

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**September 21, 2010**

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

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

The Somerset County Board of Education will convene in a closed session at 4:45 p.m. to conduct the Superintendent's evaluation, an open work session at 5:30 p.m. to discuss change order requests, and an executive session at 6:00 p.m. at the J. M. Tawes Technology & Career Center, **Tuesday, September 21, 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. A reception for the Remembrance of Stan Pruitt will be held at 6:30 p.m. followed by the regular open session of the Board at the J. M. Tawes Technology & Career Center.

**TRIBUTE TO STAN PRUITT**

**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 August 17, 2010
  - Announcement of Executive Meeting
7. Adoption of Agenda..... Chairman Miles
8. Audited Financial Statements.....Ms. Miller
  - TGM Group
9. Student Board Members' Activities Reports..... Miss Sturgis and Miss Elmore
10. Public Participation..... Chairman Miles
  - Allan Webster
11. School Board Visitations for Site Presentations .....Dr. Brofee

## 12. OLD BUSINESS

### A. Facilities

1. Change Order Requests.....Mr. Daugherty  
(See Tab 12-A1)
2. Comprehensive Maintenance Plan .....Mr. Daugherty  
(See Tab 12-A2)

### B. Human Resources

1. Job Description .....Mr. Lawson
  - Secondary Literacy Supervisor  
(See Tab 12-B1)

### C. Policies

1. Policy 300-13, Fixed Assets.....Ms. Miller  
(See Tab 12-C1)
2. Policy #300-15 - Record Retention - Financial Documents.....Ms. Miller  
(See Tab 12-C2)
3. Policy 600-17, Standards of Social Behavior ..... Ms. McLaughlin  
(See Tab 12-C3)
4. Policy 600-36, Fighting..... Ms. McLaughlin  
(See Tab 12-C4)

- D. Middle States Accreditation.....Dr. Brofee  
(See Tab 12-D)

## 13. NEW BUSINESS

### A. Instruction

1. Master Plan Update 2010 .....Dr. Brofee  
and Race to Top Funding Bloodsworth  
(See Tab 13-A1)
2. October Board Meeting Approval .....Dr. Brofee  
(See Tab 13-A2)
3. Out of County Field Trip Requests ..... Mr. Bloodsworth  
(See Tab 13-A3)
4. Summer Programs Report ..... Mr. Bloodsworth  
(See Tab 13-A4)

- B. Proposed Gear Up College Tour Itinerary ..... Mr. Bloodsworth  
(See Tab 13-B)

**C. Out of County School Request** .....Dr. Brofee  
(See Tab 13-C)

**D. Facilities**

1. Capital Improvement Plan .....Mr. Daugherty  
(See Tab 13-D1)

2. Policy #200-13, Use of School Facilities.....Mr. Daugherty  
(See Tab 13-D2)

3. Student Enrollment.....Dr. Brofee  
(See Tab 13-D3)

**E. Human Resources**

1. Job Descriptions.....Mr. Lawson

- Food Service Worker
- Elementary Math/Science Coordinator
- Custodial Trainer/Courier (revised job description)

(See Tab 13-E1)

2. New Hires, Retirees, and Resignations .....Mr. Lawson  
(See Tab 13-E2)

**14. Superintendent & Board Member Comments**

**15. October 2010 – On Tuesday October 12, 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.**

**16. Adjournment**