

Talbot County Board of Education
Board Meeting
July 13, 2021 – 6:00 p.m.
Central Elementary/Middle/High School
Gymnasium

The Talbot County Board of Education met in a voting work session on July 13, 2021 at 6:00 p.m. with the following members present: Mr. James Steverson, Vice Chair (D2), Mrs. Sharleta Hall, Chairperson (D3), and Mrs. Mildred Biggs (D5). Mr. Carlton Mahone (D4). Mr. Anton Turner (D1), was absent.

- The meeting was called to order by Chair Sharleta Hall at 6:00 p.m.
- Chair Sharleta Hall led the Moment of Silence.
- Pledge of Allegiance was led by Chair Sharleta Hall.
- Dr. Catrett asked for a change in the agenda due to the extenuating circumstance that the school does not have power at this time. A motion was made by Mr. James Steverson to approve the amended July 13, 2021 agenda seconded by Mrs. Mildred Biggs. 4-0-0
- Action Items from Superintendent
Dr. James Catrett, Superintendent
- Guidelines for the 2021-2022 school year – Mr. Taylor

Classroom Guidelines:

1. Classrooms will be disinfected prior to students entering each day;
2. Seats will be placed 6 feet apart to ensure social distancing;
3. Students will be given assigned seats and must abide by the rules listed below:
 - a. Face masks will be highly recommended
 - b. Students must follow social distancing guidelines
 - c. Students must remain seated at all times
 - d. Only one student allowed out the seat at a time
 - e. Must raise their hand to be called on by teacher
4. The last 3 to 5 minutes of class students will wipe/clean their area;
5. Students will follow the hallway protocol to transition from class to class. Proper distancing will be maintained and they will walk on the right side of hallway; and
6. Any student that becomes ill during the day will be escorted to the nurse by a staff member.

Bus Transportation Guidelines:

1. Bus drivers will have a bus monitor to take temperatures before entering the bus and to highly recommend students to wear a mask and follow Bus Safety Guidelines. Drivers and monitors will be trained on how to take temperatures and how to properly sanitize/disinfect their bus before and after each use;

- a. If a student has a temperature and a parent/guardian is at home the student will be asked to return home.
- b. If a parent/guardian is not home the student will be given a face shield and gloves and placed in a designated section in the front of the bus. Once at school they will be placed in quarantine and parents contacted.
2. Once buses arrive on campus, only one bus at a time will be allowed to release students. Bus monitors will release students in 5 minute increments to allow time for students to get their breakfast and report to their first period class. Monitors on the bus yard will make sure students maintain social distancing and escort them to the cafeteria; and
3. Students will be released by grade levels after school to load the buses.

Restroom and Hallway Guidelines:

1. Restrooms will be closely monitored by staff and administration;
 - a. Only two students are allowed in the restroom at a time;
 - b. Face mask will be highly recommended in restrooms;
 - c. Students must maintain social distancing;
 - d. Posters on how to properly wash hands will be displayed in every restroom; and
 - e. Custodial staff will maintain the cleanliness of restrooms following CDC and Talbot County School procedures
2. **Hallway Guidelines:**
 - a. Face masks will be highly recommended;
 - b. Social distancing must be maintained while in hallways;
 - c. All traffic should move on the right side;
 - d. Markers will be placed on floor in the hallways to promote/assist in social distancing; and
 - e. Custodial staff will maintain the cleanliness of restrooms following CDC and Talbot County Schools' procedures.

Employee Guidelines:

1. All employees must get their temperature checked before entering the building;
2. Employees will be required to wear face mask at all times until further notice;
3. Any days missed for illness will be deducted from sick leave;
4. Employees must report all illnesses to an administrator; and
5. Must follow all COVID-19 school guidelines.

- **Project Request**

Name of Group	Date of Project	Project	Description	Money Used For
Varsity Football	July 30 – August 13, 2021	Double Good Popcorn	Students will sell products from Double Good Popcorn Company	To raise money for uniforms and equipment

- Mr. Carlton Mahone made a motion to approve the Project Request, seconded by Mr. James Steverson. 4-0-0
- Board Retreat – August 25th, 26th and 27, 2021 are the suggested dates. The board unanimously agreed to have the retreat here at the school.

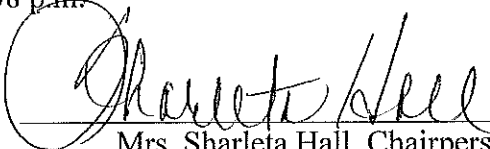
- Speed Zone Cameras – City council would like to place a speed zone camera in front of the school. The City will receive the proceeds from these tickets. Dr. Catrett asked the sales representative to show what proceeds the city will receive from this camera. The feeling is that the school will be held responsible by the public for the camera.
- Facilities Request

Name of Group	Date of Project	Facility used for	Description	Location for Use
Funeral Services Emily Daniel	July 14, 2021	Funeral of former educator		Gymnasium

- Mr. Carlton Mahone made a motion to approve the Facilities Request, seconded by Mrs. Mildred Biggs. 4-0-0
- Dr. Catrett asked for an Executive Session for personnel.
- Mr. Carlton Mahone made a motion to go into Executive Session at 6:33 p.m., seconded by Mrs. Mildred Biggs. 5-0-0
- Mrs. Mildred Biggs made a motion to come out of Executive Session and move into Regular Session at 6:37 p.m., seconded by Mr. James Steverson. 4-0-0
- A motion was made by Mr. James Steverson to accept the recommendation of Dr. Catrett, Superintendent and Mr. Jonathan Taylor, Principal to hire Jane Towns and Regina Lockhart as middle school teachers at 49% Head Teacher, seconded by Mrs. Mildred Biggs. 5-0-0
- Chair Sharleta Hall moved to adjourn at 6:38 p.m.



 Dr. James Catrett, Superintendent



 Mrs. Sharleta Hall, Chairperson