

**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, Mr. Robert Wells, Ms. Penny Nicholson and Ms. Margo Green-Gale; Superintendent, Dr. John B. Gaddis; Board Attorney Mr. Fulton Jeffers; Assistant Superintendent of Administration, Ms. Nancy Smoker, Assistant Superintendent of Curriculum & Instruction, Mr. Tom Davis, and Ms. Melissa Tilghman, Recording Secretary.

**ADOPTION OF AGENDA**

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

**CLOSED MEETING:**

4:06 p.m. – Pursuant to the Annotated Code of Maryland, **General Provisions Act**, 3-305 (b), On the motion of Board Member Nicholson and a second by Board Member Green-Gale, the Board unanimously voted to enter into a Closed Session at 4:06 p.m. for the following reasons:

- To Review and Approve the Minutes of April 21, 2015 Closed Session as amended
- 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 6:08 p.m.

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION**

None

## **Student/Staff/Citizens Recognitions**

### **Mother's Day Essay Contest**

Dr. Gaddis introduced Mr. Vincent Hernandez, a written poetry artist and sponsor of the Mother's Day Essay Contest. Mr. Hernandez announced that two Crisfield Academy & High School students were winners of the Mother's Day Essay Contest. The students, Miss Gregory and Mr. Forbes, were allowed to read their essays at the meeting and Mr. Hernandez presented each mother with a gift. Dr. Gaddis presented the two students with achievement awards and Mr. Hernandez with a recognition award.

The following individuals were presented Certificates of Recognition

- Ms. Terri Troxell – Food and Nutrition Services Employee of the Year
- Mr. Richard Murray – Bus Contractor of the Year
- Ms. Cristina Rubio – Associate of the Year
- Reid Lawrence – Maintenance Employee of the Year
- Steve Corbin – Computer Technician of the Year

## **Students' Activities Reports**

The Student Board Members were excused from the meeting.

## **Open Work Session Meeting**

On the motion of Board Member Wells and a second by Board Member Green-Gale, the Board voted to table the May 5, 2015 Open Work Session Minutes.

## **Open Regular Session Minutes**

On the motion of Board Member Wells and a second by Board Member Green-Gale, the Board voted unanimously to approve the April 21, 2015 Open Regular Board meeting minutes as amended.

## **Announcement of Closed Meeting:**

Chairman Sumpter announced that the Somerset County Board of Education met in a Closed Session on May 19, 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 April 21, 2015 closed session as amended
- 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**

### **Administrative Functions - Policies**

On the motion of Vice Chairman Kuebler and a second by Board Member Wells, the Board voted unanimously to approve tabling the Second Reader of the following policies for further review and discussion:

1. #400-01 Facilities Planning and Capital Improvements
2. #400-22 Safety Program
3. #400-25 Disaster & Emergency Plans
4. #400-28 Building & Grounds Maintenance
5. #700-04 Anti-Harassment
6. #700-05 Drug and Alcohol Free Workplace
7. #700-07 Personnel Records, Data Storage & Records Destruction
8. #700-10 Employment Practices & Interview Fairness
9. #700-11 Business Leave
10. #700-12 Sick Leave
11. #700-14 Personnel Procedures, FNS
12. #700-16 Personnel Practices, Custodian Employment
13. #700-17 Personnel Practices

## **NEW BUSINESS**

### **ADMINISTRATIVE FUNCTIONS**

#### **Curriculum & Instruction**

##### **Classroom Focused Improvement Process (CFIP)**

Ms. Lily Welch, Woodson Elementary School's Principal distributed information on the CFIP. CFIP is a question-based protocol for data dialogue to be carried out by collaborative teams as they focus on planning their next instructional unit, leaving the daily lesson planning to the creativity of individual teachers. CFIP Teams consist of ELL Teachers, Special Education Teachers, Grade Level Teachers, a Reading Coach or Instructional Facilitator, Administrators, and Supervisors. Students are given frequent assessments and the data from the assessments allow teachers to determine which instructional intervention tools are needed in helping the students achieve. The CFIP overlaps with data from the SAILS and In-school Intervention Programs. Students assessment data can be used by both programs and the data can be shared with parents. The CFIP process can also be used in the secondary schools.

Mr. Davis added that the team meetings provide teachers time to collaborate and share identifying intervention strategies that can be developed to meet the students' academic needs. Facilitators and teachers can meet and review data to determine interventions pertaining to the need of the student.

##### **Vertical Team Meetings**

Mr. Ted Gibson, Principal of Deal Island Elementary School, reported on Vertical Team Meetings held at Deal Island Elementary School. He stated that the meetings consist of collaboration between teachers from different grade levels, including teachers of Special Subjects that review assessments, analyze and share teaching strategies. Mr. Gibson stated that most information shared is through "My Big Campus". Teachers use the data to develop the students' instructional plan once that student enters their classroom.

Dr. Gaddis questioned as to Mr. Gibson's interest in looping. Looping is having the same teacher teach the same group of students for more than one school year.

## **Capital Improvements**

### **Portables Relocation Contract**

Dr. Gaddis informed the Board that there has not been any bids from local businesses to move the portables. Bids will be re-advertised in hopes of getting bid responses.

Board Attorney Jeffers reminded the Board members and staff that the State mandates contracts totaling more than \$25,000 must be bid out.

### **EDULOG Presentation**

Mr. Greg Sutton, Supervisor of Transportation and Operations, presented an update on the EDULOG geographical planning and routing transportation software. The purpose of using the computer assisted software and implementing Edu-log is to reduce the time it takes to route buses, reduce students' ride time to and from school, maximize existing bus capacity, improve efficiency, and ultimately, reduce transportation costs in Somerset County Public Schools. With the integration of Powerschool and EDULOG, parents will be able to access the PowerSchool portal and lookup what bus their child will ride during the school year.

The implementation of EDULOG will begin its "phase in" process during the 2015-2016 school year. The first phase includes gathering data to build routes, second is the training phase, and the last phase is building the routes and entering the routing data in the system. Full implementation of the EDULOG software routing system is scheduled during the 2016-2017 school year. An update on the status of the EDULOG software program will be provided at the October 2015 Board meeting. Mr. Sutton stated that EDULOG would help eliminate the practice of students riding a bus to the high schools and then boarding a different bus to the Intermediate School. Buses will also make less stops which will require students to meet at designated bus stops, unless those students live in hazardous locations.

Chairman Sumpter stated that a meeting should be held with the bus contractors to inform them of the student transportation changes.

### **2015-2016 School Calendar**

Mr. Lawson, Supervisor of Public Relations, reported that draft copies of the proposed school calendar for the 2015-2016 school year were posted to the website in order to gain feedback from parents and staff. He stated that from the data gathered, it was determined that parents and staff favored School Calendar A.

On the motion of Vice Chairman Kuebler and a second by Board Member Nicholson, the Board unanimously voted to approve the Second and Final Reader of the 2015-2016 School Calendar A. (Attachment A)

### **Monthly Budget Reports**

#### **Expenditures through April 30, 2015**

Ms. Smoker reported that to date, 97% of the FY2015 budget has been spent. She reported that the Special Education deficit will decrease once High Roads' Academy reimbursements have been received and that the Board member line item deficit is due to an increase in legal fees.

#### **Approval of \$3,267,744 Expenditures report**

On the motion of Board Member Green-Gale and a second by Vice Chairman Kuebler the Board unanimously approved the budget expenditures report for the month of April.

#### **Food Service Report**

Ms. Linda Johnson, Chief Finance Officer, presented the Food Serve Report to the Board. She reported that SCPS has served over 87,124 more meals this school year versus last year. Ms. Johnson reported that the net loss for food service to date is approximately \$69,266.00 and that once State reimbursements are received the deficit will be less. She also presented the Board with an expense summary. Further discussion of the presented reports continued. The Board thanked Ms. Johnson for the reports.

Dr. Gaddis was pleased with the amount of meals being served to Somerset County Public School students.

#### **Approval of the 2015-2016 School Board Meeting Schedule (First Reader)**

On the motion of Vice Chairman Kuebler and a second by Board Member Nicholson, the Board voted unanimously to approve the First Reader of the School Board Meeting Schedule.

## **HUMAN RESOURCES**

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

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

### **Professional Retirements (Certificated)**

Donna Sterling – Media Specialist/Woodson Elementary School

### **Professional Resignations (Certificated)**

Mark Mentzer – Crisfield Academy & High School/Mathematics Teacher

Keith Roberts – Crisfield Academy & High School/Music Teacher

Julie Gellman – Greenwood Elementary School/Reading Intervention Teacher

Jill Klarverweiden – Somerset Intermediate School/Math Teacher

Raleigh Meddings – Princess Anne Elementary School/Grade 2 Math Teacher

John Bennett – Washington Academy & High School/Mathematics Teacher

Andrea Jaggars – Washington Academy & High School/Spanish Teacher

Haley Garrison – Somerset Intermediate School/Science Teacher

### **Professional Unpaid Extended Leave Request**

Amanda Ault – Washington Academy & High School/English Teacher

### **Professional New Hires (Certificated)**

David Arnold – Crisfield Academy & High School – Physical Education Teacher – Crisfield Academy & High School/Teacher and Varsity Basketball Coach

### **Professional Transfers**

Phaedra Spender – Woodson Elementary School 5<sup>th</sup> Grade to Woodson Elementary School Media Specialist

Christina South – Woodson Elementary School 4<sup>th</sup> Grade to Princess Anne Elementary School 4<sup>th</sup> Grade

Lauren Webster – Woodson Elementary School ESOL Teacher to Woodson Elementary School Kindergarten Teacher

Theresa O’Neal – Woodson Elementary School Comprehensive Special Education Teacher to Princess Anne Elementary and Greenwood Elementary School Early Childhood Comprehensive Special Education Teacher

Jill Price – Woodson Elementary 3<sup>rd</sup> Grade Teacher to ESOL Teacher

Marc Sevigny – Woodson Elementary School Teacher to .5 Greenwood Elementary and .5 Princess Anne Elementary School

## **Negotiated Agreements Ratification**

On behalf of the Somerset Educator's Association Ms. Vestina Davis, Ms. Whitelock, Chairman Sumpter, Dr. Gaddis and Ms. Jill Holland, Technology Coordinator signed the Negotiated Unit Agreements.

On the motion of Board Member Green-Gale and a second by Board Member Wells, the Board voted to approve the Ratification of Unit I, Unit II, and Unit III agreements.

## **SCPS FY2016 School Budget**

Dr. Gaddis informed the Board that SCPS received an additional \$309,000 in State funding. He stated that the Board priorities will be addressed and that he was working hard to replace lost and needed positions. Dr. Gaddis will reintroduce the FY2016 budget for approval at the June 2015 Board meeting.

## **SUPERINTENDENT AND BOARD MEMBERS' COMMENTS**

- Vice Chairman Kuebler stated that he had been attending the Board meetings for the past fifteen years and thanked the staff for the detailed program reports on student achievement and commended staff for their work. He stated that he is looking forward to Somerset County Public Schools being in the top five percent of all State school districts.
- Board Member Wells thanked the presenters and the community for attending. He also asked to be excused from the June 16, 2015 meeting to attend a work related event
- Board Member Green-Gale stated that she was impressed with the tribute letters to the mothers that won the Mother's Day Essay Contest and commended the students for a job well done. She also provided accolades to the staff, encouraging them to keep up the good work.
- Board Attorney Jeffers stated that it was great to see the efforts staff were making towards student achievement. He also commended the students recognized for their writing in the Mother's Day Essay contest.
- Dr. Gaddis asked that staff and community members continue to spread the word and celebrate the great things going on in Somerset's Schools and reported that:
  - Baltimore City is following behind Somerset's Community Eligibility Program.
  - He has asked the Commissioners to fund the Project for the J.M. Tawes Career and Technology Center. The greatest thing for Somerset County would be a new Technical School.
  - In-View Program, Larry King Live interview went well
  - William Shatner's "Moving America Forward Program" was interested in interviewing Somerset County Public Schools.



- He is proud to be the Superintendent of the Somerset County Public Schools System
- Chairman Sumpter stated that he enjoyed attending the Teacher of the Year Gala at the State department and thanked Dr. Gaddis, the administrators and the staff for their dedication to the system.

### **ANNOUNCEMENT**

The Board will convene in an Open Regular Meeting on Tuesday, June 16, 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 Board Member Nicholson and a second by Board Member Wells, the Board unanimously voted to adjourn the meeting at 8:10 p.m.

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Dr. John B. Gaddis, Superintendent

Recorded and Prepared by: Melissa Tilghman, Recording Secretary

Approved May 19, 2015

# 2015 - 2016 SOMERSET COUNTY PUBLIC SCHOOLS CALENDAR

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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- JULY**  
3 Independence Day Holiday
- AUGUST**  
12-14 New Teacher Orientation  
17-20 Teachers in Schools  
17 Opening Meeting-TBA  
24 Opening Day of School

- SEPTEMBER**  
4,7 Labor Day Holiday-Schools Closed  
25 Early Dismissal-Sec. 11:30 A.M.-Elem. 12:30 P.M.  
28 Professional Day-Schools Closed for Students
- OCTOBER**  
16 MSEA Convention-Schools Closed  
29 End of First Term-45 days  
30 Early Dismissal-Sec. 11:30 A.M.-Elem. 12:30 P.M.

- NOVEMBER**  
2 Professional Day-Schools Closed for Students  
25 Flex Day-Schools Closed for Students  
26-27 Thanksgiving Holiday-Schools Closed

- DECEMBER**  
18 Schools Close Regular Time  
21-31 Winter Holiday-Schools Closed
- JANUARY**  
1 Winter Holiday-Schools Closed  
4 Schools Reopen  
18 Dr. Martin Luther King's Birthday-Schools Closed  
14-21 End of Course Exams  
21 End of First Semester-90 Days  
22 Professional Day-Schools Closed for Students  
25 Start of Second Semester

- FEBRUARY**  
15 Presidents' Day-Schools Closed  
26 Early Dismissal-Sec. 11:30 A.M.-Elem. 12:30 P.M.  
29 Professional Day-Schools Closed for Students

- MARCH**  
24-28 Spring Holiday-Schools Closed
- APRIL**  
1 End of Third Term-135 Days  
26 Primary Election Day-Schools Closed

- MAY**  
30 Memorial Day-Schools Closed
- JUNE**  
2 Commencement-Washington High School  
3 Commencement-Crisfield High school  
2-6 Final Exams  
7 End of Year Exam-Schools Closed Half Day  
14 Last Day for Students-Schools Closed Half Day  
15 Last Day for Teachers-

JANUARY						
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31						

FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5 Snow Days are added to the schedule. These will be subtracted from the end of the year if not used. Early Dismissal Days are added for Teacher Professional Development. In the event of a late opening on an Early dismissal day, Early Dismissal will be postponed until the following week.

- Holidays - Schools closed for Teachers and Students
- Schools closed full day
- School closed half day

Total Teacher Days - 190\*\* Total Student Days - 180