

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**December 15, 2009**

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

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

The Somerset County Board of Education will conduct an open called session at 5:30 p.m. to discuss policies and an executive session at 6:00 p.m. at the the J. M. Tawes Technology & Career Center, **Tuesday, December 15, 2009** to discuss personnel and legal matters as permitted by the Maryland Open Meetings Act S 10-508(a)(9) of the State Government Article. The regular open session of the Board at the J. M. Tawes Technology & Career Center, **December 15, 2009** will convene at **7:00 p.m.**

**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
  - **Board Meeting November 17, 2009**
  - **Announcement of Executive Meeting**
6. Adoption of Agenda ..... Chairman Miles
7. Student Board Members' Activities Report ..... Mr. Cavins and Mr. Taylor
8. Parent & Community Budget Input..... Chairman Miles
  - This time has been set aside to devote to hearing the comments and perspective of our parents and community on the budget for 2011.
9. Public Participation ..... Chairman Miles
  - John Riggins – Athletic Policy
10. Introduction of Somerset County ..... Ms. Nelson  
Public Schools' Christmas Card Artist
11. Washington Academy & High School ..... Mr. O'Neal  
Ms. Collins

**12. OLD BUSINESS**

**A.**

1. Safety & Security of Students ..... Dr. Brofee  
(See Tab 12-A1)

**B. Student Services**

1. 2009-2010 Uniform Initiative .....Ms. McLaughlin  
(See Tab 12-B1)

**C. Human Resources**

1. Policy #700-39, Title IX Non Discrimination Policy .....Mr. Lawson  
(See Tab 12-C1)
2. Policy #700-43, Employment of Foreign Nationals.....Mr. Lawson  
(See Tab 12-C2)
3. Approval of Revised Job Descriptions.....Mr. Lawson
  - Human Resources Director
  - Assistant Superintendent
  - Secondary Education Supervisor
  - Special Ed. Supervisor(See Tab 12-C3)

**13. NEW BUSINESS**

**A. Finance**

1. Monthly Finance Report ..... Ms. Miller  
(See Tab 13-A1)
2. Food Service Report..... Ms. Miller  
(See Tab 13-A2)

**B. Proposed Art Donation Project .....Ms. Mitchell  
(See Tab 13-B)**

**C. Facilities and Transportation**

1. Approval of Underground Storage Tank Removal.....Mr. Daugherty  
And Replacement at Princess Anne Elementary  
(See Tab 13-C1)
2. Approval of Terrazzo Contract at WAHS .....Mr. Daugherty  
(See Tab 13-C2)
3. Approval to Train Two New Substitute Bus Drivers.....Mr. Daugherty
  - Laverne Stewart
  - Jeffrey Young(See Tab 13-C3)

**D. Enrollment Projection 2010-2011** ..... Dr. Brofee  
(See Tab 13-D)

**E. Student Out of County Trip Approval** ..... Dr. Brofee  
(See Tab 13-E)

**F. Policies**

1. Policies of Administration, #200 series ..... Dr. Brofee

- 200-1 Administrative Goals
  - 200-2 Evaluation of School Administration System Accountability
  - 200-3 Office of the Superintendent of Schools
  - 200-4 Powers and Duties of the Superintendent
  - 200-5 Administrative Organization
  - 200-6 School Principals Building Administrators
  - 200-7 Central Office Professional Staff Evaluations
  - 200-8 Assignment and Transfer of Building Administrators
  - 200-9 School-Based Management
  - 200-10 School Closings
  - 200-11 Advertising in the Schools
  - 200-12 Professional Staffing of Schools
- (See Tab 13-F1)

2. Policy #700-07, Personnel Records & Data Storage .....Mr. Lawson  
(See Tab 13-F2)

**G. Human Resources Report**

1. Review and Study of Revised Job Description.....Mr. Lawson  
•Elementary Supervisor  
(See Tab 13-G1)

2. New Hires, Retirees, and Resignations.....Mr. Lawson  
(See Tab 13-G2)

3. Out of State Travel (Informational Purposes Only).....Mr. Lawson  
(See Tab 13-G3)

**14. Superintendent & Board Member Comments**

**15. January 2009 – On Tuesday, January 19, 2009 the Board will convene in an open called session at 5:30 to discuss policies and facilities, 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**