



OPEN REGULAR SESSION

TIME: 4:00 p.m. Location: J.M. Tawes Career & Technology Center

- 1. Vice Chairperson Green-Gale called the meeting to order.**
- 2. PRESENT:** Board Members: Vice Chairperson Margo Green-Gale, Mrs. Penny Nicholson, Mr. Robert Wells and Mr. Troy Brittingham, Jr.; Superintendent of Schools, Dr. John B. Gaddis, Deputy Superintendent of Schools, and Mr. Tom Davis; Board Attorney Mr. Fulton Jeffers and Ms. Melissa Tilghman, Recording Secretary.

Dr. Gaddis continued to preside over the meeting until the Board members elected a Chairperson.

3. REORGANIZATION OF THE BOARD

Board Member Nicholson nominated herself to serve as the Chairperson to the Board. With no Board members objecting to the nomination, a motion was made by Board Member Brittingham and seconded by Vice Chairperson Green-Gale to approve the election of Mrs. Nicholson as the Chairperson of the Board. The motion carried 4:0.

4. Chairperson Nicholson declared a quorum and called the meeting to order.

ADOPTION OF AGENDA

On the motion of Vice Chairperson Green-Gale and a second by Board Member Brittingham, the Board voted 4:0 to approve the adoption of the agenda as amended.

- Added - Item 13-A5: Table of Rates

5. ADOPTION OF AGENDA

On the motion of Chairperson Nicholson and a second by Vice Chairperson Green-Gale the Board voted 4:0 to approve the adoption of the agenda as amended.

6. EXECUTIVE MEETING:

Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b), on the motion of Vice Chairperson Green-Gale and a second by Board Member Brittingham, the Board voted 4:0 to enter into an Executive Session at 4:05 p.m. to conduct the following business:

- To review and approve the Closed Meeting minutes of May 15, 2018
- To perform administrative functions
- To discuss personnel matters and review the personnel report - Section 3-305(b)(1)(i)(ii)



**Minutes of Open Regular Sessions
Somerset County Board of Education
June 19, 2018**

- d) To consult with counsel to obtain legal advice on personnel matters and legal matters, - Section - 3-305 (b)(7)
- e) To discuss negotiated contracts – Section 3-305 (b)(14)

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

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

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

8. PLEDGE OF ALLEGIANCE

9. PUBLIC PARTICIPATION

Public Comments

Mr. Koly Ward, bus contractor, questioned the changes made to the Student Transportation Policy. He stated that the changes to the new policy could affect student safety because a contractor can obtain a route without holding a CDL certification and would not have to be a resident of Somerset County. The Board thanked Mr. Ward for bringing his concerns before the Board.

10. APPROVAL OF MINUTES

On the motion of Board Member Wells and a second by Vice Chairperson Green-Gale, the Board unanimously voted to approve the Open Regular Meeting Minutes of April 17, 2018.

On the motion of Board Member Wells and a second by Board Member Brittingham, the Board unanimously voted to approve the May 15, 2018 Open Regular Meeting Minutes.



11. ANNOUNCEMENT OF EXECUTIVE MEETING:

Chairperson Nicholson announced that the Somerset County Board of Education met in an Executive Session on Tuesday, June 19, 2018.

Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305(b), a motion was made by Vice Chairperson Green-Gale, seconded by Board Member Brittingham, and unanimously passed to enter into an Executive Session at 4:05 p.m. to conduct the following business:

To review and approve the closed minutes of May 15, 2018

- On the motion of Board Member Wells and a second by Vice Chairperson Green-Gale, the Board unanimously voted to approve the Closed Session minutes of May 15, 2018.

To Perform Administrative Functions

- Discussed Student Transportation

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

- Received, reviewed and discussed the personnel report and confidential personnel matters in order to maintain confidentiality of current and future applicants
- Reviewed and discussed the Personnel Report in order to maintain confidentiality of applicants

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, confidential matters and vendor contracts

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

- Received, reviewed and discussed vendor contracts – Student Transportation
- Briefly Discussed the ratification status of Unit I, Unit II and Unit III negotiations

BOARD MEMBERS PRESENT: Board Members: Chairperson Nicholson, Vice Chairperson, Margo Green-Gale, Mr. Robert Wells, 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.



12. UNFINISHED BUSINESS

ADMINISTRATIVE FUNCTIONS

Policy #700-10, Employment Practices and Interview Fairness (Second Reader)

Upon the recommendation of the Superintendent, a motion was made by Board Member Wells and seconded by Vice Chairperson Green-Gale to approve the Second Reader of Policy #700-10, Employment Practices and Interview Fairness. The motion carried 4:0.

FACILITIES AND CAPITAL PLANNING

J.M. Tawes Construction Project Update

Mrs. Daniele Haley, Supervisor of Facilities and Capital Planning, provided the Board with an update on the J.M. Tawes Project. She reported that four days were lost due to inclement weather, but the overall work progress keeps the project on schedule. The project is approximately 20% complete and the scope of work is still within the budget. Dr. Gaddis and Board Member Wells thanked Mrs. Haley for the update.

13. NEW BUSINESS

ADMINISTRATIVE FUNCTIONS

Policy #200-18, Student Transportation (Discussion)

The Board briefly discussed the Student Transportation Policy, #200-18. Board Member Brittingham and Board Member Wells asked that a requirement for bus contractor's to possess a CDL license and all required endorsements be included in the policy.

Policy #500-11, Gifted and Talented (First Reader)

Upon the recommendation of the Superintendent, a motion was made by Board Member Wells and a second by Vice Chairperson Green-Gale, to approve the First Reader of the revisions to Policy #500-11, Gifted and Talented. The motion carried 4:0.



Policy #500-34, High School Course Requirements for Graduation (First Reader)

Upon the recommendation of the Superintendent, a motion was made by Board Member Wells and seconded by Vice Chairperson Green-Gale to approve the First Reader of Policy #500-34, High School Course Requirements for Graduation. The motion carried 4:0.

Policy #600-18, Early School Admissions (First Reader)

Upon the recommendation of the Superintendent, a motion was made by Board Member Wells and seconded by Vice Chairperson Green-Gale to approve the First Reader of Policy #600-18. The motion carried 4:0.

Adjusted Summer Work Schedule

On the recommendation of the Superintendent, a motion was made by Board Member Wells and seconded by Vice Chairperson Green-Gale to approve the First and Final Reader of the adjusted summer work schedule. The motion carried 4:0. This adjustment will help SCPS save on utility costs.

1. Last 5-day Work Week (June 18 – June 22)	
2. Beginning the week of June 25-29, ALL Summer employees will work a 4-day work week and the system and schools will be closed on Fridays. Exception – Migrant Program will continue to operate at PAES on Fridays.	
3. Friday Dates the system will be closed:	
➤ June 29, 2018, July 6, 2018, July 13, 2018, July 20, 2018, August 3, 2018, August 10, 2018	
4. Full 5-day work week will resume week of August 13 – August 17	
5. Work Hours Required:	
➤ 40-hours/week Employees	Work 35 hours over 4-day work week. (8.75 hrs. work + 0.5 hrs. lunch per day)
➤ 35-hour/week Employees	Work 30 hours over 4-day work week. (7.5 hrs. work + 0.5 hrs. lunch per day)
➤ 6-hr. /day Employee	No modification to their 4-day work week (24 hrs. per week)

Board of Education Meeting Policy

The Board reviewed and discussed the 2018-2019 Board of Education Meeting Schedule. Board meetings are held the 3rd Tuesday of each month.



Spare Bus Purchase Request

Upon the recommendation of the Superintendent, a motion was made by Vice Chairperson Green-Gale and seconded by Board Member Brittingham to approve Mr. Henry Ward's request to purchase a spare replacement bus for 52s.

2018-2019 Academic Calendar Change (Action)

Upon the recommendation of the Superintendent, a motion was made by Board Member Wells and a second by Board Member Brittingham to approve Draft D of the 2018-2019 Academic Calendar. The motion carried 4:0. The approved calendar will be posted to the Somerset County Public School website.

2018-2019 School Start Times (Action)

On the motion of Board Member Wells and a second by Vice Chairperson Green-Gale, the Board approved the adjustment to the 2018-2019 school start times. The motion carried 4:0.

- Elementary Schools 8:55 AM—3:45 PM (*Early Dismissal 12:30pm*)
- Somerset Intermediate School 7:40 AM—2:20 PM (*Early Dismissal 11:30am*)
- Academy & High Schools, 7:30 AM—2:30 PM (*Early Dismissal 11:30 AM*)

Table of Rates

Upon the recommendation of the Superintendent, a motion was made by Board Member Brittingham and a second by Board Member Wells to approve the Table of Rates. The motion carried 4:0.

SUPERINTENDENT'S PROPOSED SCPS FY2019 BUDGET

Dr. Gaddis presented the Proposed SCPS FY2019 Budget to the Board for approval. He reported that SCPS has received a 2.8 million dollar Early Childhood Literacy Grant.

On the motion of Vice Chairperson Green-Gale and a second by Board Member Brittingham, the Board approved SCPS FY2019 Budget. The motion carried 4:0.



FACILITIES AND CAPITAL PLANNING

FY2019 Educational Facilities Master Plan

On the motion of Board Member Wells and a second by Board Member Brittingham, the Board unanimously voted to approve the FY2019 Educational Facilities Master Plan.

MONTHLY FINANCE REPORTS

June 2018 Budget Expenditures - \$3,275,574

Mrs. Linda Johnson, Chief Finance Officer, informed the Board that the auditing process is beginning. She stated that the carryover fund balance is expected to be approximately \$250,000.

On the motion of Board Member Brittingham and a second by Board Member Wells, the Board unanimously voted to approve the \$3,275,574 expenditures report.

Food and Nutrition Services

Mrs. Johnson presented the Food and Nutrition Services Report. She reported that the current Food Service Budget deficit is approximately \$80,000 which will decrease once State reimbursements have been received. Mrs. Johnson stated that the end of year budget shows a profit and that the Food Service Budget will now include more of the actual costs it takes to run the Food Services Department.

Inter-Category Budget Transfers

On the motion of Board Member Wells and a second by Board Member Brittingham, the Board unanimously approved the Inter-Category Budget Transfers.

PERSONNEL MATTERS

Personnel Report

Mrs. Beth Whitelock, Supervisor of Human Resources presented the personnel report to the Board.

On the motion of Board Member Wells and a second by Vice Chairperson Green-Gale the Board unanimously voted to approve the certificated personnel report.



Professional New Hires:

Crisfield Academy & High School
<ul style="list-style-type: none"> ➤ Daniel LaMontagne – 9th Grade Math Teacher ➤ Erin Walbert – Social Studies Teacher
Greenwood Elementary School
<ul style="list-style-type: none"> ➤ Matthew Anderson – 3rd Grade Math/Science Teacher ➤ Jessa DiTullo – 3rd Grade Language Arts/Social Studies Teacher
Somerset Intermediate School
<ul style="list-style-type: none"> ➤ Erica Adams – School Counselor
Princess Anne Elementary School
<ul style="list-style-type: none"> ➤ Kingsley Hall – Kindergarten Teacher
Washington Academy & High School
<ul style="list-style-type: none"> ➤ Gregory Mallory – Science Teacher ➤ Shelly Reft – Special Education Teacher

Professional Separations:

Crisfield Academy & High School
<ul style="list-style-type: none"> ➤ Jessica James – English Teacher ➤ Daniel Moss – English Teacher
Washington Academy & High School
<ul style="list-style-type: none"> ➤ Matthew Brady – Assistant Principal ➤ Rachel Large – Science Teacher ➤ James Samiec – Math Teacher

Professional Transfers:

Ashley Holland	From 3 rd Grade Reading/Language Arts/Social Teacher at GES	To 5 th Grade Reading/Language Arts/Social Studies Teacher at WES
Susan Finlayson	From Math Intervention at SIS	To 1 st Grade math Teacher at PAES
Kelley Holland	From 3 rd Grade Math and Science Teacher at GES	To Math Instructional Facilitator at PAES
Jocelyn Harmon	From Special Education Teacher at WAHS	To 8 th Grade Math Teacher at WAHS



Professional Retirements:

Carter G. Woodson Elementary Schools
➤ Michelle Gandolfi – Physical Education Teacher

Classified New Hire:

Location to be Determined
➤ Jordan Justis – Speech Language Pathologist Assistant
Greenwood Elementary School
➤ Tammie Miller – Paraprofessional – One on One

14. SUPERINTENDENT AND BOARD MEMBER COMMENTS

- Dr. Gaddis thanked everyone for attending. He stated that staff are doing an incredible job educating the students and encouraged everyone to have a great summer.
- Vice Chairperson Green-Gale thanked everyone for expressing their concerns and sending prayers during her illness. She thanked SCPS staff and the Commissioners for a successful year.
- Board Member Wells thanked the staff for a great school year and stated that as a parent, he was extending out his appreciation for the education that his children received in the Somerset County Public School System. He commended the Board staff and employees for a job well done.
- Board Member Brittingham commended the hard work of the staff, thanked the Literacy Grant Staff and encouraged everyone to have a great summer.
- Chairperson Nicholson extended her appreciation to the staff and also encouraged everyone to enjoy their summer vacation.

15. Announcement – The Somerset County Board of Education will convene in an Open Regular meeting on Tuesday, July 17, 2018 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 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.



**Minutes of Open Regular Sessions
Somerset County Board of Education
June 19, 2018**

16. Adjournment

With no more business being brought before the Board, a motion was made by Board Member Brittingham seconded by Board Member Wells and unanimously passed to adjourn the meeting at 7:15 p.m.

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

Penelope Nicholson
Board of Education Chairperson