

**SOMERSET COUNTY BOARD OF EDUCATION**  
**J.M. Tawes Technology & Career Center**  
**November 20, 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 November 12, 2012, the Somerset County Board of Education will meet in an open regular session at **4:30 p.m. on Tuesday, November 20, 2012** at the 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 perform administrative functions (Section 10-503), to consider matters related to contracts (Section 10-508 (a)(14)), and to consult with legal counsel (Section 10-508 (a)(7) pursuant to the Maryland Annotated Code. The Board will reconvene in an open work session at **6:00 p.m.** followed by the regular **7:00 p.m.** meeting.

1. Convene in Open Regular Session – **4:30 p.m.**
2. Call to Order .....Chairman 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
    - September 13, 2012 – Closed Meeting
    - October 2, 2012 – Closed Meeting
    - October 16, 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 consider matters related to contracted agreements (Section 10-508 (a)(14)
6. Reconvene in **Open Work Session** – **6:00 p.m.**
7. Convene in **Open Regular Session** – **7:00 p.m.**
8. Pledge of Allegiance .....Chairman Sumpter
9. Adoption of Agenda .....Chairman Sumpter
10. Approval of Open Session Minutes.....Chairman Sumpter
  - September 6, 2012 – Special Meeting
  - September 13, 2012 – Special Meeting
  - September 18, 2012 – Regular Meeting
  - September 24, 2012 – Special Meeting
  - October 2, 2012 – Special Meeting
  - October 12, 2012 – Special Meeting

- October 16, 2012 – Regular Meeting

11. Announcement of Closed Session Meeting

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12. Public Participation .....Chairman Sumpter

13. Student Board Members’ Activities Reports..... Mr. Cavins and Mr. Mason

14. **OLD BUSINESS**

**A. Policies**

1. Policy #200-22, Volunteer Services .....Ms. Whitelock  
(See Tab 14-A1)

**B. AWD Wind Energy** .....Mr. Dorman  
(See Tab 14-B)

**C. Kenyon Solar Energy** ..... Mr. Gorsuch  
(See Tab 14-C)

15. **NEW BUSINESS**

**A. Finance**

1. Monthly Finance Report .....Mr. Blye  
(See Tab 15-A1)
2. Monthly Food Service Report ..... Mr. Blye  
(See Tab 15-A2)

**B. Curriculum & Instruction**

1. Curriculum & Instruction Report.....Ms. Hopkins
  - Disciplinary Literacy  
(See Tab 15-B1)

**C. Student Service Report**

1. Student Services Division Update .....Ms. McLaughlin  
(See Tab 15-C1) Ms. Carter
2. Policy #600-44, Emergency Anaphylaxis Plan..... Ms. Thomas  
(See Tab 15-C2)

**D. Human Resources**

1. New Hires, Retires, Resignations .....Ms. Whitelock  
(See Tab 15-D1)
2. Job Descriptions .....Ms. Whitelock

- Accounting Manager
  - Accounting Associate I
  - Accountant
- (See Tab 15-D2)

**16. Superintendent & Board Member Comments**

**17. December – On December 18, 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 the Greenwood Elementary School.**

**18. Adjournment**