

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**October 12, 2010**

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

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

The Somerset County Board of Education will conduct a closed session at 4:00 p.m to discuss the Superintendent's evaluation, will meet at 5:00 p.m. in an open work session to discuss policies and facilities items and move at 6:00 p.m. to meet in an executive session at the J. M. Tawes Technology & Career Center, **Tuesday, October 12**, 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, **October 12, 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. Declaration of Quorum..... Chairman Miles
4. Pledge of Allegiance ..... Chairman Miles
5. Approval of Minutes ..... Chairman Miles
  - **Meeting of September 21, 2010**
  - **Announcement of Executive Meeting**
6. Adoption of Agenda..... Chairman Miles
7. Student Board Members Activities Reports..... Miss Sturgis and Miss Elmore
8. Public Participation ..... Chairman Miles
9. Character Award .....Christy Scott
10. Proclamation to Delegate Elmore & Senator Stolfus.....Dr. Brofee
11. **OLD BUSINESS**
  - A. **Human Resources**
    1. Job Descriptions .....Mr. Lawson
      - Food Service Worker

- Elementary Math/Science Coordinator
- Custodial Trainer/Courier (revised job description)  
(See Tab 11-A1)

2. New Hires, Retirees, and Resignations .....Mr. Lawson

**B. Facilities**

1. Change Order Requests.....Mr. Daugherty  
(See Ta 11- B1)

**C. Policies**

1. Policy #600-21 .....Dr. Brofee  
Enrollment/Attendance Eligibility/Pupil Assignment  
(See Tab 11-C1)

2. 300-13, Fixed Assets.....Ms. Miller  
(See Tab 11 – C2)

3. 300-15, Record Retention .....Ms. Miller  
(See Tab 11-C3)

**12. NEW BUSINESS**

**A. Finance**

1. Monthly Finance Report.....Ms. Miller  
(See Tab 12-A1)

2. Food Service Report .....Ms. Miller  
(See Tab 12-A2)

3. Jobs for Education Revenue.....Dr. Brofee  
(See Tab 12-A3)

**B. Technology**

1. SharePoint Demonstration.....Ms. Smoker  
(See Tab 12-B1)

**C. School Based Health Center** .....Ms. Thomas  
(See Tab 12-C)

**D. Instruction**

1. Master Plan Update Discussion and Approval .....Dr. Brofee  
(See Tab 12-D1) Mr. Bloodsworth
2. Student Achievement Report ..... Mr. Bloodsworth  
(See Tab 12-D2)
3. Maryland Business Roundtable Data Report ..... Ms. Carter  
(See Tab 12-D3)

**E. Facilities**

1. Substitute Bus Driver Training..... Mr. Daugherty  
(See Tab 12-E1)
2. Policy 200-13, Use of School Facilities ..... Mr. Daugherty  
(See Tab 12-E2)

**F. Human Resources**

1. Job Descriptions..... Mr. Lawson
  - ALC Teacher
  - Assistant/Vice Principal
  - Dean of Students(See Tab 12-F1)
2. New Hires, Retirees, and Resignations ..... Mr. Lawson  
(See Tab 12-F2)

**13. Superintendent & Board Member Comments**

**14. November 2010 – On Tuesday November 16, 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**