

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**December 14, 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 facilities items and an executive session at 6:00 p.m. at the J. M. Tawes Technology & Career Center, **Tuesday, December 14, 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, **December 14, 2010** will convene at **7:00 p.m.**

**REGULAR SESSION AGENDA**

**A G E N D A**

1. Call to Order ..... Chairman Miles
2. Swearing in of Board of Education Members.....Mr. Ted Phoebus  
Clerk of Court
3. Roll Call .....Ms. Tilghman
4. Declaration of Quorum..... Chairman Miles
5. Pledge of Allegiance ..... Chairman Miles
6. Approval of Minutes ..... Chairman Miles
  - Meeting of October 19, 2010
  - Open Work Session Meeting of November 9, 2010
  - Announcement of Executive Meeting
7. Adoption of Agenda..... Chairman Miles
8. Student Board Members Activities Reports.....Miss Sturgis and Miss Elmore
9. Public Participation..... Chairman Miles
10. Introduction of Somerset County .....Ms. Nelson  
Public Schools' Christmas Card Artist
11. **OLD BUSINESS**
  - A. **Facilities and Transportation**
    1. Change Order Requests.....Mr. Daugherty  
(See Tab 11-A1)

2. Use of School Facilities, Policy #200-13 .....Mr. Daugherty  
(See Tab 11-A2)
3. Storage Tank Transfer to Commissioners.....Mr. Daugherty  
(See Tab 11-A3)

**B. Finance**

1. Jobs For Education Revenue ..... Dr. Brofee  
(See Tab 11-B1)

**C. Policies**

1. 300-13, Fixed Assets.....Ms. Miller  
(See Tab 11-C1)

**D. Human Resources**

1. Job Descriptions.....Mr. Lawson
  - ALC Teacher
  - Assistant/Vice Principal
  - Dean of Students
 (See Tab 11-D1)

**12. NEW BUSINESS**

**A. Finance**

1. Monthly Finance Report.....Ms. Miller  
(See Tab 12-A1)
2. Category Transfer Request .....Ms. Miller  
(See Tab 12-A2)
3. Food Service Report .....Ms. Miller  
(See Tab 12-A3)
4. FY2012 Budget Discussion..... Dr. Brofee  
(See Tab 12-A4) Ms. Miller

**B. Policies**

1. Policy 800-11, Title I Parent Involvement.....Ms. Holland  
(See tab 12-B1)

**C. Student Services**

1. Homeless Monitoring Visit/Update .....Ms. McLaughlin  
(See Tab 12-C1)

**D. Facilities and Transportation**

1. Feasibility Study for GES HVAC Replacement.....Mr. Daugherty  
(See Tab 12-D1)
2. Approval of Contract for Route #28 .....Mr. Daugherty  
(See Tab 12-D2)
3. Approval of Substitute Bus Driver Training .....Mr. Daugherty  
(See Tab 12-D3)

**E. Instruction**

1. Race to the Top..... Dr. Brofee  
(See Tab 12-E1) Mr. Bloodsworth

**F. Human Resources**

1. Job Descriptions.....Mr. Lawson
  - Early Childhood Education Teacher
  - ARRA Tutor
  - School Administrative Associate II  
(See Tab 12-F1)
2. New Hires, Retirees, and Resignations .....Mr. Lawson  
(See Tab 12-F2)
3. Out of State Travel.....Mr. Lawson  
(See Tab 12-F3)

- G. Request for January 18, 2010 Board Meeting Change** ..... Dr. Brofee  
(See Tab 12-G)

**13. Superintendent & Board Member Comments**

- 14. January 2010 – On Tuesday January \_\_\_\_\_, 2010 the Board will convene in an open called session at 5:00 to discuss change order requests, in an executive session at 6:00 p.m. and in an open regular session meeting at 7:00 p.m. The meeting will be held at the J.M. Tawes Technology & Career Center.**

**15. Adjournment**