

SOMERSET COUNTY BOARD OF EDUCATION

J.M. TAWES TECHNOLOGY &

CAREER CENTER

FEBRUARY 19, 2013

TO: Chairman & Members - Board of Education

FM: Dr. Marjorie E. Miles, Superintendent

The Somerset County Board of Education will convene in an open work session to discuss the 2012 school budget and board policies at 10:00 a.m. at the J.M. Tawes Technology & Career Center.

OPEN WORK SESSION

A G E N D A

1. Call to Order Vice Chairman Wells
2. Policy #700-9, Dr. Miles
Professional Duties and Responsibilities/Whistle Blower Policy
3. Policy #100-13 Administrative Procedures, Dr. Miles
School Board Meetings
4. Human Resources Ms. Whitelock
➤ Maintenance Courier and Custodial Trainer's Job Description
5. Budget Presentation Mr. Blye
6. Board Comments
7. Adjournment



**SOMERSET COUNTY BOARD OF EDUCATION
Crisfield Academy & High School
February 19, 2013**

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.

The Somerset County Board of Education will meet in an open work session on **Tuesday, February 19, 2013 at 10:00 a.m.** at the J.M. Tawes Technology & Career Center.

The Somerset County Board of Education will hold an open regular session at **4:30 p.m.** on **Tuesday, February 19, 2013** at Crisfield Academy & High 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), and to perform administrative functions (Section 10-503), pursuant to the Maryland Annotated Code. The Board will reconvene in the open regular meeting at **6:00 p.m.**

1. Convene in Open Regular Session –**4:30 p.m.**
2. Call to Order Vice Chairman Wells
3. Roll Call.....Ms. Tilghman
4. Declaration of a Quorum..... Vice Chairman Wells
5. Pledge of Allegiance..... Vice Chairman Wells
6. Adoption of Agenda..... Vice Chairman Wells
7. Public Comments Vice Chairman Wells
8. 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
 - January 10, 2013
 - January 15, 2013
 - January 22, 2013
 - January 30, 2013
 - February 6, 2013
 - b. To perform administrative functions – Section 10-503
 - Discussion of Board Administrative Procedures
 - c. To discuss personnel matters – Section 10-508(a)
 - New Hires, Retires, and Resignations
 - d. To consult with legal counsel to obtain legal advice – Section 10-508(a)(7)
9. Convene in Open Regular Session – **6:00 p.m.**

10. Approval of Open Session Minutes..... Vice Chairman Wells

- January 10, 2013 – Open Special Meeting
- January 15, 2013 – Open Regular Meeting
- January 22, 2013 – Open Special Meeting
- January 30, 2013 – Open Special Meeting
- February 6, 2013 – Special Open Meeting

11. Announcement of Closed Session Meetings

- January 10, 2013
 - Performed Administrative Functions – Section 10-503
 - Board's Annual Evaluation
 - Discussed Personnel Matters – Section 10-508 (a)(1)
 - New Hires, Retires, Resignations
 - Superintendent's Evaluation
 - Received Advice from Legal Counsel – Section 10-508(a)(7)
- January 15, 2013
 - Reviewed and approved minutes of December 18, 2013
 - Performed administrative functions – Section 10-503
 - Discussion of the Board's Administrative Procedures
 - Discussed Personnel Matters – Section 10-508(a)(1)
 - New Hires, Retires, Resignations
 - Consulted with legal counsel to obtain legal advice – Section 10-508(a)(7)
 - Discussed contracts – Section 10-508 (a)(14) – Transportation Personnel
- January 22, 2013
 - Performed Administrative Functions – Section 10-503
 - Board's Annual Evaluation
- January 30, 2013
 - Discussed Public Safety Issues – Section 10-508 (a) (14)
 - School Safety, Emergency Plans, and Truancy Mitigation
- February 6, 2013
 - Discussed Personnel Matters – Section 10-508 (a)(7)
 - Transportation Personnel/Board Personnel
- February 19, 2013
 - Performed Administrative Functions – Section 10-503
 - Discussed Board Policy & Procedures
 - Discussed Personnel Matters – Section 10-508 (a)(1)
 - New Hires, Retires, Resignations
 - National Board Certified Staff
 - Out of County Trip Approval - Superintendent
 - Received Advice from Legal Counsel – Section 10-508(a)(7)

12. Student Board Members' Activities Reports.....Mr. Mason &Mr. Cavins

13. OLD BUSINESS

A. Human Resources

- 1. Job DescriptionsMs. Whitelock
 - Maintenance Courier and Custodial Trainer
(See Tab 13-A1)

14. NEW BUSINESS

A. Curriculum & Instruction ReportMs. Hopkins

- Common Core and PARCC Transitions
(See Tab 14-A)

B. Finance

- 1. Monthly Finance ReportMr. Blye
(See Tab 14-B1)
- 2. Monthly Food Service ReportMr. Blye
(See Tab 14-B2)

C. Special Education Report.....Ms. Johnson

- Elementary Expansion to the Promise Academy
- Elementary Expansion of the High Roads Academy
(See Tab 14-C)

D. Student Services ReportMr. McLaughlin

- Attendance Ms. Carter
- Discipline Data
- Interventions
- Homeless Update
(See Tab 14-D)

E. Facilities and Transportation

- 1. School Security Update Mr. Jefferson
(See Tab 14-E1)
- 2. Athletic Fields Committee Update Mr. Jefferson
(See Tab 14-E2)
- 3. Pole Buildings..... Mr. Jefferson
(See Tab 14-E3)
- 4. Transportation Report Mr. Jefferson
(See Tab 14-E4)

F. Policies

1. Policy #100-13, School Board Meetings..... Dr. Miles
(See Tab 14-F1)
2. Policy #700-9,..... Dr. Miles
Professional Duties and Responsibilities/Whistle Blower
(See Tab 14-F2)

G. Human Resources

1. New Hires, Retires, ResignationsMs. Whitelock
(See Tab 14-G1)
2. Job DescriptionsMs. Whitelock
 - Local Accountability Coordinator (LAC)
 - Student Information Specialist
 - Paraprofessional
 - Paraprofessional – Special Education(See Tab 14-G2)

15 Superintendent & Board Member Comments

16 March – On March 19, 2013 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 reconvene in open regular meeting at 7:00 p.m. at Deal Island Elementary School.

17 Adjournment