progress continues.

NEW BUSINESS

ADMINISTRATIVE FUNCTIONS

Policy #800-11, Title I Parent Involvement Policy (First/Final Reader)

Mrs. Bartemy submitted the name change of 800-11, Title I Parent Involvement Policy to Title I Family Engagement Policy to the Board for approval.

Motion: Board Member Brittingham
Second: Board Member Monk

Result: The motion carried 4:0 to approve the First and Final Reader of Policy #800-11, Title I Family Engagement Policy.

Policy 500-40, Grading, Promotion and Retention Policy (First Reader)

Mr. Davis submitted the First Reader of Policy 500-40, Grading, Promotion and Retention. The State requires local school systems to develop a written policy on grading and reporting explanations and procedures that complies with the student record requirements as set forth in COMAR Regulations.

Motion: Board Member Wells
Second: Board Member Monk

Discussion: Board Member Wells asked for clarification of the personnel authorized to change grades and requested that central office level authorization be included in the policy.

Result: The motion carried 4:0 and the First Reader of Policy 500-40, Grading, Promotion and Retention was approved.



2018 - 2019 Academic School Calendar – Closure of all Somerset County Public School Facilities on December 28, 2018

On the motion of Board Member Brittingham and a second by Board Member Monk, the Board voted 4:0 to approve Dr. Gaddis' request to extend Christmas Break and close schools for all twelve month employees on December 28, 2018. He stated that by closing schools, the system would save tremendously on utility costs.

STUDENT ACHIEVMENT

Instructional Technology & Communications

Mr. Ted Gibson, Principal of Deal Island Elementary School, shared a presentation with the Board highlighting Deal Island Elementary School's access to Comcast's high speed internet connection. The increased internet speed has allowed teachers to develop interactive learning and communication programs and students can research and digitally explore a broad range of educational materials.

Collaborative Walkthroughs and UDL/PLC's

Mr. Tony Bevilacqua, Crisfield Academy & High School Principal, shared a presentation with the Board highlighting the effectiveness of Collaborative Walkthroughs and PLC's. Walkthroughs are ten minute observations of a teacher's classroom where focus is zoomed in on a particular instructional tool and analyzed for its effectiveness. The focus area could be the teacher's lesson plan, posted objectives, instructional approaches, student engagement and assessments. The goal is to provide teachers with meaningful feedback to give students the tools needed to lead their own instruction and increase student achievement.

MONTHLY FINANCE REPORTS

November 2018 Budget Expenditures - \$3,848,376

Mrs. Linda Johnson, Chief Finance Officer, presented the November 2018 Monthly Finance Reports. She reported that the official enrollment data is expected by the end of this week pending the Kerwin Commissions funding formula. The Attorney General determined that paid sick leave does apply to substitutes and this will affect the budget.

Motion: Board Member Wells
Second: Board Member Brittingham

Result: The motion carried 4:0 to approve the November 2018 Expenditures Report.



Food Services Report

Mrs. Johnson presented the Food Service Report to the Board. The current budget balance is in the negative of \$150,000.00 but once reimbursements are received from the State that deficit will decrease significantly.

Mrs. Johnson informed the Board that Mr. David Scott, the new Food Services District Manager is working with cafeteria managers to increase breakfast consumption in the high schools.

Mrs. Johnson addressed concerns that Board Member Wells and Board Member Brittingham expressed regarding the TGM Audit Report. She stated controls are in place and problematic areas have been addressed.

PERSONNEL MATTERS

Personnel Report (Certificated Personnel)

Motion: Board Member Wells

Second: Board Member Brittingham

Result: The motion carried 4:0 to approve the Certificated Personnel Report.

Professional New Hire:

Carter G. Woodson Elementary School
➤ Robert “Eddie” Daniels – 3 rd Grade Teacher

Professional Separations:

Crisfield Academy & High School
➤ Carol Osmon – Physics Teacher
Somerset Intermediate School
➤ Genevieve Chamberlain – Elementary Teacher

12. SUPERINTENDENT AND BOARD MEMBER COMMENTS

- Board Member Brittingham thanked everyone for their reports and the schools’ staff for all they do for the students. He wished everyone Happy Holidays.



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Somerset County Board of Education
December 18, 2018**

- Board Member Monk congratulated the principals for their access to high speed internet. She wished everyone a Merry Christmas and a Happy New Year.
- Board Member Wells extended a special thank you to the Princess Anne Police Department and the Commissioners for their vehicle donation to the Criminal Justice class. He commended Dr. Gaddis and Dr. Warren for their achievements and stated that he is looking forward to an exciting second half of the school year. Mr. Wells wished everyone a Merry Christmas and a Happy New Year.
- Board Attorney Jeffers stated that he was happy to see the Somerset County Public School move in a positive direction, it's been a great year and wished everyone a safe holiday.
- Dr. Gaddis thanked the staff for all their hard work. He stated that he was happy with the accountability data released by the State and is looking forward to increasing scores. Dr. Gaddis thanked the Board for approving the closing of schools on December 28, 2018 and wished everyone a Merry Christmas and a Happy and safe New Year.
- Chairperson Nicholson thanked SCPS staff for all they do for the school system and their efforts in student achievement and wished everyone a safe and happy holiday.

13. Announcement – The Somerset County Board of Education will convene in an Open Regular meeting on Tuesday, January 15, 2019 at the J.M. Tawes Career & Technology Center at 4:30 p.m. to immediately consider voting to convene in a Closed Meeting pursuant to Section 3-305(b) of the General Provisions Article of the Annotated Code of Maryland. 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.

14. Adjournment

With no more business being brought before the Board, a motion was made by Board Member Brittingham and a second by Board Member Wells to adjourn the meeting at 7:24 p.m. The motion carried 4:0.

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

Penelope Nicholson, Chairperson Board of Education