

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**February 17, 2009**

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

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

The Somerset County Board of Education will meet in an executive session at the J. M. Tawes Technology & Career Center, **Tuesday, February 17, 2009 at 6:00 p.m.** to discuss personnel and legal matters as permitted by the Maryland Open Meetings Act S 10-508(a)(9) of the State Government Article and will meet in regular open session at the J. M. Tawes Technology & Career Center, **February 17, 2009 at 7:00 p.m.**

**REGULAR SESSION AGENDA**

**A G E N D A**

1. Call to Order..... Chairman Willing
2. Roll Call ..... Board Secretary
3. Declaration of Quorum ..... Chairman Willing
4. Pledge of Allegiance..... Chairman Willing
5. Approval of Minutes..... Chairman Willing
  - **Board Meeting January 20, 2009**
  - **Announcement of Executive Meeting**
6. Adoption of Agenda ..... Chairman Willing
7. Somerset County Public Schools Activities' Reports ..... Student Board Members
8. Public Participation..... Chairman Willing
  - Athletic Eligibility – Mr. Wayne Muir and Mr. Kirk Simpkins
9. Crisfield Academy & High School .....Mrs. Ward
10. "Be There Campaign" ..... Ms. Nelson  
Mrs. Scott
11. DAR Essay Contest Winner..... Mrs. Bloodsworth
12. **OLD BUSINESS**
  - A. Policies**
    1. Approval of #500 Series Policies: Format Revisions .....Mr. Bloodsworth  
Policies of Instruction  
(See Tab 12-A1)
    2. Discussion of #500 Series Policies: Substantial Revision.....Mr. Bloodsworth  
(See Tab 12-A2)

3. #600 Series Policies Review and Study.....Ms. Carter  
(See Tab 12-A3)

**B. Instructional Report**

1. 2009-2010 Calendar Update.....Mr. Bloodsworth  
(See Tab 12-B1)

**C. Field Trip Approval** ..... Dr. Brofee  
(See Tab 12-C)

**D. Human Resources**

1. Custodial Job Descriptions .....Mr. Lawson  
(See Tab 12-D1)

**13. NEW BUSINESS**

**A. Finance**

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

**B. Facilities**

1. Construction Management – Washington Academy & High School.....Mr. Daugherty  
(See Tab 13-B1)

**C. Student Services**

1. 2007 Maryland Adolescent Survey..... Mrs. McLaughlin  
(See Tab 13-C1)

**D. Policies**

1. #700 Series Policies Input .....Mr. Lawson  
Human Resources  
(See Tab 13-D1)

- 700-1 Personnel Policies Goals
- 700-2 Equal Opportunity Employment
- 700-3 Conflict of Interest
- 700-4 Sexual Harassment
- 700-5 Drug Free Workplace
- 700-6 Tobacco Free School Environment
- 700-7 Personnel Records and Data Storage
- 700-8 Authority of the Board – Personnel
- 700-9 Professional Duties and Responsibilities
- 700-10 Employment Practices
- 700-11 Business Leave
- 700-12 Sick Leave
- 700-13 Employees Work Schedule and Leave
- 700-14 Personnel Procedures, Food & Nutrition Services
- 700-15 Workers' Compensation Claims
- 700-16 Custodial Employment
- 700-17 Appointment to Administrative and/or Supervisory Positions

700-18	Employment Practices – Para Professionals
700-19	Employment of Professional Personnel-Teachers
700-20	Substitute Teachers
700-21	Personnel Practices Clerical/Secretarial Employees
700-22	Faculty Solicitation by Vendors
700-23	Duty Free Lunch
700-24	Retirement and Service Awards
700-25	Certificate Upgrading
700-26	Tuition Reimbursement
700-27	Disciplinary Procedures for Classified Employees
700-28	Disciplinary Procedures – Professional Employees
700-29	Support Employee Evaluation – Probationary Period
700-31	Classified Employee Performance Appraisal
700-32	Criminal Background Investigation Statements
700-33	Appointment to Support/Classified Position
700-34	Procedures for Classified Evaluations
700-35	Violation of Criminal Laws
700-36	Family and Medical Leave Act
700-37	Health Insurance Portability and Accountability
700-38	Fair Labor Standards Act
700-39	Americans with Disabilities
700-40	Election & Appointment of Professional Personnel
700-50	Negotiation Goals/Priority Objectives
700-51	School Board Negotiating Agents
700-52	Duties/Responsibilities of Educational Interpreters
700-53	School Resource Officer Program
700-54	Tenure for Unit I Employees

**E. Out of County School Requests** ..... Dr. Brofee  
(See Tab 13-E)

**F. Human Resources Report**

1. New Hires, Retirees, and Resignations.....Mr. Lawson  
(See Tab 13-F1)
2. Out of State Travel (Informational Purposes Only).....Mr. Lawson  
(See Tab 13-F2)
3. Leave of Absence Approval.....Mr. Lawson  
(See Tab 13-F3)

**14. Superintendent & Board Member Comments**

**15. March 17, 2009 – March 17, 2009 a closed session meeting will be held at 6:00 p.m. and an open regular session meeting at 7:00 p.m. at the J.M. Tawes Technology & Career Center.**

**16. Adjournment**

## Agenda Attachment

### A. Policies

#### 1. 500 Series Review: Policies of Instruction

#### Summary of Review

Policy	Title	Revision
500-1	Instructional Goals and Learning Outcomes	Format Revisions
500-2	School Calendar/School Year	Format Revisions
500-3	Academic Freedom	Format Revisions
500-4	Curriculum Development	Format Revisions
500-5	Curriculum Adoption	Format Revisions
500-6	Curriculum Guides	#2 becomes Process. Changed to "Electronic Copies" will be prepared.....
500-7	Curriculum Review	Format Revisions
500-8	Curriculum Programs	#2 becomes Philosophy. Added, each SIT plan will be evaluated through a Peer review
500-9	Kindergarten Pre-Entrance Screening	Deleted
500-10	Eligibility for All Day Kindergarten	Deleted
500-11	Talented and Gifted	Format Revisions
500-12	Physical Education Guidelines for Secondary Schools	#2 becomes Requirements. Modified section on apparel. Showers are suggested but not required.
500-13	Semester Examinations for High School Students	#2 becomes requirements. Adds alternate assessments to count as finals (projects for example). Requires separate grades to appear on report card for midterm and/or final exams. Requires teachers to administer common assessments if available. Final grades count 10% of grade in semester long courses. Principals may deviate from exam schedule as situation may call for.
500-15	Lesson Plans	Requires Extensive Revision-is going through committee process-will be submitted at a later date
500-16	System Test Security Procedures	Requires Extensive Revision-is going through committee process-will be submitted at a later date. Administrative Procedures needs updating
500-17	Special Education	Will include 500-24 which speaks to credits earned. Also adding a discipline section, grievance section and includes updates to COMAR.
500-18	Grievance Procedures is Changed to "504 Student Guidelines"	The student guideline part of this policy stays as 500-18. Most parts of this are new. The employee grievance procedure due to a handicapping procedure goes to the 700 Human Resources policies.
500-19	Instructional Goals and Learning Outcomes	#3 becomes Process. Change title to Selection of Media Materials. Media supervisor is examining this policy
500-20	Athletic Eligibility and Participation	Requires Extensive Revision-is going through committee process-will be submitted at a later date
500-21	Extra Curricular Activities	#2 changes to Description. 2E2 has added wording

	Eligibility	change requiring Insurance and physical examination requirements for cheer leading the same as found in 500-20, athletic policy.
500-22	Physical Education Guidelines for PreK-5	Format Revisions
500-23	Secondary Promotion and Class Ranking	#2 changes to Process. Credit Requirements for grades were adjusted. Class Ranking # 1- insert "of students proceeding toward graduation". Provision for students retaking a "passed" course to regain athletic eligibility is built into this policy. Also, statement requiring all potential graduation requirements to be completed at the normal date/time in order to be classified as senior.
500-24	Graduation Credits for Special Education Students in Secondary Schools	This will become part of 500-17.
500-25	Alternate Routes to Graduation	No changes
500-26	Cooperative Work Experience	Remove CTE Capstone Experience. Revise credit earning section to reflect five period day.
500-27	Home Schooling	Requires Extensive Revision-is going through committee process-will be submitted at a later date.
500-28	Home and Hospital	Added background explanation that better defines Home and Hospital Instruction. Changed language to reflect current COMAR regulations. Language added to better describe and define. Specific guidelines are added to section C.
500-29	Foreign Exchange Students	#2 becomes Process. 2A-Advisory List can be found online, not in NASSP published book. Is called Council on Standards for International Educational Travel.
500-30	Professional Student Research	Format Revisions
500-31	Student Field Trips	Requires Extensive Revision-is going through committee process-will be submitted at a later date
500-32	Promotion/Retention	No changes in policy, just grammatical and typing corrections in the Administrative Procedures.
500-33	High School Prerequisites for Course Enrollment	Completion of lower level course is required before proceeding further into the higher course in the same subject. Exceptions are listed for this.
500-34	High School Course Requirements for Graduation	Requires Extensive Revision-is going through committee process-will be submitted at a later date
500-35	Using Copyrighted Materials	Reflects the latest copy write laws which include the latest technology.
500-36	High School Diplomas for Armed Forces Veterans	Format Revisions
500-37	Benchmarks and Common Assessments	New Policy-going through committee process