

**SOMERSET COUNTY BOARD OF EDUCATION**

**J.M. TAWES TECHNOLOGY &**

**CAREER CENTER**

**MARCH 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 Board policies at 6:00 p.m. at the J.M. Tawes Technology & Career Center.

**OPEN WORK SESSION**

**A G E N D A**

1. Call to Order ..... Chairman Miles
  
2. Facilities Update ..... Mr. Jefferson
  - School Security
  - Athletic Fields
  - Public School Construction
  
3. Half Day School Sessions ..... Dr. Miles
  
4. Policy #700-58, Whistle Blower Policy ..... Dr. Miles
  
5. Board Comments
  
6. Adjournment



**SOMERSET COUNTY BOARD OF EDUCATION**  
**J.M. Tawes & Technology Center**  
**March 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 hold an open regular session at **4:00 p.m.** on **Tuesday, March 19, 2013** at J.M. Tawes Technology & Career Center to immediately consider meeting in a closed session to review and approve closed minutes, to discuss personnel matters (Section 10-508 (a)(1), to discuss negotiated agreements – Section 10-508 (a)(9) 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 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 – **4:00 p.m.**
2. Call to Order ..... Chairman Miles
3. Roll Call ..... Ms. Tilghman
4. Declaration of a Quorum ..... Chairman Miles
5. Pledge of Allegiance ..... Chairman Miles
6. Adoption of Agenda ..... Chairman Miles
7. Public Participation ..... Chairman Miles
  - William Robinson, UMES Public Relations Officer- UMES Spelling Bee
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 15, 2013
    - January 22, 2013
    - January 30, 2013
  - b. To perform administrative functions – Section 10-503
    - To discuss the development of a Board Member Code of Conduct Manual
  - c. To discuss personnel matters – Section 10-508(a)
    - New Hires, Retires, and Resignations
    - Transportation Personnel
    - Finance Personnel
    - Superintendent Search Strategies
  - d. To consult with legal counsel to obtain legal advice – Section 10-508(a)(7)
  - e. To consider matters related to negotiations – Section 10-508 (a)(9)
9. Convene in Open Work Session – **6:00 p.m.**
10. Reconvene in Open Regular Session – **7:00 p.m.**

11. Approval of Open Session Minutes..... Chairman Miles

- January 15, 2013 – Open Regular Meeting
- January 22, 2013 – Open Special Meeting
- January 30, 2013 – Open Special Meeting
- March 04, 2013 – Open Special Meeting

12. Announcement of Closed Session Meetings

- March 4, 2013
  - Performed Administrative Functions – Section 10-503
    - Discussed and Approved Board Rules of Conduct
- March 19, 2013
  - Performed Administrative Functions - Section 10-503
    - Discussed the development of a Code of Conduct Manual for Board Members
  - Discussed Personnel Matters – Section 10-508 (a)(1)
    - New Hire, Retires & Resignations
    - Transportation Personnel
    - Finance Personnel
    - Superintendent Search Strategies
  - Reviewed and approved revised closed minutes
  - Consulted with counsel to obtain legal advice – Section 10-508(a)(7)
  - Discussed matters related to negotiations – Section 10-508 (a)(9)

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

14. **OLD BUSINESS**

**A. Human Resources**

1. Job Descriptions .....Ms. Whitelock
  - Maintenance Courier and Custodial Trainer
  - Local Accountability Coordinator (LAC)
  - Student Information Specialist
  - Paraprofessional
  - Paraprofessional – Special Education Instructional Assistant  
(See Tab 14-A1)

**B. Policies**

1. Policy #700-57, Employee Use of Social Media.....Mr. Lawson  
(See Tab 15-B4)

15. **NEW BUSINESS**

**A. Curriculum & Instruction**

1. Curriculum & Instruction Report.....Ms. Hopkins
  - Graduation Preparation
  - SAT Preparation
  - School Year 2013-2014 Update  
(See Tab 15-A1)

**B. Financial Updates**

- 1. Monthly Finance Report ..... Ms. Smoker  
(See Tab 15-B1)
- 2. Monthly Food Service Report ..... Ms. Smoker  
(See Tab 15-B2)

- C. Student Services Report** ..... Ms. Carter
- School-based Health Center Billing
  - Attendance
- (See Tab 15-C)

- D. Special Education Report**..... Ms. Johnson  
(See Tab 15-D)

**E. Facilities and Transportation**

- 1. Bus Substitute Driver Training Request..... Mr. Jefferson  
(See Tab 15-E1)

**F. Policies**

- 1. Policy #700-58, Whistle Blower Policy ..... Dr. Miles  
(See Tab 15-F1)

**G. Human Resources**

- 1. New Hires, Retires, Resignations ..... Ms. Whitelock  
(See Tab 15-G1)

- H. Board of Education’s Self Evaluation Report** ..... Chairman Miles  
(See Tab 15-H)

**16. Superintendent & Board Member Comments**

**17. April – On Tuesday, April 19, 2013** The Somerset County Board of Education will convene in an Open Regular Session on April 19, 2013 at 4:00 p.m. to immediately consider going into closed meeting followed by an open work session at 6:00 p.m. The Board will reconvene in an open regular session at 7:00 p.m. at Somerset Intermediate School.

**18. Adjournment**