

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**August 17, 2010**

**TO:** Chairman & Members - Board of Education

**FM:** Karen-Lee N. Brofee, Superintendent

The Somerset County Board of Education will conduct an open work session at 5:00 p.m to discuss policies and facilities items and at 6:00 p.m. to conduct an executive session at the J. M. Tawes Technology & Career Center, **Tuesday, August 17, 2010** to discuss personnel and legal matters as permitted by the Maryland Open Meetings Act S 10-508(a)(9) of the State Government Article. The regular open session of the Board at the J. M. Tawes Technology & Career Center, **August 17, 2010** will convene at **7:00 p.m.**

**REGULAR SESSION AGENDA**

**A G E N D A**

1. Call to Order ..... Chairman Miles
2. Roll Call ..... Ms. Tilghman
3. Nomination and Election of Vice Chairman ..... Chairman Miles
  - Nomination and Election of Vice Chairman
4. Declaration of Quorum..... Chairman Miles
5. Pledge of Allegiance ..... Chairman Miles
6. Approval of Minutes ..... Chairman Miles
  - **Called Budget Approval Meeting June 01, 2010**
  - **Announcement of Executive Meeting**
7. Adoption of Agenda..... Chairman Miles
8. Student Board Members Introduction of the Board ..... Miss Elmore and Miss Sturgis
9. Graduate Recognitions..... Ms. McLaughlin
10. Public Participation..... Chairman Miles
11. Energy Star Plaques Presentation ..... Mr. Daugherty

## 12. OLD BUSINESS

### A. Human Resources

1. Job Description .....Mr. Lawson
  - Maintenance Courier/Custodial Trainer  
(See Tab 12-A1)

### B. Facilities

1. Change Order Requests.....Mr. Daugherty  
(See tab 12-B1)
2. Policy #200-18, Transportation Policy .....Mr. Daugherty  
(See Tab 12-B2)

## 13. NEW BUSINESS

### A. Finance

1. Monthly Finance Report .....Ms. Miller  
(See Tab 13-A1)
2. Category Transfer Request .....Ms. Miller  
(See Tab 13-A2)
3. Food Service Report .....Ms. Miller  
(See Tab 13-A3)

### B. Technology

1. Approval of Lease Agreement for 1:1 Laptop Program.....Ms. Smoker  
(See Tab 13-E5)

### C. Policies

1. Policy #600-17, Standards of Social Behavior ..... Ms. McLaughlin  
(See Tab 13-C1)
2. Policy #600-36, Fighting..... Ms. McLaughlin  
(See Tab 13-C2)

- D. Out of County School Requests .....Dr. Brofee  
(See Tab 13-D)

### E. Facilities and Transportation

1. Request to Contract with Substitute Bus Driver .....Mr. Daugherty  
(See Tab 13-E1)
2. Food and Nutrition Service Report..... Mr. Daugherty  
(See Tab 13-E2)

- 3. Capital Improvement Plan.....Mr. Daugherty  
(See Tab 13-E3)
- 4. Comprehensive Maintenance Plan .....Mr. Daugherty  
(See Tab 13-E4)

**F. Human Resources**

- 1. Job Description .....Mr. Lawson
  - Secondary Literacy Supervisor  
(See Tab 13-F1)
- 2. New Hires, Retirees, and Resignations .....Mr. Lawson  
(See Tab 13-F2)
- 3. Out of State Travel (Informational Purposes Only) .....Mr. Lawson  
(See Tab 13-F3)
- 4. Application Revision Approval.....Mr. Lawson  
(See Tab 13-F4)

**14. Superintendent & Board Member Comments**

**15. September 2010 – On Tuesday September 21, 2010 the Board will convene in a closed session at 5:00 p.m. to discuss the Superintendent’s evaluation, an open called session at 5:30 p.m. to discuss change order requests, and an executive session at 6:00 p.m. A reception for the Remembrance of Stan Pruitt will be held at 6:30 p.m. followed by the open regular session meeting at 7:00 p.m. The meeting and reception will be held at the J.M. Tawes Technology & Career Center.**

**16. Adjournment**