

**SOMERSET COUNTY BOARD OF EDUCATION
Greenwood Elementary School
December 18, 2012**

A G E N D A

Times are intended for guidance only; unless changed by the Board, the order in which items appear will be followed.

As of December 4, 2012, the Somerset County Board of Education will meet in an open regular session at **5:00 p.m.** on **Tuesday, December 18, 2012** at Greenwood Elementary School to immediately consider meeting in a closed session to review and approve closed minutes, to discuss personnel matters (Section 10-508 (a)(1), to consult with legal counsel (Section 10-508 (a)(7), to perform administrative functions (Section 10-503), and to consider matters related to contracts (Section 10-508 (a)(14) pursuant to the Maryland Annotated Code. The Board will convene in an open work session at **6:00 p.m.** and reconvene in the open regular meeting at **7:00 p.m.**

1. Convene in Open Regular Session – **5:00 p.m.**
2. Call to OrderChairman Sumpter
3. Roll Call.....Ms. Tilghman
4. Declaration of a Quorum.....Chairman Sumpter
5. Consider Meeting in Closed Session for the reasons listed below, pursuant to Section 10-508 of the **Maryland Annotated Code**:
 - a. To review and approve minutes of previous closed meetings
 - November 27, 2012
 - b. To perform administrative functions – Section 10-503
 - c. To discuss personnel matters – Section 10-508(a)
 - d. To consult with legal counsel to obtain legal advice – Section 10-508(a)(7)
 - e. To discuss negotiated contracts – Section 10-508 (a)(14)
6. Convene in Open Work Session – **6:00 p.m.**
7. Reconvene in Open Regular Session – **7:00 p.m.**
8. Pledge of AllegianceChairman Sumpter
9. Adoption of AgendaChairman Sumpter

Tribute to Dr. H. DeWayne Whittington

10. Approval of Open Session Minutes.....Chairman Sumpter
 - November 27, 2012
11. Announcement of Closed Session Meeting
 - December 18, 2012
12. Public ParticipationChairman Sumpter

13. Recognition of the Golf, Soccer and Field Hockey Teams..... Dr. Miles
14. Student Board Members' Activities Reports..... Mr. Mason & and Mr. Cavins
15. **OLD BUSINESS**
- A. Policies**
1. Policy #600-44, Emergency Anaphylaxis Plan..... Ms. Thomas
(See Tab 15-A1)
- B. Human Resources**
1. Job DescriptionsMs. Whitelock
- Accounting Associate
 - Accounting Associate (Grants)
 - Accountant
- (See Tab 15-B1)
16. **NEW BUSINESS**
- A. Finance**
1. TGM Group, LLC..... Mr. Blye
(See Tab 16-A1)
2. Monthly Finance Report Mr. Blye
(See Tab 16-A2)
3. Monthly Food Service Report Mr. Blye
(See Tab 16-A3)
- B. Curriculum & Instruction**
1. Curriculum & Instruction Report.....Ms. Hopkins
- Data from Benchmarks
- (See Tab 16-B1)
- C. Technology Update**..... Ms. Smoker
(See Tab 16-C)
- D. Policies**
1. Policy #800-11, Parent InvolvementMs. Holland
(See Tab 16-D1)
- E. Student Service Report**
1. Student Services Report.....Ms. McLaughlin
 - Uniform Initiative Update Ms. Carter
(See Tab 16-E1)

F. Human Resources

1. New Hires, Retires, ResignationsMs. Whitelock
(See Tab 16-F1)

2. Job DescriptionsMs. Whitelock
 - Data Specialist Associate
(See Tab 16-F2)

17 Superintendent & Board Member Comments

18. January – On January 15, 2012 the Board will convene in an open regular meeting at 5:00 p.m. to immediately consider going into a closed meeting followed by an open work session at 6:00 p.m and an open regular meeting at 7:00 p.m. at Princess Anne Elementary School.

19. Adjournment