

TIME: 2:35 p.m.

Location: J.M. Tawes Technology & Career Center

PRESENT: Board Members: Chairman Warner Sumpter, Vice Chairman Dan Kuebler, Board Member Ms. Margo Green-Gale and Board Member Ms. Penny Nicholson; Superintendent Dr. John B. Gaddis; Ms. Nancy Smoker, Assistant Superintendent of Administration and Recording Secretary for the meeting Ms. Melissa Tilghman. Board Member Mr. Robert Wells and Assistant Superintendent of Curriculum & Instruction, Mr. Tom Davis were excused from the meeting.

Chairman Sumpter declared a quorum and called the meeting to order.

DISCUSSION ON POLICIES AND POLICY GUIDELINES

Dr. Gaddis and Ms. Smoker presented the following policies to the Board for 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

Policy #400-01, Facilities Planning and Capital Improvements

The Board reviewed Policy #400-01. Vice Chairman Kuebler stated that the State should be aware that Facilities Planning and Capital Improvements Plans should be considered based upon projections of increased student growth in Somerset County. He also stated that increased enrollment projections should be considered a factor during the development and architectural designs of any new school buildings. Dr. Gaddis stated that he has been to Annapolis and addressed the increase enrollment projections concern as well as corresponding with Dr. David Lever, Director of Public School Construction on the enrollment concerns.

Policy #400-22, Safety Program and 400-25, Disaster and Emergency Plans

Board Attorney Jeffers advised the Board that these two policies, with suggested revisions, should be combined into one policy. He stated that the Superintendent or his designee is responsible for the development of a security plan for each school. This plan should be done by an experienced planner and the policy language could be replaced with the following statement:

The Board believes that the safety of students, staff, and visitors should be of such great importance; and therefore, the Board will direct the Superintendent to develop, maintain and keep in place an appropriate safety program to ensure safety on Somerset County Public Schools' property.

Mr. Jeffers also stated that the aforementioned statement could be used for the security policy. If the policies are renumbered, the Board would have to repeal the current adopted policies and adopt the renumbered policies.

Chairman Sumpter stated that revisions to policy procedures must be posted on the website at the same time as the policies. He also stated that according to MABE, any system that receives State funding, must have an Executive Operations/Evacuation Plan.

Policy #400-28, Building and Grounds Maintenance

Board Attorney Jeffers advised the Board that this policy should not include specific details of personnel job responsibilities. The enforcement of personnel job duties is the responsibility of the Superintendent and not the Board.

Policy 700-04, Anti-Harassment

Board Attorney Jeffers advised the Board that this policy should be strictly related to harassment issues and that the same language should be included in the student harassment policy.

Policy 700-05, Drug and Alcohol Free Workplace

The Board reviewed and revised this policy.

700-07, Personnel Records & Data Storage & Destruction

The Board agreed that this policy is actually procedures and should be titled as such.

700-10, Employment Practices Interview Fairness

The Board reviewed and revised this policy. They determined that the majority of this document should be listed in the procedures.

700-11, Business Leave, 700-12, Sick Leave, 700-14, Personnel Procedures, FNS, 700-16, Personnel Practices, Custodian Employment and 700-17, Personnel Practices

Board Attorney Jeffers advised the Board that these policies all contained information that is listed in the negotiated agreements; therefore, having separate policies is not necessary. He stated that the policies do not override what has already been agreed upon within the negotiated agreements.

Board and Superintendent Comments

Chairman Kuebler and Board Attorney Jeffers expressed their concern regarding the formatting and alignment of the policies. Mr. Jeffers suggested using the policy format of Worcester or Wicomico Counties. He also suggested that the Board adopt policies using the terms “according to COMAR Regulations as they now exist”, which will help alleviate the inclusion of outdated wording.

ADJOURNMENT

Motion – Vice Chairman Kuebler and seconded by Ms. Green-Gale and passed to adjourn the meeting at **3:36 p.m.**; motioned carried unanimously.

Dr. John B. Gaddis, Superintendent

Recorded and Prepared by: Melissa Tilghman/Board Secretary