

SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND
January 25, 2011

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, January 25, 2011** 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, **January 25, 2011** 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. Reorganizing of Board of Education Dr. Brofee
 - Nomination and Election of Board Chairman
 - Nomination and Election of Vice Chairman
5. Declaration of Quorum..... Chairman
6. Pledge of Allegiance..... Chairman
7. Approval of Minutes Chairman
 - **Meeting of December 14, 2010**
 - **Announcement of Executive Meeting**
8. Adoption of Agenda..... Chairman
9. Student Board Members Activities Reports..... Miss Sturgis and Miss Elmore
10. Public Participation Chairman
11. Comments on Site Accomplishments..... Dr. Brofee
 - Contributions to Maryland as #1

12. OLD BUSINESS

A. Facilities and Transportation

1. Change Order Requests.....Mr. Daugherty
(See Tab 12-A1)
2. WHS Construction Revenue: Board of Public Works Request.....Dr. Brofee
(See Tab 12-A2)

B. Policies

1. Policy 800-11, Title I Parent Involvement.....Ms. Holland
(See Tab 12-B1)
2. Establishing a Monthly Work SessionChairman
(See tab 12-B2)

C. Human Resources

1. Job DescriptionMr. Lawson
 - Early Childhood Education Teacher
 - Tutor
 - School Administrative Associate II(See Tab 12-C1)

13. NEW BUSINESS

A. Finance - Legislative Audit Response

1. Review of Audit Comments and ResponsesMs. Miller
(See Tab 13-A1) Dr. Brofee
2. Monthly Finance Report.....Ms. Miller
(See Tab 13-A2)
3. Monthly Food Service Report.....Ms. Miller
(See Tab 13-A3)

B. Instruction

1. 2011-2012 School CalendarMr. Bloodsworth
(See Tab 13-B1)
2. Field Trip Approval.....Mr. Bloodsworth
(See Tab 13-B2)

C. Human Resources

1. Job Descriptions.....Mr. Lawson
 - Instructional Assistant (One on One)

- Reading Coach (Elementary)
(See Tab 13-C1)

2. New Hires, Retirees, and ResignationsMr. Lawson
(See Tab 13-C2)
3. Out of State Travel.....Mr. Lawson
(See Tab 13-C3)

14. Superintendent & Board Member Comments

15. February 2011 – On Tuesday February 15, 2011 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.

16. Adjournment